# PTEC Catalog 2006-2007



# Pinellas Technical Education Centers Career Training Committed to Excellence

The School Board of Pinellas County, Florida

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This publication can be made available in large print or audio tape versions to persons with disabilities. Requests should be made to PTEC-Clearwater, 6100 154th Avenue N, Clearwater, FL 33760-2140 (727) 538-7167 or PTEC-St. Petersburg, 901 34th Street S, St. Petersburg, FL 33711-2298 (727) 893-2500. Please include your name, address and telephone/ TDD number with your request.

#### **CREDITS:**

Photographs by Richard Kindler and Tahna Dodd, students, Commercial Photography Program, PTEC-St. Petersburg.



#### Pinellas Technical Education Centers

SCHOOL CATALOG 2006-2007

Clearwater Campus 6100 - 154th Avenue North Clearwater, Florida 33760-2140 (727) 538-7167 • Fax (727) 538-7203 St. Petersburg Campus 901 - 34th Street South St. Petersburg, Florida 33711-2298 (727) 893-2500 • Fax (727) 893-2776

#### www.ptec.pinellas.k12.fl.us



Pinellas Technical Education Centers (PTEC) is accredited by the Commission of the Council on Occupational Education (COE), 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346, Telephone 404-396-3898 or 1-800-917-2081, FAX 404-396-3790.

The mission of the Pinellas County School Board is to provide the best opportunities for all students to succeed by adopting policies that ensure continual improvement of highest student achievement, safe learning environment and effective efficient operation.

# Federal guidelines require that states have a zero tolerance law regarding substance abuse, guns and crime.

Florida Statute 1006.13 mandates that "each school district shall adopt a policy of **zero tolerance** for crime and substance abuse...." That law further requires that expulsion be recommended for any student at school or at a school function with a firearm or weapon, as defined in Chapter 790 or any student making a threat or false report as defined by state statute 790.162 and 790.163. In fulfilling this statutory requirement, we have incorporated the specified legal definitions into the language of the Code.

In complying with law, the Pinellas County School Board defines **zero tolerance** to mean that certain kinds of misconduct will always lead to a disciplinary consequence. For certain misconduct, administrators have discretion as to discipline and penalties and for others the school board has mandatory penalties.

All of these policies have been enacted to ensure that your child is safe and has every opportunity to benefit from instruction.

Pinellas County Schools is an equal opportunity institution for education and employment. It is the policy of the School Board of Pinellas County that each student, regardless of race, color, creed or religion, sex, marital status, national origin, age, disability, or sexual orientation has the right to an opportunity for an education.

Solomon Stephens, Assistant Superintendent, Equal Opportunity 301 4th Street, SW Largo, FL 33770 (727) 588-6198







A message from the director...

The staff, faculty, and we welcome you to Pinellas Technical Education Centers (PTEC) where you can find the education and training you need to succeed in your new career. The St. Petersburg and Clearwater campus locations allow convenient access for the residents of Pinellas and neighboring counties. At PTEC, it isn't enough to just train our students; we are dedicated to helping them gain employment in the field for which they have been trained.

Use of quality concepts emphasized by PTEC has resulted in state and national recognition of students, faculty, and administrators. Primary emphasis is placed on teaching skills needed to meet the challenges of the fast-paced world of work. Employers throughout the area recognize that students who complete training programs at the centers have the qualities, skills and knowledge necessary for success on the job.

The educational experiences provided at PTEC engage students in exciting, stimulating and challenging learning opportunities. Through encouragement and support of the faculty and staff, students are prepared to compete in a global job market and as such, have enjoyed success in their chosen fields.

You are most welcome to enjoy the wonderful activities on our campuses and to explore the possibilities of how PTEC can help you fulfill your career goals.

Warren R. Laux, Ed.D. Director PTEC \_ Clearwater Dorothy Bailey
Director
PTEC \_ St. Petersburg

#### VISION

To be our community's first choice for workforce training.

#### **MISSION**

Our mission is to provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.

#### **CORE VALUES**

- Do whatever it takes to attract and retain students.
- Have systems in place to enable all students to succeed.
- Deliver customized employer driven training.
- Be accountable to our students' learning outcomes.
- Provide learning experiences when and where necessary to meet our customers' needs.
- Maintain a safe environment conducive to learning.
- · Recruit and develop quality staff.

#### **CLEARWATER CAMPUS**

6100 154th Avenue North Clearwater, FL 33760-2140 (727) 538-7167 • Fax (727) 538-7203 www.ptec.pinellas.k12.fl.us

#### **INSTRUCTIONAL SERVICE CENTERS:**

BayCare Education Services Morton Plant Hospital 300 Pinellas Street Clearwater, FL 33756 (727) 538-7167, ext. 1038

#### ST. PETERSBURG CAMPUS

901 34th Street South St. Petersburg, FL 33711-2209 (727) 893-2500 • Fax (727) 893-2776 www.ptec.pinellas.k12.fl.us

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The announcements, information, policies, rules, regulations and procedures set forth in this catalog are for information only and are subject to review and change without notice.

# GENERAL INFORMATION

#### Mission Statement

The mission of PTEC is to provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.

#### **School Profile**

The Pinellas County School System, which has enjoyed a positive leadership role in the state of Florida in the area of technical training, has two top-quality area centers. One is located in Clearwater and the other in St. Petersburg.

The Clearwater campus, formerly known as the Technical Education Center and Pinellas Vocational Technical Institute, was the first school in the state to be designated a post-secondary area technical center in 1965. Its 40-acre campus has increased from one to sixteen buildings. In 1990, the original building was renovated to meet the technical demands of the twenty-first century.

The St. Petersburg campus, originally known as Manpower Development Training Center, was located at Bayboro Harbor. It was moved to the vacated Gibbs Junior College campus in 1967 and called the City Center for Learning. In 1977, the current facility was completed and named St. Petersburg Vocational Technical Institute.

Pinellas County's Workforce Education has experienced phenomenal population growth since 1963. In order to create greater public awareness of the many programs and opportunities available, a new marketing concept was created in 1987 to promote the two centers under the name of Pinellas Technical Education Centers (PTEC) Clearwater Campus and St. Petersburg Campus. In May 1990, the School Board voted to officially change the names. The two centers are separate entities.

Both campuses are full-service schools providing quality comprehensive services to students and residents of the community. This effort serves the total family, providing comprehensive family assessments and critical services. This worthwhile endeavor provides for a positive partnership between Pinellas County residents and the academic and human service community.

Both PTEC campuses are leaders in state and national vocational student organization competition. Skill and leadership contests are held annually beginning at the local level and continuing through international competition. The outstanding record of awards is a shining example of the high-quality education students are receiving. PTEC alumni are in demand in the local job market. Business and industry continue to request PTEC graduates because of their quality technical skills.

The Pinellas Technical Education Centers and their Instructional Service Centers (ISC) offer numerous technical programs and short-term training. Evaluating the needs of industry is a continuous process, and programs are established to satisfy industry's training requirements. The centers are public, co-educational and equal opportunity facilities legally authorized by the School Board of Pinellas County and the Florida State Department of Education to provide occupational education beyond high school. The Centers are committed to providing quality educational opportunities which meet the changing labor force needs of business and industry.

## **Campus Hours**

August 8, 2006 - May 31, 2007

Monday - Thursday 7:00 a.m. - 9:00 p.m. Friday 7:00 a.m. - 2:00 p.m.

June 1, 2006 - July 12, 2007

Monday - Thursday 7:00 a.m. - 9:00 p.m.

Friday school closed

## **2006 - 2007 CALENDAR**

Monday, September 4	*PTEC open for enrollment Labor Day Holiday schools closed
	for students/teachers*PTEC enrollment day
Monday, November 20–	
<b>3</b> ·	District Training Days – school closed for students
Wednesday, November 22 –	
	Thanksgiving Holidays – schools closed for students/teachers
Thursday, December 21 –	
	ProEd Day – school closed for students
Monday, December 25 –	
	. Winter Holiday – school closed for students/teachers
	School reopens – PTEC enrollment day
Monday, January 15	Martin Luther King, Jr. Day Holiday – schools closed for students/teachers
Tuesday March 13	**PTEC enrollment day
Monday, March 26 –	T 120 of official day
•	Spring Holidays – school closed for students/teachers
	School Improvement Days-school closed
	for students
Wednesday, May 24	*PTEC enrollment day
	Memorial Day Holiday – school closed for students/teachers
Monday, June 4 –	
Wednesday, July 12	4 - day week
	. July 4 <sup>th</sup> Holiday – school closed for students/teachers
	Last day for summer classes

<sup>\*</sup>Some programs due to licensure requirements, off-site locations, and other extenuating circumstances necessitate alternative scheduling. See Guidance Counselor for specific program start dates.

# **ADMISSION**

#### **Ability to Benefit**

An applicant who does not have a standard high school diploma or a GED and wishes to enroll in a technical program and receive financial aid must meet ability to benefit literacy levels. Students are assessed using a federally approved ability to benefit (ATB) test. Ability to benefit implies that the student, through evaluations and counselor interviews, is able to perform the work required in a program of study. Ability to benefit students follow the same admission procedures as other students.

#### **Admissions Policy**

Students must be 16 years of age or older to be admitted to Pinellas Technical Education Centers (PTEC). PTEC complies with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendments of 1973 in regard to students with disabilities. Reasonable accommodations are made for special needs students. PTEC is committed to the principles of competency-based education and strictly adheres to Pinellas County Schools' Nondiscrimination Policy.

The curriculum in each training program is developed to meet state and industry standards and a syllabus is made available to each student prior to enrollment.

The Dual Enrollment Program enables students to earn credit for graduation by participating in academic classes in their home high school part-time and participating in technical training at PTEC part-time. The GED Exit Option Program is designed for students who are behind in credits or who have low grade point averages. The criteria for admission to the Dual Enrollment Program include written permission from high school counselors and parental permission.

# General Admission Requirements/Procedures Applicant must:

- Be at least 16 years of age and not currently enrolled in a secondary education program in the Pinellas County School System
- Submit a completed application and \$15 nonrefundable application fee
- Submit to school enrollment officials his or her social security card or a copy of the card
- Refer to program description for special admission requirements
- Complete specific program requirements
- Submit payment (nonrefundable advanced deposit or payment in full)
- Confirm start date
- Attend an orientation
- Take a literacy test, as identified by the State Department of Education
  (Test scores are valid for a two-year period, provided there have been no changes in
  the literacy levels mandated by state guidelines.) Students with an Associate of Arts
  degree or higher are exempt.

#### **Enrollment**

Students, who are at least 16 years of age and not currently enrolled in a secondary education program in the Pinellas County School System, are considered adult students. Students are expected to enroll on a full-time basis each fee period. With documentation and administrative approval, a student may be eligible to enroll on a half-time basis for a fee period.

#### Registration

PTEC offers career technical training programs for students to obtain entry-level employment related to their chosen field and continuing education classes to update or enhance the students' current skills.

Career technical training programs are divided into Occupational Completion Points (OCPs). OCPs are career ladders within programs. Students obtain competencies associated with job titles and employment opportunities that exist in training areas. Programs which contain multiple OCPs provide options for students who may not complete the entire program but would exit with marketable skills leading to employment. The more OCPs students obtain within their program, the more opportunities exist for employment advancement and potential.

Continuing education classes are scheduled throughout the day and evening hours. They range from short-term classes intended to enhance skills to longer blocks of instruction that cover an entire OCP within the career technical training programs.

General Education Development (GED) and Adult Basic Education (ABE) classes are available both day and evening at various times. Online GED instruction is also available to accommodate students' varied work schedules and specific learning needs.

#### **Readmission Procedures**

Students must meet with a career counselor who will assist with registration forms and literacy testing. (Test scores are valid for a two-year period, provided there have been no changes in the literacy levels mandated by state guidelines.) A meeting with the instructor may be required before re-entering a program.

Note: Course credit toward program completion is valid for a period of three years from initial entry date.

#### **Distance Education**

PTEC is pleased to announce the availability of Distance Education courses coming soon to both campuses. Take classes from the comfort of your home VIA an internet connection and your web browser. Currently multiple courses ranging from health and business to workplace readiness skills are under development. Call for availability.

#### **Residency Information**

Students are classified as residents, nonresidents, or foreign students for the purpose of assessing tuition fees. A foreign student is a nonimmigrant who possesses some type of VISA classification and is not considered to be a resident of the United States or Florida. In cases where evidence for the establishment of legal residency in the state of Florida is required, the applicant must meet at least one of the following criteria:

- Lived in Florida for one year or longer
- Purchased a home in Florida, which is occupied as the applicant's residence
- Filed a manifestation of domicile in this county
- Serves in the Federal military service
- Employed as a civilian employee in the Federal Service (federally impacted children), and the cost of the student's education is provided in part or wholly by Federal subsidy to statesupported schools
- Employed as a migratory agricultural worker

#### **Course Intent/Definition**

Programs consist of a planned sequence of instruction consisting of several Occupational Completion Points (OCP). The structure will allow students to complete specified portions of the program for employment or to remain for advanced training. A student who completes the applicable competencies at any occupational completion point may either continue with the training (working toward the Certificate of Program Completion) or become an occupational completer. The intent for all career technical students is to be employed in a job-related field within the first six months after completion.

#### **Career Technical Certificate Program**

Students who complete all required Occupational Completion Points for a state identified job preparatory program and meet state literacy requirements will be awarded a Certificate of Program Completion.

Students receive grades, transcripts and certificates. Upon request, students who exit prior to program completion may be given a certificate to verify completion points mastered.

An OCP completer must meet state literacy requirements for all terminal completion points (terminal completion points are identified with an asterisk [\*] on each program listing).

#### **Continuing Workforce Education**

Courses are designed to provide students with instruction that does not result in a career technical certificate. The content may vary as a result of industry and student needs. Instruction in these courses is for students training for license or certificate renewal, new or expanding businesses, retraining of employees whose occupations are changing so rapidly because of the products or services the employers offer, or for students who are enhancing occupational skills necessary to maintain current employment, cross train, or to upgrade employment. Students who require confirmation for employment must submit their request in writing to the Records Office; while still enrolled in the course, Records will verify completed courses and issue official documentation. Continuing workforce education courses are noncredit, non-transferable and no transcripts are maintained by this school.

The intent of the course/instruction determines whether a student is enrolled as a vocational certificate student or a continuing workforce education student.

#### **Transfer Policy**

The programs offered at PTEC are primarily designed to prepare students for entry into the job market or to give students the opportunity to improve skills and prepare for advancement in their current employment. An incoming student who has previously attended another accredited postsecondary institution may provide an official transcript for credit evaluation. Acceptance of credit completed at another institution will be appropriately awarded provided it occurred during the past three (3) years. A student must present an official transcript from an accredited postsecondary institution and have the credits accepted toward the current program prior to enrollment in order to determine the appropriate length of the program.

Additionally, credit may be given for work experience after evaluation of skills documentation. Documentation of work experience that occurred during the past three (3) years must be done prior to enrollment.

Students may transfer between programs within PTEC after consultation with a counselor and completion of new registration form. Guidance recommendations may include computerized assessments, shadowing, and/or an instructor interview to help the student make the appropriate choice.

#### Orientation

The student orientation program provides students information about the policies, functions and personnel of the institution. Students use appropriate resources to participate in an interactive session that addresses individual concerns/questions. Specific program information is provided by the instructor.

## STUDENT SERVICES

#### **Mission Statement**

The mission of Student Services is to provide updated and accurate information regarding the programs and procedures at PTEC. The staff helps guide customers through a decision-making process with the goal of career employment and self-sufficiency and prepares and guides students in making appropriate career and life choices that will help them meet or exceed the challenges of the 21st Century.

#### **Career Guidance and Counseling Services**

Counseling is a vital part of career technical education. Counseling is an on-going process aimed at assisting students with the gathering of information about careers as well as themselves, their aptitudes, interests and abilities. The goal is to match the individual with the most appropriate career program available at PTEC. Students and prospective students are encouraged to use a variety of resources (public libraries, internet, catalogs) to research information about careers.

Counselors are also available to assist students with academic and personal counseling issues. Counseling services focus on the needs of the total individual bringing together the resources of the school and the community to achieve the desired goals. Students may request to see counselors by appointment or a walk-in basis.

#### **Career Assessment**

Career assessment is a systematic process of evaluating the career abilities, interests, and aptitudes of the student in order to provide assistance in making informed decisions about a career choice.

Career planning services enable students and prospective students to receive personalized support in selecting career paths which will maximize their chances for success.

#### **Academic Testing**

Career technical certificate students must be tested within the first six weeks of program enrollment.

The Test of Adult Basic Education (TABE) is the instrument used to process new applicants. It is a standardized academic achievement test measuring achievement in reading, mathematics and language. The primary purposes of this test are for successful placement, student progression and completion of State-mandated exit requirements.

Students must meet State literacy requirements for reading, mathematics and language on the Test of Adult Basic Education (TABE), as well as program specific requirements to receive either a certificate of program completion or occupational completion points.

Continuing workforce education students are not required to take the TABE.

Students interested in enrolling in ESOL (English for Speakers of Other Languages) classes must take the CASAS (Comprehensive Adult Student Assessment System) before being placed.

#### **Vocational Preparatory Instruction**

The Vocational Preparatory Instruction Program (VPI) is designed to upgrade and develop the job-related academic skills of the institution's technical students. The program's major objectives are to enhance the potential of the institution's students to be successful in their technical programs and in the workforce as well as to ensure compliance with the Florida legislature's academic competency requirements for exiting a vocational program as a completer.

Students enrolled in VPI must maintain concurrent enrollment and satisfactory academic standing consistent with the requirements for terminal completion points and program completion. For information on flexible on-line VPI scheduling, see a counselor.

#### **Employability Skills**

Employability skills along with job knowledge and job skills are provided to students as part of their training program. Students are instructed in job-seeking and job-keeping skills and appropriate work habits and attitudes.

#### **Employment Assistance**

Employers seeking to hire students provide information on positions available which is then forwarded to instructors via the school network and posted on bulletin boards.

Technical program instructors, in conjunction with advisory committee members and business community contacts, also assist with job placement by referring students to potential employment opportunities.

#### **Articulation with High Schools and Community Colleges**

PTEC articulates with select high schools and community colleges in various programs. Copies of articulation agreements are available in Student Services.

#### **Commencement Exercises**

PTEC conducts commencement and/or GED exercises annually in May. All students who complete technical programs throughout the school year are eligible to participate in the ceremony. Caps and gowns and other graduation items are available for purchase in the bookstore upon program completion. Friends and relatives of graduates are invited to attend the ceremonies.

#### **Students with Disabilities**

Adults with disabilities are eligible for enrollment into all of PTEC programs/courses. Reasonable accommodations are available to students with documented disabilities.

PTEC complies with the Americans with Disabilities Act (ADA), which protects United States citizens who possess physical or mental disabilities and with Section 504 of the Vocational Rehabilitation Act Amendments of 1973 which states that "no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

#### Services for the Hearing Impaired

The sign language interpreter services office provides an interpreter upon request to facilitate communication for students who are deaf/hearing impaired. The interpreter is present during orientation, testing, counseling and classes to accommodate the student and staff members.

#### **Bookstore**

Textbooks and other supplies may be purchased in the campus bookstore. Every attempt is made to have all required and recommended texts available the first day of registration.

#### **Food Service**

A vending area is available for beverages, sandwiches, and assorted snacks.

#### **Technical Resource Center**

The Technical Resource Center (TRC) provides support services for PTEC's training programs. Adult students who have decided on a technical goal but lack the necessary basic skills may enroll in classes. The TRC provides continuing support once students are enrolled in technical training.

TRC offers flexible scheduling for busy adults. We offer day and evening classes. Enrollment is open-entry, open-exit. All instruction is individualized and self-paced.

#### **Learning Resource Center**

Media services and materials are accessible and available for use by students and instructors. Printed, audiovisual, Internet access and computer materials provide individuals and groups an opportunity for study, exploration, and development. Assistance is available for creating instructional media.

#### PTEC Virtual Learning Center (www.Ed2Go.com/PTEC)

The Virtual Learning Center offers a wide variety of self-improvement and certificate courses to the student who wants the convenience of learning online. The courses are instructor facilitated and are informative, fun, and highly interactive. All courses are scheduled for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion area, supplementary links, and more. All courses can be completed from your home or office by using the above website.

# FINANCIAL INFORMATION

#### Fees/Expenses

Fees for programs offered are established by the Pinellas County School Board. Fees may vary and are subject to change without notice.

#### **Career Technical Certificate**

\$1.91 per hour for residents and \$7.66 per hour for nonresidents/foreign students

## Adult General Education (with diploma or GED)

\$.95 per hour for residents and \$3.80 per hour for nonresidents/foreign students

#### **Continuing Workforce Education**

\$3.25 per hour for both residents and nonresidents/foreign students

#### **Self-Sustaining**

\$2.00 per hour minimum; fees for self-sustaining classes must cover the instructor's salary plus fringe and provide instructional materials where necessary.

Adult General Education (without diploma or GED), High School Credit, GED, ESOL and Adult Disabled classes are tuition free. Some classes have lab fees.

Fees at PTEC are collected upon initial registration and subsequent pay periods. Cash, personal checks, or money orders are accepted. The centers are not able to accept payment by credit card. This amount is paid at the time of enrollment. Financial aid is available to those who qualify.

#### **Fee Assessment**

Costs may include, but are not limited to, the following items:

- Nonrefundable application/processing fee
- · Nonrefundable advanced tuition deposit
- Tuition
- ID card
- · Parking decal
- · Books, tools, and supplies
- Laboratory fees
- Liability insurance (as required by program)
- Uniforms (as required by program)
- Certification Exam Assessments (as required by program)

#### **Parking Facilities**

Parking facilities are provided for student vehicles with a PTEC parking decal, which is purchased as part of the enrollment process. Decals are valid from July 1 to June 30 within the same school year. Disabled parking is available.

#### Student Identification

Students must purchase a photo ID as part of the registration process. Each student is required to wear his/her ID badge at all times while on campus as a method of student identification and attendance verification.

#### **Tuition Extensions**

Upon initial enrollment, veterans may request a tuition extension. Please contact the Financial Assistance office.

#### **Tuition Waivers**

Florida residents may be eligible for a tuition waiver if total income does not exceed the poverty level as established by the Department of Health and Human Resources. Waivers are subject to availability of funds. Students who receive aid such as a Pell Grant, College Work Study, Vocational Rehabilitation, or Veteran assistance are not eligible for tuition waivers.

#### **Refund Policy**

- If a student withdraws for active military service, the student is given two options. The student is given a full refund or credit and the withdrawal is noted for active military duty. The student is given the opportunity to complete the course(s) at a later date without academic or financial penalty.
- A student may cancel an enrollment at any time before the commencement of a class and shall be entitled to a refund of tuition minus advanced tuition deposit or equivalent.
- Students in career technical programs qualify for a refund of tuition and lab fee minus the amount of the nonrefundable advanced deposit provided the withdrawal occurs within the first 10 class sessions. Notice of withdrawal must be in writing and submitted to Records. The drop period begins with the entry date on the class registration form.
- Refunds, when due, are made without requiring a request from the student.
- Refunds, when due, are made within 30 days (1) of the last day of attendance if written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student.
- All refunds are made within 60 days of the student's last day of attendance.
- Refunds will be issued for clerical errors such as incorrect fee charges, classes that are closed due to low enrollment, and/or administrative determination that the student is in the incorrect program.
- The \$15.00 application fee is nonrefundable.
- The nonrefundable, nontransferable advance tuition deposit will be forfeited if the student does not enroll following the second notice of class availability.
- Tuition paid by Title IV funding will be refunded to the grant according to the Title IV policy.
- Students enrolled in Continuing Workforce Education classes are not entitled to a refund.

#### **Financial Assistance**

Financial aid, which consists of grants, scholarships, and work study employment, is available to eligible students and is used to help students meet their educational expenses.

To qualify for financial aid, a student must meet the eligibility requirements listed in the Federal Student Guide. This publication is available in the Financial Aid office.

#### Verification

Student aid reports may be subject to verification of information either as directed by the U.S. Department of Education or the financial aid specialist. Students are responsible to provide requested documentation before financial aid is disbursed. Documentation required may be financial such as tax returns or personal such as social security cards and selective service registrations.

#### **Veterans Benefits**

PTEC welcomes veterans and their dependents. Most of the full-time programs offered are approved for veterans' (VA) educational benefits. Applicants' previous training and/or experience will be evaluated by the school to determine placement. Should hours be accepted, the training time will be reduced accordingly.

When the applicant has completed the enrollment procedures and begins classes, the Veteran Certifying Official will notify the VA by forwarding appropriate forms.

## **Types of Financial Assistance**

Federal Pell Grant - This aid is based on financial need and is available only to students who have not received a bachelor's degree or its equivalent. Unearned aid received must be returned as required under the Federal Return of Title IV Funds provisions. Federal College Work Study - This program provides on-campus, part-time employment for students with additional financial need. Jobs are scheduled after the students' class hours and should be related to the course of study or community service.

Scholarships - There are a number of scholarships available to students seeking a postsecondary education. The organization offering the scholarship establishes the eligibility criteria, which is usually based on financial need and/or academic achievement. Some agencies give preference to certain fields of study, minority students, and students from specific geographic locations. For high school students, contact the current high school counselor for available scholarships.

#### **Satisfactory Progress Requirements for Financial Aid Students**

Students on financial aid follow the institution's qualitative and quantitative quidelines.

Note: Pell Grant Awards will not exceed the standard number of clock hours of the program. Hours dropped during an enrollment period will reduce Pell Grant Awards and may delay Pell Grant disbursements.

#### **Return of Title IV Funds**

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a recipient of Title IV grant funds withdraws from school prior to the point when he/she was scheduled to complete 60% of the scheduled hours in the payment period, the amount of Title IV grant assistance awarded to the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, post-withdrawal disbursement of the earned aid that was not received will be requested.

Examples of the Return of Title IV Funds policy are available in the Financial Aid office.

# STUDENT INFORMATION

#### **Academic Policies**

A system has been developed whereby students must make sufficient progress toward meeting the requirements of a program. These requirements will assist students to achieve the necessary knowledge, skills, and attitudes to be successfully employed in their chosen career.

#### Attendance

Attendance is the first priority to achieve success in the school and work environment. Students are expected to have regular and punctual attendance and to complete all assigned work in their program. Students must maintain a minimum of 70% attendance each fee period to remain in good standing. Students must maintain good standing regardless of absences. Failure to remain in good standing may result in a student being placed on probationary status, loss of financial support and/or withdrawal.

Variations of the general attendance policies may be required by individual programs to comply with Veteran benefits guidelines and/or state board rules.

Other than official breaks, students who do not clock in for 10 consecutive calendar days will be withdrawn at the end of the 10<sup>th</sup> day. Official breaks are those approved by the Board and include time off for Thanksgiving, winter, spring, and summer school.

#### **Campus Safety and Security**

Pinellas Technical Education Centers employ full-time, state certified law enforcement officers, Deputy Sheriffs from the Pinellas County Sheriff's Office, as well as school police. These officers are referred to as School Resource Officers or SRO's. While on duty, each SRO performs the following duties: investigates violations of civil law, criminal law, motor vehicle law, and makes arrests or criminal referrals as necessary. The SRO acts as a resource person in the area of law enforcement education at the request of administrators. The SRO shall provide school-based security and maintain the peace on School Board property.

#### **Certificate of Attendance**

This certificate is awarded upon request to a student who satisfactorily masters a required series of tasks but has not yet completed an occupational completion point.

#### **Certificate of Completion Point**

This certificate is awarded to a student who does not complete all program OCP's. State literacy requirements must be met for all completers of terminal completion points.

#### **Certificate of Program Completion**

This certificate is awarded to a student who meets state literacy requirements and satisfactorily completes all required occupational completion points for a state identified career technology program.

#### **Code of Student Conduct Postsecondary Workforce Education**

Enrollment into PTEC is voluntary. Upon admission to the school, the student has the obligation to adhere to the standards established by the school as long as there is no conflict with his or her legal rights. PTEC students are expected to conduct themselves in a manner compatible with the lawful mission of a public institution. The <u>Code of Student Conduct Postsecondary Workforce Education</u> applies to all students enrolled in Pinellas Technical Education Centers.

#### Crisis Plan

In the event of an extreme, dangerous, or emergency situation, a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, first call "911", if appropriate, and notify your instructor or an administrator if possible. In the event of an emergency, the SRO can be reached by dialing "0" for switchboard, from any school telephone and request to see the SRO. Campus security reports are available in the Student Services department. A list of registered sex offenders may be obtained by viewing the web site: <a href="www.fdle.state.fl.us">www.fdle.state.fl.us</a> and entering the zip code of the geographic area of the campus community; Clearwater is 33760 and St. Petersburg is 33711.

#### **Drug Free School Act**

Federal legislation has been passed to convey to students receiving federal funds the health risks that exist for those who abuse alcohol or drugs. State law prohibits the consumption and possession of alcoholic beverages for persons under the age of 21. Possession or use of a controlled substance, or possession or use of an alcoholic beverage on School Board property is prohibited and may result in disciplinary action up to and including termination and/or referral for prosecution consistent with local, state, and federal law.

#### **Employment Assistance**

PTEC placement and follow-up is available for all currently enrolled students, graduates, and students who have marketable skills in a technology. Career technical instructors, in conjunction with advisory committee members, business community contacts and the school placement coordinator, assist with job placement by referring students to potential employment opportunities and by encouraging students to participate in an occupation-related work experience.

#### Grades

Within each facility, specific programs may adopt more stringent policies relative to grading that are consistent within the individual technology. The following grading system is used:

A - 90 to 100

B - 80 to 89

C - 70 to 79

D - 60 to 69

F - 0 to 59

Students must maintain a cumulative C average in order to satisfactorily complete program requirements and to earn a Certificate of Program Completion.

#### **Graduation Requirements**

The Pinellas Technical Education Centers maintain certain requirements which must be met before a Certificate of Completion is granted. These requirements relate to State-established objectives and outcomes, program standards, literacy requirements, and required related subjects. Some programs require pre- and post-technical competency assessments. Instructors, career counselors, and administrators are available to help students understand requirements for individual programs. They can assist in developing a plan to meet these requirements, but the student is responsible for fulfilling them. Attendance, dress code policies, disciplinary actions and procedures are explained thoroughly in the <u>Code of Student Conduct Postsecondary</u> Workforce Education.

#### **Grievance Procedures**

A student is encouraged to resolve an issue at the classroom level. If there is no resolution there, the student may present the concern to the department chairperson and/or guidance counselor. If a satisfactory solution is not reached, then the issue is regarded as a grievance. For school grievance procedures, see the <u>Code of Student Conduct Postsecondary Workforce Education</u>. If the grievance is not resolved to the student's satisfaction after following grievance procedures, the student may contact: The Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, telephone (404) 396-3898 or 1-800-917-2081.

#### Student Procedures for Reporting Alleged Cases of Discrimination

Any student who believes he or she has been the subject of discrimination and/or sexual, racial, religious or national origin harassment should proceed with the following steps:

The complaint must be presented, in writing, to an administrator and will include the precise nature of the complaint. These statements must be signed and identified in such a way that proper replies will be possible. In the event the allegations are against the director, the complaint shall be presented to the District's Equal Opportunity Officer.

All complaints will be handled confidentially. In no event will information concerning a complaint be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the individual who files a complaint, to encourage

the reporting of incidents of discrimination and/or sexual harassment, and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment.

Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation.

For those complaints presented to the Director or designee, the complainant may request an additional review be conducted by the District's Equal Opportunity Supervisor, Assistant Superintendent Solomon Stephens, Office of Equal Opportunity, 301 Fourth Street, SW Largo, Florida 33779, (727).588.6198.

After receiving this request for additional review, the Equal Opportunity Office will conduct an investigation. The parties involved will be notified of the results of the investigation.

#### Qualitative

This is the required grade/criteria for mastery on an assignment. The criteria may range from 70% to 100%.

#### Quantitative

The academic component consists of a maximum timeframe in which a student must complete his or her educational program. A minimum of 70% of the membership hours must be completed each fee period. Students are responsible for every hour they are enrolled in the program whether or not they are present. A student may repeat any area of study until the required competency level is met but must do so within the maximum timeframe allowed. Partial credit will be given at the end of a grading period for work in progress. If a student withdraws during a grading period, the required progress hours are determined by the number of hours a student was enrolled.

Students are expected to have regular and punctual attendance and to complete all assigned work in their program during their scheduled hours. The official attendance record is the report generated by the automated system. It is the student's responsibility to enter attendance data daily. Non-credit remedial courses are not included in the quantitative progress calculation. Students must maintain a minimum of 70% attendance each fee period. A grade report is run for all students withdrawing after the first ten class sessions of each fee period. Students enrolled fewer than ten (10) school days during a fee period will receive No Grade (NG). Students are expected to adhere to the attendance policy and maintain satisfactory progress in both academics and attendance in the technical programs. In order to remain in good standing, a student must satisfy both the academic and attendance requirements. A probationary period occurs the fee period following an unsatisfactory progress report for academics and/or attendance. After two consecutive unsatisfactory progress reports for academics and/or attendance, the student will be dismissed from the program and will not be permitted to reenroll in the same program at either PTEC for a calendar year. If a student is unsatisfactory for either academics or attendance at the time of withdrawal, that status remains in effect when the student re-enters the same program.

Students who have been dismissed for unsatisfactory progress may be readmitted only after counseling and on a space-available basis. Readmitted students must meet the academic and attendance requirements in order to reestablish that he/she is maintaining satisfactory

progress. Any student wishing to appeal a determination of unsatisfactory progress must follow the established grievance procedure as described in the <u>Code of Student Conduct Workforce</u> Education.

#### **Postsecondary Workforce Education**

Literacy levels are determined by the State Department of Education and are identified for each workforce education program. Students who do not meet the literacy requirements necessary for terminal completion points or program completion are enrolled in the Vocational Preparatory Instruction (VPI) Program for review and remediation. This is for a minimum of one hour each day until the required reading, math and language levels are met. Attendance is required in the VPI Program.

#### **Standards of Progress**

Students are expected to adhere to the attendance policy and maintain satisfactory academic progress in the technical programs. In order to remain in good standing, a student must satisfy both the qualitative and quantitative requirements.

#### **Terminal Completion Point**

A terminal completion point is a place in the student's school training where the student can move from school to work and use their related education at the employment site.

A student must complete the program requirements and meet the minimum basic skills levels in reading, mathematics and language in the Test of Adult Basic Education (TABE) for terminal completion points or program completion.

#### **Voter Registration Forms**

Voter registration forms are available in Student Services.

#### Withdrawal

The withdrawal of a student within a fee period does not excuse the student from being accountable for the number of hours for which he/she is enrolled.

#### **Work-Based Learning**

Work-based learning incorporates the advantages of concentrated and structured workplace experiences to link and strengthen school-based learning. Students will complete basic competencies in class and then through the use of a detailed training plan, continue to complete their programs through on-the-job work experiences such as internships, externships, job shadowing and cooperative education experiences.

# STUDENT ORGANIZATIONS

Career technical student organization activities are an integral part of the curriculum at PTEC. The organizations are designed to expand and enrich opportunities for leadership development, social awareness, and civic responsibility.

Students who participate in the activities of a career technical student organization designed for their program are better prepared to take their places in the world of work. They acquire firsthand knowledge of the many opportunities available in their chosen careers and become aware of the value of their contributions to society. Career technical student organizations provide opportunities for members to participate in activities which relate to actual or anticipated employment. Students develop and utilize their talents and abilities in ways that otherwise would not be available to them.

#### **Student Liaison Council (SLC)**

The Student Liaison Council represents the general student population of PTEC. Representatives are elected from each program. The council meets regularly to define the suggestions and concerns brought forth by the student body. SLC activities may include campus improvement, blood drives and student seminars.

#### SkillsUSA

SkillsUSA is an organization for students enrolled in trade, industrial, technical, and health occupations in high school, career technical centers and community colleges. SkillsUSA promotes high standards in work ethics, craftsmanship, scholarship, and safety, while it fosters a deep respect for the dignity of work. In addition, the precepts of SkillsUSA help students relate school experiences to their search for meaning, identity and achievement. A great deal of emphasis is placed on the functions of labor and management organization, their interdependence and importance.

SkillsUSA members learn and develop skills in many different occupations. Recognition is given to the SkillsUSA members through local, regional, state, national and international programs, competitions and awards. Opportunities to develop personal leadership skills are provided through workshops and seminars while competitive activities help to develop the student's perspectives.

Membership in SkillsUSA helps students learn to work together. It helps students prepare for life through a continuing emphasis on the importance of each person's role as a contributing member of American society. Students are encouraged to participate in a student organization related to their training program.

#### **National Technical Honor Society (NTHS)**

The National Technical Honor Society (NTHS) is a non-profit, honor organization for outstanding students enrolled in occupational, vocational, or technical programs. These students may attend secondary schools, vocational technical centers, technical and community colleges, private occupational training institutions or colleges with technical majors.

Qualification for membership shall be based upon demonstration of the following characteristics which must be regularly exhibited by the candidate and observed by the instructor(s): a desire to pursue a career in his/her course of study, scholastic achievement, honesty, dependability, pride in work performed, responsibility, cooperation and ability to work well with others, interest in learning, initiative, leadership, and citizenship. At least 50 percent of the program must have been completed with competency/grade point average of not less than 3.5 and an attendance record of at least 85 percent.

#### **Health Occupations Students of America (HOSA)**

HOSA is a national career and technical student organization endorsed by the Department of Education and the Health Occupations Education Division of the Association for Career and Technical Education. HOSA's mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the partnership.

HOSA provides a unique program of leadership development, motivation, and recognition for secondary, postsecondary, adults, and collegiate students enrolled in health occupations education programs.

# PROGRAMS OF STUDY

Minimum and maximum wages for various occupations are located in the Admissions office. In addition, employer verification forms and program advisory committee recommendations are available with each department's program notebook. For your convenience, all programs, regardless of delivery systems, are listed alphabetically.

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#### **ACADEMY OF PUBLIC WORKS**

**MISSION:** The mission of this program is to provide students with an indepth study of career opportunities in the public work areas, including water and wastewater distribution and collection systems and plant operations.

#### JOB TRAINING INCLUDES:

OCP A	Public Works Cadet I	150 hours
OCP B	Public Works Cadet II	150 hours
OCP C*	Public Works Cadet III	150 hours

#### **Total Program Length:**

450 hours

**DESCRIPTION:** This program consists of a planned sequence of instruction with three Occupational Completion Points (OCPs). Students take a part of this program for employment or to continue, exiting as a program completer. Once employed, the student can work toward certification in the areas of water and wastewater, plant operator, plus voluntary certification in storm water, water distribution, and wastewater collection.

**OCP A:** Content includes training in introduction to Public Works, exploration of careers in water systems, exploration in Public Works, employability skills and computer literacy. Training includes the theory and operation of wastewater systems and plant operations, water distribution systems and plant operations. Skills are also obtained through hands-on training in the area of storm water systems, streets, park maintenance, procurement of a Class "B" commercial driver's license permit and an internship.

**OCP B:** Content includes training in the exploration of careers in Public Works operations, demonstrating people skills as an intern, and procurement of a Class "B" driver's license.

**OCP C:** Content includes training by performing an internship, employability skills, and entrepreneurship studies.

**SPECIAL ADMISSION REQUIREMENTS:** This program requires an applicant to be at least 18 years of age, possess a high school diploma or GED, and a valid Florida driver's license.

**LOCATION:** This program is offered at the St. Petersburg campus only.

This program is not PELL eligible.

#### **ACCOUNTING OPERATIONS**

**MISSION:** The mission of the accounting program is to prepare students for employment in a financial business environment.

#### JOB TRAINING INCLUDES:

OCP A	Information Technology Assistant	150 hours
OCP B	Accounting Clerk	300 hours
OCP C	Accounting Associate	300 hours
OCP D*	Accounting Assistant	150 hours
Total Program Length:		900 hours

**DESCRIPTION:** This program consists of a planned sequence of four Occupational Completion Points (OCPs). OCPs A and B are a required prerequisite to this specialty. This program offers a broad foundation of knowledge and skills expanding the traditional role of the bookkeeper. The content includes 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.

**OCP A:** Information Technology Assistant – Offers coursework that supports the new Internet and Computing Core Certification (IC³) program, an industry standards based training which enables students to certify that they possess basic computing and internet skills. Students also receive a foundation in clerical skills including keyboarding, the electronic office, human relations and interpersonal skills appropriate for the workplace, technical communications, and technical math. Job seeking techniques, career plans, and success strategies will also be developed.

**OCP B:** Accounting Clerk - Builds on the skills introduced in OCP A. It offers human relations/interpersonal skills appropriate for the workplace. The application of the full accounting cycle will be introduced using the manual accounting method. OCP A must be completed previously or concurrently.

**OCP C:** Accounting Associate - Builds on the skills introduced in OCP B. The application of the full accounting cycle will be continued using the computerized accounting method. Advanced concepts in Microsoft Excel, Word, Access, and PowerPoint will be covered. OCP A and OCP B must be completed previously.

**OCP D:** Accounting Assistant - Reinforces the intended outcomes and skills developed in OCP C. Training in Peachtree, QuickBooks, and related software will be used to enhance workplace productivity and performance. OCPs A, B, and C must be completed previously.

**LOCATION:** This program is offered at the Clearwater campus only.

#### AIR CONDITIONING, REFRIGERATION, AND HEATING TECHNOLOGY

**MISSION:** The mission of this program is to prepare students for entry level employment in the air conditioning, refrigeration, and heating industry as helpers, mechanic assistants and technicians.

#### JOB TRAINING INCLUDES:

OCP A	Heating, A/C, and Refrigeration Helper	250 hours
OCP B	Heating, A/C, and Refrigeration Mechanic Assistant	250 hours
OCP C*	Heating, A/C, and Refrigeration Mechanic	500 hours
OCP D*	Heating, A/C, and Refrigeration Technician	350 hours

#### **Total Program Length:**

1350 hours

**DESCRIPTION:** This program's four Occupational Completion Points (OCPs) are taught sequentially. The program focuses on broad transferable skills within the industry. Coursework prepares the student for the Environmental Protection Agency (EPA) Refrigerant Handling Certification, and students may pursue the following additional certification elsewhere.

Refrigeration Handling Certification: This examination is available through government-approved agencies.

HVAC Excellence Technical Certification: Certification exams for electricity, air conditioning, commercial air conditioning, heat pumps, gas heat, electric heat and oil heat are given through the ESCO Institute.

Specific admission guidelines and standards of progress criteria are available in Admissions.

**OCP A:** A/C, Refrigeration, and Heating Helper – Training includes the areas of safety, principles of heating and air conditioning, soldering, brazing, silver soldering, and fabrication and installation of components of heating, air conditioning, and refrigeration equipment.

**OCP B:** A/C, Refrigeration, and Heating Mechanic Assistant – Training includes the areas of safety, electricity, control wiring, equipment commissioning, and preventive maintenance operations.

**OCP C:** A/C, Refrigeration, and Heating Mechanic – Training includes the areas of safety, solid state devices, troubleshooting of electrical and mechanical systems, electric heat, fossil fuels heating, heat pumps, indoor air quality, and other properties of air.

**OCP D:** A/C, Refrigeration, and Heating Technician – Training includes the areas of safety, design, and cost estimation, commercial line voltage, programmable logic controllers, commercial refrigeration maintenance and servicing, and specialty equipment maintenance and repair.

**LOCATION:** This program is offered at both campuses. An apprenticeship program is available on the Clearwater campus.

#### APPLIED WELDING TECHNOLOGY

**MISSION:** The mission of this program is to prepare students for employment as welders in the fabrication and repair industry, as well as the construction industry. PTEC is an American Welding Society (AWS) accredited testing facility.

#### JOB TRAINING INCLUDES:

OCP A	Welder Helper	250 hours
OCP B*	Welder, Shielded Metal Arc	250 hours
OCP C*	Welder, Gas Metal Arc	125 hours
OCP D*	Welder, Flux Cored Arc	100 hours
OCP E*	Welder, Gas Tungsten Arc (GTAW)	175 hours
OCP F*	Welder, Pipe	270 hours

#### **Total Program Length:**

1170 hours

**DESCRIPTION:** The welding program consists of six Occupation Completion Points (OCPs) which are taught in a planned sequence. It combines theoretical instruction with hands-on laboratory experiences to teach welding and cutting of metal by the oxy-acetylene and electric arc methods, as well as inert gas shielding welding (MIG and TIG). Students also learn metal layout and fabrication techniques, using special hand tools and machines. After completing all competencies, students may take the AWS certification test. Upon passing, the student earns a certification card from AWS.

**OCP A:** Welder Helper – Content includes oxyfuel gas cutting, basic shop skills, and basic shielded metal arc. Students are taught cutting, bending, drilling, punching and finishing skills as it relates to working with metals.

**OCP B:** Welder, Shielded Metal Arc – Students are taught how to interpret basic elements of a drawing or sketch, fabricate parts from a drawing, identify metals, and arc weld and cut.

**OCP C:** Welder, Gas Metal Arc – Instruction concentrates on set up and operation of gas metal arc welding. Students will be taught how to make groove and fillet welds in overhead, vertical, and horizontal positions.

**OCP D:** Welder, Flux Cored Arc – Content focuses on set up and operation of flux cored arc welding. Students are taught how to make groove welds, in all positions, on plain carbon steel.

**OCP E:** Welder, Gas Tungsten Arc (GTAW) – Students are taught how to perform external inspections and make minor repairs to GTAW equipment and accessories. Techniques for groove and fillet welds on aluminum and stainless steel, and carbon steel are also taught.

**OCP F:** Welder, Pipe – The content of this course includes fabricating and welding pipe joints. Students are taught how to tack and weld carbon steel pipe; repair products of ferrous and non-ferrous metals; and fabricate products from drawings and/or blueprints.

**LOCATION:** This program is offered at the Clearwater campus only.

#### ARCHITECTURAL DRAFTING

**MISSION:** The mission of this program is to prepare students for careers in architectural and engineering drafting, as well as construction estimating and government service. Heavy emphasis is placed on computer-aided drafting (CAD).

#### JOB TRAINING INCLUDES:

OCP A	Blueprint Reader	150 hours
OCP B	Drafting Assistant	450 hours
OCP C	Drafting Detailer	200 hours
OCP D*	CAD Technician	550 hours
OCP E*	Architectural Drafter	550 hours
Total Program Length:		1900 hours

**DESCRIPTION:** The program's structure consists of five Occupational Completion Points (OCPs) taken in a planned sequence of instruction. Each OCP enables the student to assume a job title as outlined below. This allows the student to complete a portion to gain employment, or continue training to exit as a program completer.

**OCP A:** Blueprint Reader – Training includes basic drafting skills, fundamentals of computers, multi-view, sectional, and auxiliary drawings, as well as basic dimensioning.

**OCP B:** Drafting Assistant – Training includes pictorials, surface developments, basic architectural drawings, basic civil drawings, basic electrical/electronic drawings, basic computer-aided drawings, communication skills, applied mathematics, basic science, employability skills and entrepreneurship.

**OCP C:** Drafting Detailer – Training includes preparing construction details for residential construction.

**OCP D:** CAD Drafter – Training includes preparing architectural and advanced computer-aided drawings.

**OCP E:** Architectural Drafter – Training includes preparing advanced architectural drawings and basic building utility drawings.

**LOCATION:** This program is offered at the Clearwater campus only.

#### **AUTOMOTIVE COLLISION REPAIR AND REFINISHING**

**MISSION:** The mission of this program is to prepare students for employment as automotive body repairers, painters, repairer helpers, and painter helpers.

#### JOB TRAINING INCLUDES:

OCP A	Paint and Body Helper	500 hours
OCP B*	Auto Collision Estimator	100 hours
OCP C*	Frame and Body Repairman	150 hours
OCP D*	Automotive Refinishing	325 hours
OCP E*	Auto Body Repairer	325 hours
Total Program Length:		1400 hours

**DESCRIPTION:** This automotive program consists of a planned sequence of instruction with five Occupational Completion Points (OCPs). A student may choose to complete a specific portion of the program for employment or to continue, exiting as a program completer. This program allows the student to combine classroom experience and hands-on shop activities. Skills will be developed in basic trade, refinishing sheet metal repair, frame and unibody squaring and aligning, use of fillers, paint systems and undercoats, related welding, related mechanical skills, trim-hardware maintenance, glass servicing, estimating, and other miscellaneous repairs.

**OCP A:** Paint and Body Helper – Content includes basic vehicle and industry knowledge, shop and safety skills, business management skills, and preparation of vehicles for repair and refinishing.

**OCP B:** Auto Collision Estimator – Content builds on OCP A and includes additional skills in vehicle refinishing.

**OCP C:** Frame and Body Repairman – Includes skills in the repair, replacement and adjustment of outer body parts; the inspection, measuring, and repairing of unibody vehicles; and the inspection and repair of frame type vehicle bodies.

**OCP D:** Automotive Refinishing – Content builds on OCPs A, B, and C; concentration on selection and application of paints and finishes; surface preparation; spray equipment operation, and causes and cures of finish defects.

**OCP E:** Auto Body Repairer – Content includes advanced techniques of knowledge gained in OCPs A, B, C and D, plus refinishing of metal parts and panels, applying body fillers, performing miscellaneous repairs and the repair of fiberglass and plastic components.

**SPECIAL ADMISSION REQUIREMENTS FOR APPRENTICESHIP:** A person must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to evening classes. You must be recommended to this program by your employer.

**LOCATION:** This program is offered at the St. Petersburg campus only. An apprenticeship program is also available.

#### **AUTOMOTIVE SERVICE TECHNOLOGY**

**MISSION:** The mission of this program is to prepare students with the necessary skills, knowledge, work habits, and attitudes to succeed as entry-level technicians in the automotive industry. Starting with basic vehicle maintenance, students gain hands-on practical experience in maintaining, troubleshooting, replacing, and repairing automobile systems.

#### JOB TRAINING INCLUDES:

OCP A*	Automotive Lube Technician	150 hours
OCP B*	Automotive Maintenance Technician	150 hours
OCP C*	Engine Repair Technician	150 hours
OCP D*	Automatic Transmission and Trans-axle Technician	150 hours
OCP E*	Manual Drive Train and Axles Technician	150 hours
OCP F*	Automobile Suspension and Steering Technician	150 hours
OCP G*	Automotive Brake System Technician	150 hours
OCP H*	Automotive Electrical/Electronic System Technician	300 hours
OCP I*	Automotive Heating and Air-Conditioning Technician	150 hours
OCP J*	Automotive Engine Performance Technician	300 hours
Total Program Length:		1800 hours

**DESCRIPTION:** This program consists of ten Occupational Completion Points (OCPs) which are taken as a planned sequence of instruction and is based on the Automotive Service Excellence (A.S.E.) certification.

Specific admission guidelines and standards of progress criteria are available in Admissions.

**OCP A:** Automotive Lube Technician – Content includes basic orientation, equipment skills, safety regulations, routine maintenance and consumer services.

**OCP B:** Automotive Maintenance Technician – Students increase their proficiency in performing routine maintenance operations, consumer services and communication and employability skills and entrepreneurship.

**OCP C:** Engine Repair Technician – Content stresses proficiency in engine theory and repair.

**OCP D:** Automatic Transmission and Trans-axle Technician – Students become proficient in operating and servicing an automatic transmission and transaxle.

**OCP E:** Manual Drive Train and Axles Technician – Content includes the operation and servicing of manual and drive trains and axles.

**OCP F:** Automobile Suspension and Steering Technician – Content includes the operation of steering, suspension and wheel systems.

**OCP G:** Automotive Brake System Technician – Instruction covers the operation and servicing of automotive brake systems.

**OCP H:** Automotive Electrical/Electronic System Technician – Students learn diagnosing/troubleshooting and electrical components as related to the power train.

**OCP I:** Automotive Heating and Air-Conditioning Technician – Instruction covers heating, air conditioning and engine cooling systems.

**OCP J:** Automotive Engine Performance Technician – Students learn advanced skills in engine performance service.

**SPECIAL ADMISSION REQUIREMENTS FOR APPRENTICESHIP:** To register for the apprenticeship program a person must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to evening classes. You must be recommended to this program by your employer.

**LOCATION:** This program is offered at both campuses. An apprenticeship program is also available on both campuses.

# **BRICK AND BLOCK MASONRY**

**MISSION:** The mission of this program is to prepare students for employment or advanced training in the brick, block, and concrete masonry industry.

**DESCRIPTION:** This program is available as an apprenticeship only. The content focuses on broad, transferable skills, stresses the understanding of all aspects of the masonry 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. Completers will receive a certificate from the State Department of Education, Workforce Development Division, Apprenticeship Section.

**SPECIAL ADMISSION REQUIREMENTS FOR APPRENTICESHIP:** To register for this program a student must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation for evening classes. You must be recommended to this program by your employer.

**LOCATION:** This apprenticeship program is offered at the St. Petersburg campus only.

## **BUILDING CONSTRUCTION TECHNOLOGY**

**MISSION:** The purpose of this program is to prepare students for employment or advanced training in the building construction industry.

## JOB TRAINING INCLUDES:

OCP ABuilding Construction Helper600 hoursOCP B\*Building Construction Technician450 hours

# Total Program Length:

1050 hours

**DESCRIPTION:** Training includes safe and efficient work practices, use and care of hand tools, power tools, and equipment; selection, application and care of materials; interpretation of blueprints and specifications; laying out, fabricating, erecting, installing and repairing building structures and fixtures, using tools, students will receive extension extensive training in carpentry, and entry-level training in masonry, plumbing, electrical, heating and air conditioning, and heavy equipment operation.

**OCP A:** Building Construction Helper – Content includes safety practices and disaster plans; an understanding of the construction industry and related occupations; the use of basic hand tools; understanding the proper operation of power tools; construction components; masonry skills and employability skills.

**OCP B:** Building Construction Technician – Content includes local, state, and federal codes and regulations; math skills; reading blueprints, contract documents and specifications; the operations of heavy equipment; using power tools; carpentry skills; install cabinets; prepare and apply finishes to surfaces; install roofing materials; troubleshoot, repair, and install plumbing systems; troubleshoot, repair, and install electrical systems; maintain, repair, and install heating, ventilation, and air-cooling (HVAC) systems; perform site preparation and maintenance and entrepreneurship.

**SPECIAL ADMISSION REQUIREMENTS FOR APPRENTICESHIP:** To register for the apprenticeship program a person must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to attend evening classes. You must be recommended to this program by your employer.

**LOCATION:** This program is offered at the St. Petersburg campus only. An apprenticeship program is available on the Clearwater campus.

## CABINETMAKING

**MISSION:** The mission of this program is to prepare students for employment or advanced training in the carpentry and cabinetmaking industry.

#### JOB TRAINING INCLUDES:

OCP A	Carpenter Helper	300 hours
OCP B*	Cabinet Finisher	150 hours
OCP C*	Cabinet Assembler	300 hours
OCP D*	Cabinetmaker	450 hours

# Total Program Length: 1200 hours

**DESCRIPTION:** Classroom, shop and laboratory activities are an integral part of this program. This program is a planned sequence of instruction consisting of four Occupational Completion Points (OCPs). Students may choose to complete a portion for employment or continue, exiting as a program completer.

**OCP A:** Carpenter Helper - Content includes orientation and basic safety, hand and power tools, building materials, fasteners/hardware and basic blueprints.

**OCP B:** Cabinet Finisher - Content includes finishing skills, including the installation of an interior door, stain systems, cabinets, shelving and wall and ceiling coverings.

**OCP C:** Cabinet Assembler - Content includes fastening stock, assembling, cabinet installation, applying laminates, plan, design and layout and use of power tools.

**OCP D:** Cabinetmaker - Content includes joinery, cut and assemble casework, construction of drawers, doors and curved pieces, and millwork.

**LOCATION:** This program is offered at the Clearwater campus only.

## CHILD CARE CENTER OPERATIONS

**MISSION:** The mission of this program is to provide students with the necessary coursework required for the foundational level of the Florida Administration Credential.

# JOB TRAINING INCLUDES:

OCP A\* Child Care Center Director 45 hours

Total Program Length: 45 hours

**DESCRIPTION:** This program consists of one (1) Occupational Completion Point (OCP). Students who successfully complete this program can exit and gain employment. It includes competencies developed for the Florida Child Care and Education Administrator Credential created by Florida Statute 402.305(2)(f).

**OCP A:** Child Care Center Director – Students learn to analyze the leadership role of the program administrator in creating and sustaining an effective organizational structure in a child care and education setting; develop effective personnel policies and procedures; develop a system for staff recruitment; develop a system for financial planning, budgeting and marketing strategies; demonstrate an understanding of legal obligations/responsibilities of a child care facility including those related to tax laws, insurance, and licensure; apply knowledge of program elements needed to implement and sustain a culturally sensitive, non-discriminatory and inclusive environment based upon principles of child development and professional standards; maintain a system for ongoing assessment and documentation related to children within the child care center program; develop a system for monitoring child care facility practices related to health, safety, and nutrition; create policies that promote alliances with families and collaboration among programs, families, and community resources.

**SPECIAL ADMISSION REQUIREMENTS:** Students must have a high school diploma or a GED, have completed the Department of Children and Families 30-hour Introductory Child Care Course. Also, the student must possess a Child Development Associate (CDA) credential, an approved Florida CDA equivalency, a formal education exemption qualification (including waiver), or a documented employment history recognition exemption.

**LOCATION:** This program is offered at the in two delivery styles: Classroom instruction at the Clearwater campus or on-line instruction via the Internet. Contact the District Learning Coordinator at 727.538.7167 Ext. 1069 to register for on-line.

This program is not PELL eligible.

# **COMMERCIAL ART TECHNOLOGY**

**MISSION:** The mission of this program is to prepare students for employment in various areas of the graphic design field, including production/prepress operations, advertising layout, illustration, and desktop publishing. Emphasis is placed on broad transferable skills.

## JOB TRAINING INCLUDES:

OCP A	Desktop Publishing Assistant	450 hours
OCP B*	Design Technician	450 hours
OCP C*	Illustrator	300 hours
OCP D*	Print Media Artist	300 hours

# Total Program Length: 1500 hours

**DESCRIPTION:** Four Occupational Completion Points (OCPs) are included in the program allowing each student to complete a part of the program for employment or continue, exiting as a program completer. Computer programs such as Adobe Creative Suite 2 (which includes Indesign, Photoshop and Illustrator) are included.

**OCP A:** Desktop Publishing Assistant – Training includes basic commercial art knowledge, graphic production, graphic art computer skills, applied mathematics, basic science, and employability skills.

**OCP B:** Design Technician – Training includes design skills, typography, layout and paste-up, applied design, and graphic art computer skills.

**OCP C:** Illustrator – Training includes technical art skills, applied design, graphic art computer skills, and computer airbrush skills.

**OCP D:** Print Media Artist – Training includes technical art skills, graphic art computer skills, and entrepreneurship.

**LOCATION:** This program is offered at the Clearwater campus only.

# COMMERCIAL FOODS AND CULINARY ARTS

**MISSION:** The mission of this Commercial Foods and Culinary Arts Program is to train students for employment as bakers and cooks. The program is accredited with the American Culinary Federation.

## JOB TRAINING INCLUDES:

OCP A	Bus Person/Waiter	75 hours
OCP B	Steward	75 hours
OCP C*	Salad Person	150 hours
OCP D*	Utility Cook	150 hours
OCP E*	Breakfast Cook	300 hours
OCP F*	Line Cook	450 hours
OCP G*	Pastry Cook	300 hours

# **Total Program Length:**

1500 hours

**DESCRIPTION:** Areas of study include food storage, serving and preparation, management, public relations, the use, care and maintenance of commercial food preparation equipment, safety, sanitation and nutrition. The program consists of seven Occupational Completion Points (OCPs). The structure will allow students to complete specified portions of the program for employment or to continue, exiting as a program completer.

**OCP A:** Bus Person/Waiter – Includes classroom and lab experience; subjects covered are orientation, employability skills/entrepreneurship, related math, communication skills, basic science, and dining room operations skills.

**OCP B:** Steward – Includes classroom and lab experience; students learn computer literacy, housekeeping operations, and safety and sanitation.

**OCP C:** Salad Person – Includes classroom and lab experiences; fruit, vegetable/starch preparation and related food preparation skills.

**OCP D:** Utility Cook – Includes classroom and lab experiences; included are equipment operation and basic cooking skills.

**OCP E:** Breakfast Cook – Includes classroom, lab experiences, 125 hours of internship, foods operations, entrée production and skills in preparation of breakfast, dairy and farinaceous foods.

**OCP F:** Line Cook – Includes classroom, lab experiences, and 225 hours of internship, culinary/nutrition skills, meat/poultry/seafood prep skills, and management and supervision.

**OCP G:** Pastry Cook – Includes classroom, lab experiences, 125 hours of internship, the demonstration of bakery goods and dessert skills.

**ACCREDITATION:** American Culinary Federation Educational Institute **LOCATION:** This program is offered at the Clearwater Campus only.

## COMMERCIAL PHOTOGRAPHY TECHNOLOGY

**MISSION:** The mission of this program is to prepare students for employment or advanced training in commercial photography, portrait photography, wedding photography, industrial photography or the photographic lab industry.

## JOB TRAINING INCLUDES:

OCP A	Black and White Specialist	500 hours
OCP B	Photography Specialist/Lab Technician	200 hours
OCP C*	Portrait Photographer	500 hours
OCP D*	Commercial Photographer	450 hours
Total Program Length:		1650 hours

**DESCRIPTION:** This program consists of four Occupational Completion Points (OCPs). Students may take a portion of the program for employment or continue, exiting as a program completer.

**OCP A:** Black and White Specialist – Includes training in the areas of safety, principles of the camera and enlarger, creative controls, film development and photographic enlargements, lines of composition, perspective, available light exposures, using the portable flash, and creating the copy negative.

**OCP B:** Photography Specialist/Lab Technician – Content includes training in the areas of operating various format negatives, processing color negatives, making color enlargements, exposing color transparencies and processing and mounting color transparencies.

**OCP C:** Portrait Photographer – Content includes training in basic portrait lighting, lenses and their effects, using filters and vignettes, creating low and high key portraits of men, women and children, bridal portraits, business portraits, creating model composites, window light portraiture, and creating environmental portraits, using digital cameras, intro to professional computer imaging, scanning images and outputting computer images.

**OCP D:** Commercial Photographer – Includes training in medium and large format cameras, commercial lighting, multimedia presentations, table top, architectural, and product photography, and preparing a business plan.

**LOCATION:** This program is offered at the St. Petersburg campus only.

# COMMERCIAL VEHICLE DRIVING

**MISSION:** The mission of this program is to prepare students for employment as tractor trailer/truck drivers.

# JOB TRAINING INCLUDES:

**OCP A\*** Tractor Trailer Truck Driver 320 hours

Total Program Length: 320 hours

**DESCRIPTION:** This program consisting of one Occupational Completion Point (OCP) includes classroom, range and road driving experience. Content includes D.O.T. Safety regulations, understanding and complying with vehicle operation regulations, cargo handling and trip planning, vehicle inspection, maintenance and servicing, basic vehicle control procedures and basic vehicle maneuvers. Upon satisfactory completion of all requirements; students will be tested for their class A CDL license. Those passing will receive their license from the Department of Motor Vehicles office.

**SPECIAL ADMISSION REQUIREMENTS:** Students must be 19 years of age, have a safe driving record, and comply with state and federal licensing requirements.

**LOCATION:** This program is offered at the St. Petersburg campus only.

This program is not PELL eligible.

## COMPUTER SYSTEMS TECHNOLOGY

**MISSION:** The mission of this program is to prepare students for initial employment as computer electronic technicians and computer network technicians.

#### JOB TRAINING INCLUDES:

OCP A*	End User Support Technician	450 hours
OCP B*	Personal Computer Electronics Installer	150 hours
OCP C*	Computer Support Specialist	300 hours
OCP D*	Field Service/LAN Technician	300 hours
OCP E*	Digital Electronics Technician	450 hours

# **Total Program Length:**

1650 hours

**DESCRIPTION:** This program consists of a planned sequence of five Occupational Completion Points (OCPs). Students may take a portion of the program for employment or continue, exiting as a program completer. Emphasis is placed on broad transferable skills and standard industry practices. Students have the option to prepare for the A+ certification and the Network+ certification test. Skills acquired in the program may also be used in preparing for Microsoft Certified System Engineer (MCSE).

**OCP A:** End User Support Technician – Training includes software fundamentals, customer relations, communication skills, and employability skills.

**OCP B:** Personal Computer Electronics Installer – Training includes soldering and basic laboratory practices, D.C. circuits, applied mathematics, basic science, and A.C. circuits.

**OCP C:** Computer Support Specialist – Training includes computer systems architecture and peripheral equipment. Emphasis is placed on A+ certification.

**OCP D:** Field Service /LAN Technician – Training includes electronic information exchange, and site requirements and considerations. Emphasis is placed on Network+ certification.

**OCP E:** Training includes digital circuits, fundamental microprocessors, and entrepreneurship.

**LOCATION:** This program is offered at the Clearwater campus only.

#### COSMETOLOGY

**MISSION:** The mission of the Cosmetology program is to prepare students for employment as Cosmetologists with eligibility for Florida State Certification.

## JOB TRAINING INCLUDES:

Grooming and Salon Service Core\* 75 hours
OCP C\* Cosmetology 1125 hours
Total Program Length: 1200 hours

**DESCRIPTION:** This program includes classroom and clinical experience. It consists of one Occupational Completion Point (OCP). Completers may be eligible to take the Cosmetology State Examination. Those passing the exam receive the title Cosmetologist and a state license.

**OCP C:** Hairdresser and Cosmetologist – Content includes science as it relates to Cosmetology: prepare for the State Board Exams, identify shampooing and hair treatments, identify and perform hair shaping (cutting), identify and perform hairstyles, chemical waving and relaxing, hair coloring, manicuring, pedicuring and nail extensions, administering facials, employing safe classroom and clinical activities, employability skills and entrepreneurship, computer literacy, communications, and professional development.

**LOCATION:** This program is offered at both campuses.

<sup>\*</sup> Cosmetology core must be taken by all students planning to complete the program.

#### **CUSTOMER ASSISTANCE TECHNOLOGY**

**MISSION:** The mission of this program is to prepare for a variety of careers in the field of customer service.

## JOB TRAINING INCLUDES:

OCP A	Information Technology Assistant	150 hours
OCP B	Customer Care Representative	150 hours
OCP C*	Customer Care Specialist	150 hours

# **Total Program Length:**

450 hours

**DESCRIPTION:** OCP A is a prerequisite for this program. A broad foundation of knowledge and skills may be gained in such areas as software applications, communications, diversity awareness, conflict resolution, leadership, problem solving, and employability skills.

**OCP A:** General Information Technology Assistant - Offers coursework that supports the internet and Computing Core Certification (IC³) program, global industry standards based training which enables students to certify that they possess basic computing and internet skills, students also receive a foundation in clerical skills including keyboarding, the electronic office human relations and interpersonal skills appropriate for the workplace, technical communications, and technical math. Job seeking techniques, career plans, and success strategies will also be developed.

**OCP B:** Customer Care Representative – Includes work-based learning, telephone skills and techniques, global concepts, and technology applications. Emphasis is placed on developing proficiency with software applications as tools for accomplishing business related job objectives and enhancing workplace performance.

**OCP C:** Customer Care Specialist – Includes financial strategies, work-based learning, problem-solving and technology applications relevant to customer care services. Emphasis is placed on developing proficiency with computer skills, communication skills, Microsoft Office Software. Students will also demonstrate the skills associated with the Microsoft Office Specialist (MOS) Core Certification and employability skills as tools for obtaining customer care positions.

**LOCATION:** This program is offered Clearwater only.

This program is not PELL eligible.

# **DENTAL ASSISTING**

**MISSION:** The mission of this program is to prepare students for employment as dental assistants and dental auxiliaries and to take the Dental Assisting National Board Examination.

## **JOB TRAINING INCLUDES:**

OCP A Basic Healthcare Worker 90 hours
OCP B\* Dental Receptionist 1140 hours

Total Program Length: 1230 hours

**DESCRIPTION:** This program offers a planned sequence of instruction that focuses on basic health science information and specific dental assisting skills. Student learning is provided in the classroom, laboratory and clinical settings. Content includes orientation to dental assisting, introduction to clinical procedures, dental office management procedures, dental anatomy, dental specialties, dental radiology, dental materials, preventive dentistry and expanded functions. Students may be eligible for the Dental Assisting National Board Examination. Those passing the exam receive the title Certified Dental Assistant (CDA).

**OCP A:** Basic Healthcare Worker – Instruction covers basic health care and safety procedures, employability, communications, interpersonal skills, basic mathematics, science and computer literacy.

**OCP B:** Dental Receptionist – Content includes dental office and patient management skills, basic dental office procedures, dental and general anatomy and terminology. Also included is instrument and equipment utilization, microbiology, dental functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operator and instrumentation, dental specialty procedures, human relations skills, ethics, dental materials and preventative dentistry.

**SPECIAL ADMISSION REQUIREMENTS:** A high school diploma or a GED is required for this program. Specific health occupations admission guidelines (immunizations, drug screening, background check, etc.) are available in Admissions.

**ACCREDITATION:** American Dental Association, Commission on Dental Accreditation.

**LOCATION:** This program is offered on the St. Petersburg campus only.

## EARLY CHILDHOOD EDUCATION

**MISSION:** The mission of this program is to prepare students for employment in the child care industry. Graduates earn a Child Childhood Professional Certiricate (ECPC) diploma and are prepared to be in charge of children in group care.

# JOB TRAINING INCLUDES:

OCP A Child Care Worker 45 hours
OCP B Child Care Teacher Aide 105 hours

**Total Program Length:** 150 hours

**DESCRIPTION:** This program consists of two Occupational Completion Points (OCPs) providing a choice to the student to complete a portion of the program for employment or continue, exiting as a program completer. This training is accomplished through a variety of instructional techniques and an on-the-job training component.

**OCP A:** Child Care Worker – Students learn the laws and rules, which govern the state and local community in which they are employed. Planning and establishing a safe, clean, and healthy learning environment is also included. Students also gain skills in observation and recording methods, communication skills, as well as recognizing developmentally appropriate practices and guidance techniques.

**OCP B:** Child Care Teacher Aide – Students continue to build on the skills from OCP A. Professionalism, identifying community needs and resources and taking an active role as part of the child care center staff are covered.

**SPECIAL ADMISSION REQUIREMENTS:** This program requires a high school diploma or GED for entry. To register for the apprenticeship program a person must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to evening classes. You must be recommended to this program by your employer.

**LOCATION:** This program is offered at both campuses. An apprenticeship program is available through the St. Petersburg campus.

## **ELECTRICITY**

**MISSION:** The mission of this program is to provide students with the technical training to secure and maintain employment in the electrical field of work.

## JOB TRAINING INCLUDES:

OCP A	Electrician Helper	300 hours
OCP B*	Residential Electrician	450 hours
OCP C*	Commercial Electrician	450 hours

# Total Program Length: 1200 hours

**DESCRIPTION:** The program consists of a planned sequence of three Occupational Completion Points (OCP's). Students may choose to complete a portion of the program for employment or continue, exiting as a program completer.

**OCP A:** Electrician Helper – Content includes basic safety and code, tools, basic circuits, diagramming, and employability skills.

**OCP B:** Residential Electrician – Student are instructed in electrical math, all phases of residential wiring circuits and installation.

**OCP B:** Commercial Electrician – Instruction includes pipe bending, transformers, motor controls and data and fiber cabling.

**SPECIAL ADMISSION REQUIREMENTS FOR APPRENTICESHIP:** To register for the apprenticeship program a person must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to evening classes. You must be recommended to this program by your employer.

**LOCATION:** This program is offered at the Clearwater Campus and as an apprenticeship program on both campuses.

## **ELECTRONIC TECHNOLOGY**

**MISSION:** The mission of this program is to prepare students for careers in the electronics and high-technology industries, as assemblers, testers, repair personnel, and electronics technicians.

## **JOB TRAINING INCLUDES:**

OCP A	Electronics Assembler	250 hours
OCP B	Electronics Tester	400 hours
OCP C*	Electronics Equipment Repairer	375 hours
OCP D*	Electronics Technician	375 hours

**Total Program Length:** 1400 hours

**DESCRIPTION:** A planned sequence of four Occupational Completion Points (OCPs) are included in the program. Each OCP enables the student to complete a portion of the program to assume a job title outlined below, or continue, exiting as a program completer.

**OCP A:** Electronics Assembler – Training includes soldering and laboratory practices, D.C. circuits, employability skills, and entrepreneurship.

**OCP B:** Electronics Tester – Training includes basic computer usage, advanced D.C.

**OCP C\*:** Electronics Equipment Repairer – Training includes digital circuits, and fundamental microprocessors.

**OCP D\*:** Electronics Technician – Training includes analog circuits, technical recording, communication skills, applied mathematics, and basic science.

**LOCATION:** This program is offered at the Clearwater campus only.

#### FIREFIGHTER II

**MISSION:** Students are prepared for safe, dependable, and prompt performance of firefighting tasks. We believe that the firefighter of today is no longer considered semi-skilled, but rather a highly skilled individual trained to meet the ever-increasing demands of today's society. The Firefighter program is dedicated to training firefighters to perform work safely and efficiently and to achieve the highest possible level of skill and job knowledge.

**DESCRIPTION:** The apprentices in the Firefighter Apprenticeship program shall be trained in the use, care, and effective handling of all equipment commonly used in connection with fire protection. During the term of apprenticeship, the apprentices shall be given such instruction and experience necessary to develop the skill and knowledge of fire prevention and suppression. The training of apprentices shall include a definite schedule that will be shown in the program outlining the training and work experience required. The term of apprenticeship is 6,000 hours, 3 months of continuous on-the job training (OJT) employment consistent with training requirements established by industry standards. The employer agrees to provide the apprentice adequately supervised instruction and work experience of which a record will be kept and periodically evaluated in accordance with the work process outline.

**SPECIAL APPRENTICESHIP REQUIREMENTS:** To be accepted into the City of St. Petersburg Firefighter Apprenticeship Program, the apprentice shall possess the following qualifications listed in the "Standards of Apprenticeship for the St. Petersburg Fire and Rescue Department". These include:

- 1. Be employed by the St. Petersburg Fire and Rescue Department.
- 2. Be at least 18 years of age.
- 3. Be physically capable of performing the work of the trade.
- 4. Possess a Class D Florida Driver's License.
- 5. Meet the requirements of Florida Statute 633.34, Firefighter Qualifications for Employment; and Florida Statute 112.011(2)(b), Felons, Removal of Disqualification for Employment Exceptions.
- 6. Meet the vision requirements of the National Fire Protection Association Standard #1582.
- 7. Possess a high school diploma or equivalent.

**LOCATION:** This apprenticeship program is offered at the St. Petersburg campus only.

# **HEAVY DUTY TRUCK AND BUS MECHANICS (DIESEL)**

**MISSION:** The mission of this program is to prepare students for employment in the field of heavy duty truck or bus mechanics.

#### JOB TRAINING INCLUDES:

OCP A	Diesel Engine Mechanic/Technician Helper	360 hours
OCP B*	Diesel Electrical and Electronics Technician	240 hours
OCP C*	Diesel Engine Preventive Technician	120 hours
OCP D*	Diesel Equipment Preventive Maintenance Technician	120 hours
OCP E*	Diesel Brakes Technician	240 hours
OCP F*	Diesel Hydraulics Technician	120 hours
OCP G*	Diesel Heating and Air-Conditioning Technician	120 hours
OCP H*	Diesel Steering and Suspension Technician	120 hours
OCP I*	Diesel Drive Train Technician	240 hours

# **Total Program Length:**

1680 hours

**DESCRIPTION:** The program consists of a planned sequence of nine Occupational Completion Points (OCPs). Students will gain knowledge and skills to perform as a beginning mechanic in this fast growing field. Instruction and practice is given to promote understanding in the overhauling and/or repairing of diesel engines, injection systems, injection pumps, injectors, lube, and cooling systems. The electrical system including troubleshooting, repair and overhauling of starters, alternators and other electrical components. Drive trains, transmissions, clutch, brakes, air-conditioning, steering and suspension systems and hydraulic systems all are covered in their own section. Proper use of tools, test equipment, and technical manuals is also a primary objective of the program.

Specific admission guidelines and standards of progress criteria are available in Admissions.

**OCP A:** Diesel Engine Mechanic/Technician Helper – Training includes basic skills and safety, diesel engine fundamentals, service and repair manuals, engine rebuild and overhaul, and employability skills and entrepreneurship.

**OCP B:** Diesel Electrical and Electronics Technician – This content builds on the previous OCP and includes electrical systems.

**OCP C:** Diesel Engine Preventive Maintenance Technician – This content builds on the previous OCPs and includes engine preventative maintenance.

**OCP D:** Diesel Equipment Preventive Maintenance Technician – This content builds on the previous OCPs and includes equipment preventative maintenance.

**OCP E:** Diesel Brakes Technician – This content builds on the previous OCPs and includes maintaining and repairing brake systems.

**OCP F:** Diesel Hydraulics Technician – This content builds on the previous OCPs and includes maintaining and repairing of hydraulic systems.

**OCP G:** Diesel Heating and Air-Conditioning Technician – This content builds on the previous OCPs and includes maintenance and repair air-conditioning and heating systems.

**OCP H:** Diesel Steering and Suspension Technician – This content builds on the previous OCPs and includes maintenance and repair of steering and suspension systems.

**OCP I:** Diesel Drive Train Technician – This content builds on the previous OCPs and includes maintenance and repair of power train systems and components.

**SPECIAL APPRENTICESHIP REQUIREMENTS:** To register for the apprenticeship program a person must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to evening classes. You must be recommended to this program by your employer.

**LOCATION:** This program is offered at the Clearwater campus only. An apprenticeship program is also available.

#### INDUSTRIAL MACHINERY MAINTENANCE

**MISSION:** The mission of this program is to prepare students for entry-level positions as industrial machinery maintenance assistants or machinery maintenance mechanics. The program focuses on broad transferable skills that may be applied to diverse types of industrial machinery. Training incorporates curriculum developed by the Packaging Machinery Manufacturers Institute (PMMI).

## JOB TRAINING INCLUDES:

OCP A Industrial Machinery Maintenance Assistant 450 hours
OCP B\* Machinery Maintenance Mechanic 450 hours

# **Total Program Length:**

900 hours

**DESCRIPTION:** A planned sequence of instruction with two Occupational Completion Points (OCPs) are included in the program. A portion of the program may be completed for employment or students can continue, exiting as a program completer. Students may obtain various industry certifications through PMMI.

**OCP A:** Industrial Machinery Maintenance Assistant – Training includes safety rules and procedures, basic physics, basic electricity and electronics, applied mathematics, measuring and layout operations, hand tools, power tools, lubricants, bench work skills, gas welding and cutting, rigging functions, machinery installation and removal, conveyor maintenance techniques, basic troubleshooting techniques, communication skills, employability skills, entrepreneurship, and customer service.

**OCP B:** Machinery Maintenance Mechanic – Training includes predictive-preventive maintenance, gas and arch welding procedures, machine shop operations, piping and tubing systems, electrical and electronic troubleshooting, drive component installation and maintenance, air compressor maintenance, hydraulic system components and troubleshooting, pneumatic systems, fluid drive systems, robotic systems, pump maintenance, pollution control systems, air conditioning and refrigeration systems, boilers, and internal combustion engines.

**SPECIAL APPRENTICESHIP REQUIREMENTS:** To register for the apprenticeship program a person must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to evening classes. You must be recommended to this program by your employer.

**LOCATION:** This program is offered at the Clearwater campus only. An apprenticeship program is available at the St. Petersburg Campus.

This program is not PELL eligible.

# INDUSTRIAL PIPEFITTER Offered through the Public Works Academy

Industrial Pipefitters encompasses three separate four year apprenticeship programs: Water Pipefitter. Wastewater Pipefitter and Stormwater Pipefitter.

# **Descriptions:**

**WATER PIPEFITTER APPRENTICESHIP**: This apprenticeship program includes training in the installation of new water services; the installation and maintenance of irrigation systems; and the installation of meters, valves, hydrants and back flow devices.

**WASTEWATER PIPEFITTER APPRENTICESHIP**: This apprenticeship program includes training in the construction and repair of sewer pipes and manholes; the investigation and inspection of waste water collection; and cleaning wastewater lines.

**STORMWATER PIPEFITTER APPRENTICESHIP**: This apprenticeship program includes training in surface maintenance; pipeline accessories; storm wall construction; pavement construction; forestry maintenance; and pipeline construction.

**LOCATION:** These apprenticeships are offered at the St. Petersburg campus only.

## **JEWELRY MAKING AND REPAIR**

**MISSION:** The mission of this program is to prepare students for entry-level employment as jewelry repairers, stone setters, and designers. Laboratory activities are an integral part of the program instruction in the use of equipment, tools, materials, and processes found in the jewelry industry.

# JOB TRAINING INCLUDES:

OCP A	Jewelry Technical Assistant	450 hours
OCP B*	Jewelry Designer	450 hours
OCP C*	Wax Casting Modeler	150 hours
OCP D*	Jewelry Repairer	300 hours
OCP E*	Stone Setter	150 hours
OCP F*	Certified Jeweler	150 hours

# **Total Program Length:**

1650 hours

**DESCRIPTION:** This program consists of a planned sequence of six Occupational Completion Points (OCPs), which allows the student to complete a portion of the program for employment, or continue, exiting as a program completer.

**OCP A:** Jewelry Technical Assistant – This course teaches the basic trade skills and includes measuring and weighing, identifying timepieces, identifying and testing metals, and utilization of tools.

**OCP B:** Jewelry Designer – This sequence course content includes techniques of sawing, piercing, filing and cutting; soldering metals; and designing and fabricating jewelry.

**OCP C:** Wax Casting Modeler – Students learn to identify types of casting methods; design and sculpture wax models and molds; and cast jewelry pieces.

**OCP D:** Jewelry Repairer – Content includes hands-on experiences in repairing rings, chains and prongs and hinges made of various metals.

**OCP E:** Stone Setter – Students learn how to set stones in pronged mountings, baguette mountings, peg mountings, and tube and channel settings.

**OCP F:** Certified Jeweler – This advanced instruction includes electroplating jewelry, diamond cutting, and engraving techniques.

**LOCATION:** This program is offered at the St. Petersburg campus only.

# LANDSCAPE MANAGEMENT

**MISSION:** The mission of this program is to prepare students for employment in landscaping, design, maintenance, and interior design, planting, and maintenance.

# JOB TRAINING INCLUDES:

OCP A Landscape Specialist 300 hours

Total Program Length: 300 hours

**DESCRIPTION:** Certifications may be obtained through exams upon completion of the OCP A but are not mandated by the State of Florida. Florida Certified Horticulture Professional (FCHP) and Florida Certified Landscape Technician (FCLT) are sponsored by the Florida Nurserymen and Growers Association.

**OCP A: Landscape Specialist**Includes classroom and lab experience; content includes employability skills/entrepreneurship, computer literacy, fundamentals of horticulture, safety tools/equipment, pest management, plant nutrients, growth/reproduction, business management, marketing process, human relations, communications, identify/classify plants, propagate growing media/fertilizers and irrigation.

**SPECIAL ADMISSION REQUIREMENTS FOR APPRENTICESHIP:** To register for the apprenticeship program a student must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to evening classes. You must be recommended to this program by your employer.

**LOCATION:** This program is offered at the St. Petersburg campus only. An apprenticeship program is also available.

#### MACHINING

**MISSION:** The mission of the program is to prepare students for employment as entry level machinists, tool makers, lathe operators, mill operators, grinding operators, electrical discharge machine (EDM) operator basic programmers, and computer numerically controlled (CNC) machine operator basic programmers.

#### JOB TRAINING INCLUDES:

OCP A	Machinist Helper	300 hours
OCP B	Machine Operator	450 hours
OCP C	Machine Setup Operator	450 hours
OCP D*	Machinist	300 hours

# **Total Program Length:**

1500 hours

**DESCRIPTION:** This program is a planned sequence of instruction consisting of four Occupational Completion Points (OCP's). This structure allows each student to complete specific portions of the program for employment or to continue, exiting as a program completer. Teaching the student industrial safety and efficient work practices, shop math, layout blueprints, shaping metal parts to required size, bench work, precision and measurement, and inspection.

**OCP A:** Machinist Helper – Includes classroom and machining lab experience; course content includes orientation, employability skills/entrepreneurship, computer literacy, related math, applied communication, and basic science.

**OCP B:** Machine Operator - This competency includes classroom and machining lab experience. Students will learn how to apply blueprint specifications to production, perform basic precision measuring, operate lathes, milling machines, and grinders.

**OCP C:** Machine Setup Operator - Content involves classroom and machining lab experience, including how to solve advanced job-related math problems, operating a CNC machine and setting up and operating an EDM machine.

**OCP D:** Machinist - Set up and operate a CNC machine, identify CAD/CAM processes, perform advanced lathe, milling, grinding operations and the set-up and operation of heat-treating furnaces.

**SPECIAL ADMISSION REQUIREMENTS FOR APPRENTICESHIP:** To register for the apprenticeship program a person must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to evening classes. You must be recommended to this program by your employer.

**LOCATION:** This program is offered at the Clearwater campus only. An apprenticeship program is also available.

## MARINE SERVICE TECHNOLOGY

**MISSION:** The mission of this program is to prepare students for employment as entry-level marine mechanics and train them in the everyday workings of a marine repair facility.

#### JOB TRAINING INCLUDES:

OCP A	Marine Rigger	300 hours
OCP B*	Service Writer/Parts Technician	100 hours
OCP C*	Outboard Engine Technician	650 hours
OCP D*	Stern Drive Technician	100 hours
OCP E*	Inboard Gas Technician	100 hours
OCP F*	Inboard Diesel Technician	100 hours

# **Total Program Length:**

1350 hours

**DESCRIPTION:** Program content includes, but is not limited to, safe basic mechanical skills, the theory and operation of the two-stroke and the four-stroke engines, drive units, electrical ignition systems, and proper care, maintenance and repair of on board systems. Students will have an opportunity for "hands-on" laboratory experience including troubleshooting and repair of power heads, fuel systems, ignition and electrical systems, and accessories. Use of computers and service literature are an integral part of the program.

**OCP A:** Marine Rigger – Content includes orientation and basic safety, employability and entrepreneurship, math for marine mechanics, communication skills, perform shop practices, fundamental theory for marine mechanics, maintenance and repair of electrical systems, prepare and deliver sales merchandise and computer literacy and office management.

**OCP B:** Service Writer/Parts Technician – Content includes maintenance and repair of cooling and lubrication systems.

**OCP C:** Outboard Engine Technician – Content includes maintenance and repair of fuel systems, maintenance and repair of cranking systems, maintenance and repair of magneto ignitions, maintenance and repair of battery ignitions, maintenance and repair of capacitor discharge ignitions, maintenance and repair of charging systems, perform upper and lower gear case maintenance and maintenance and repair of two-stroke engines.

**OCP D:** Stern Drive Technician – Content includes maintenance and repair of four-stroke engines.

**OCP E:** Inboard Gas Technician – Content includes maintenance and repair stern drive units.

**OCP F:** Inboard Diesel Technician – Content includes maintenance and repair of transmissions and maintenance and repair diesel systems.

**LOCATION:** This program is offered at the Clearwater campus only.

#### MEDICAL ASSISTING

**MISSION:** The mission of this program, accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), is to prepare students for employment as EKG aides, phlebotomists, medical assistants and medical salespersons. The practitioner assists with patient care management, executes administrative and clinical procedures, and performs managerial and supervisory functions.

#### JOB TRAINING INCLUDES:

OCP A	Basic Healthcare Worker	90 hours
OCP B	Medical Office Receptionist	100 hours
OCP C	Phlebotomist, MA	75 hours
OCP D	Electrocardiograph (EKG) Aide, MA	75 hours
OCP E*	Medical Assisting	960 hours

# **Total Program Length:**

1300 hours

**DESCRIPTION:** This program consists of five Occupational Completion Points (OCPs) in a planned sequence of instruction. This structure allows students to complete a portion of the program for employment or continue, exiting as a program completer. Graduates may become certified Medical Assistants by passing the National Certification exam given by the American Association of Medical Assistants.

**OCP A:** Basic Healthcare Worker – Instruction covers basic health care and safety procedures, employability, communications, interpersonal skills, basic mathematics, science and computer literacy.

**OCP B:** Medical Office Receptionist – Content includes studies in basic clerical and medical office duties. Content also includes keyboarding, processing insurance forms, transcribing medical records, maintaining files and billing/ collection system.

**OCP C:** Phlebotomist, MA – Content includes studies in anatomic structure and function of body systems in relation to services performed by a phlebotomist. Content also includes processing specimens and practicing safety and quality assurance.

**OCP D:** Electrocardiograph (EKG) Aide, MA – Content includes studies in the cardiovascular system and correct application of instrumentation modalities in performing patient care.

**OCP E:** Medical Assisting – Content includes studies of the fundamentals of microbial control and aseptic techniques. Students will be taught basic examination procedures and how to perform diagnostic clinical laboratory procedures.

**SPECIAL ADMISSION REQUIREMENTS:** A high school diploma or a GED is required for this program. Specific Health occupations admission guidelines (immunizations, drug screening, background check, etc.) are available in Admissions.

**ACCREDITATION:** The Pinellas Technical Education Center Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Medical Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs 35 East Wacker Drive, Suite 1970 Chicago, IL 60601-2208 (312) 553-9355

**LOCATION:** This program is offered at the St. Petersburg campus only.

## PATIENT CARE TECHNICIAN

**MISSION:** The mission of this program is to prepare students for employment as nursing assistants and home health aides. Students completing the program are eligible to sit for the state certification test for nursing assistants.

#### JOB TRAINING INCLUDES:

OCP A	Basic Healthcare Worker	90 hours
OCP B*	Articulated Nursing Assistant	75 hours
OCP C*	Advanced Home Health Aide	50 hours

# **Total Program Length:**

215 hours

**DESCRIPTION:** This program is a planned sequence of instruction consisting of three Occupational Completion Points (OCPs). Students may choose to complete a portion of the program for employment purposes, or continue, exiting as a program completer.

**OCP A:** Basic Healthcare Worker – Instruction covers basic health care and safety procedures, employability, communications, interpersonal skills, basic mathematics, science and computer literacy.

**OCP B:** Articulated Nursing Assistant – Content includes but is not limited to legal and ethical responsibilities, safe and efficient work practices, basic patient care, care of the elderly patient, nutrition and restorative activities.

**OCP C:** Advanced Home Health Aide – Content at this completion point includes the family unit, safety in the house, and household management as it pertains to the infirmed and elderly.

**SPECIAL ADMISSION REQUIREMENTS:** Specific health occupations admission guidelines (immunizations, drug screening, background check, etc.) are available in Admission.

**ACCREDITATION:** Florida State Board of Nursing

**LOCATION:** This program is offered at both campuses.

This program is not PELL eligible.

#### PC SUPPORT SERVICES

**MISSION:** The mission of this program is to prepare students for employment providing support through the use of personal computers in the business field. This is a competency-based lab course with emphasis on Microsoft Office software and related curriculum that leads to student success in the workplace.

## JOB TRAINING INCLUDES:

OCP A	Information Technology Assistant	150 hours
OCP B	Help Desk Support Assistant	300 hours
OCP C	Help Desk Technician	300 hours
OCP D*	Help Desk Analyst	150 hours
Total Program Length:		900 hours

**DESCRIPTION:** This program contains four Occupational Completion Points (OCPs) providing a planned sequence of instruction. Students can take a portion for employment or continue, exiting as a program completer. Successful completion of OCP A is a prerequisite for moving into this specialty. Offered is a broad foundation of knowledge and skills to prepare students for employment in PC support services positions. The content includes software applications and operating systems including communication via the Internet; web page components; computer networking; hardware and software selection and installation; integration techniques to enhance projects; preventative hardware maintenance and help desk activities.

**OCP A:** Information Technology Assistant – Offers coursework that supports the Internet and Computing Core Certification (IC³) program, an global industry standards based training which enables students to certify that they possess basic computing and Internet skills. Students also receive a foundation in clerical skills including keyboarding, the electronic office, human relations and interpersonal skills appropriate for the workplace, technical communications, and technical math. Job seeking techniques, career plans, and success strategies will also be developed.

**OCP B:** Help Desk Support Assistant – Builds on the skills introduced in OCP A and introduces the students to the help desk support technology, hardware components, computer networks, e-mail and internet activities, and software applications.

**OCP C:** Help Desk Technician – Includes all the intended outcomes of OCPs A and B. Students will be thoroughly trained in help desk support, the use of system software, application software, the Internet, and will learn the basics of computer networks and web page creation.

**OCP D:** Help Desk Analyst - Requires that all intended outcomes of OCP A, B, and C must be completed before pursuing this competency area. students will become proficient in the PC/software support services environment, with the skills to identify possible solutions to troubleshoot software and hardware problems. Students will also be able to demonstrate the skills associated with the Microsoft Office MOS Core Certifications.

**LOCATION:** This program is offered at the Clearwater Campus only.

#### PHARMACY TECHNICIAN

MISSION: The mission of the program, accredited by the American Society of Health-System Pharmacists (ASHP), is to prepare students for entry-level employment as community pharmacy technicians in retail pharmacies and pharmacy technicians in hospitals. In order to be certified you must pass the National Pharmacy Technician Certification Board. Students are eligible and are expected to take the certification exam upon completion of the program.

# JOB TRAINING INCLUDES:

OCP A	Basic Healthcare Worker*	90 hours
OCP B	Community Pharmacy Technician	360 hours
OCP C*	Pharmacy Technician	600 hours
Total Program Length:		1050 hours

**DESCRIPTION:** The three sequential Occupational Completion Points (OCPs) allow a student to take a portion for employment or continue, exiting as a program completer.

**OCP A:** Basic Healthcare Worker – Instruction covers basic health care and safety procedures, employability, communications, interpersonal skills, basic mathematics, science and computer literacy.

**OCP B:** Community Pharmacy Technician – Context includes the practice of human relation skills as they pertain to the pharmaceutical industry. The student will be able to identify medical and legal considerations, the use of pharmaceutical abbreviations and terminology. Clerical duties such as computer applications, maintaining patient profiles and communication skills, basic pharmaceutical chemistry and drug classification as it relates to the human physiology is included. Instruction covers inventory control and the initiation of measurement and calculating techniques.

OCP C\*: Pharmacy Technician – The instruction covers the basic knowledge of pharmaceutical chemistry as it relates to the human physiology, including classes, actions and routes of medications. The student will be able to prepare and deliver medications using automation and will take special precautions as it pertains to controlled substances, inventory and the proper technique for preparing these medications. Prepackaging of unit dose medications includes appropriate quality assurance, labeling and recording. Intravenous admixtures preparation using U.S. pharmacopeia (USP) <797> standards is an integral part of this course and includes the practice of withdrawing medication from a vial using aseptic technique with a laminar flow hood, calculating and reconstitution of medications, preparing total parenteral nutrition and chemotherapy products. Students will participate in an externship program where they will gain valuable practice in real pharmacy settings.

**SPECIAL ADMISSION REQUIREMENTS:** A high school diploma or a GED is required for this program. Specific health occupations admission guidelines (immunizations, drug screening, background checks, etc.) are available in Admissions.

**ACCREDITATION:** American Society of Health-System Pharmacists (ASHP)

**LOCATION:** This program is available at the St. Petersburg campus only.

## PLUMBING TECHNOLOGY

**MISSION:** The mission of the program is to prepare students for employment or advanced training in the plumbing industry. The program prepares students for employment as a plumber's helper and/or apprentice.

#### JOB TRAINING INCLUDES:

OCP A	Helper, Plumber, Pipefitter	360 hours
OCP B*	Residential Plumber	240 hours
OCP C*	Commercial Plumber	240 hours
OCP D*	Plumber	120 hours
Total Program Length:		960 hours

**DESCRIPTION:** The four Occupational Completion Points (OCPs) provide a planned sequence of instruction for this program. Each OCP enables the student to obtain a job as described below, or to continue, exiting as a program completer.

**OCP A:** Helper, Plumber, Pipefitter – Includes training in the areas of safety; history of plumbing; and identifying the following: use and care of basic plumbing tools, terms used in the plumbing trade, pipes, fittings, materials and equipment related to the plumbing industry.

**OCP B:** Residential Plumber – Includes training in the area of safety and identifying the following: pipe and fittings, pipe joining methods, valve size and type; and materials and application. Activities include measuring, marking, and cutting different types of pipe, reading and interpreting blueprints and specifications, laying out a job on site underground, installing building drains, laying out a job on site for the first floor, installing hangers and supports, cutting openings in walls and floors, distributing and placing fixtures, testing and inspecting first rough, testing and inspecting second rough.

**OCP C:** Commercial Plumber – Includes training in the areas of safety, trim-out and installing job site fixtures, appliances, and equipment, which include closet flanges, supply stops on water pipes, lavatory, water closets, showers, kitchen sinks, garbage disposal, ice makers, dishwashers, and water heaters. Activities include explaining the basic theory of hot water heating and identifying the equipment and materials needed for the job in accordance with job specifications and plumbing codes.

**OCP D:** Plumber – Includes training in the areas of safety, troubleshooting and diagnosing plumbing systems, repairing and replacing water service and sanitary lines, water closets, ball cocks, flush valves, floats, lift rods, ball stoppers, and trip levers, repairing water heaters, repairing and replacing fixture water supply pipes.

**SPECIAL ADMISSION REQUIREMENTS FOR APPRENTICESHIP:** To register for the apprenticeship program you must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to evening classes. You must be recommended to this program by your employer.

**ACCREDITATION:** This program is accredited thought the National Center for Construction, Education and Research (NCCER). Students receive a certificate of completion from the NCCER after completing each level of the plumbing program (as identified by the NCCER).

**LOCATION:** This program is offered at the St. Petersburg campus only. An approved apprenticeship program is also available.

#### PRACTICAL NURSING

**MISSION:** The mission of this Florida State Board of Nursing approved program is to prepare students for employment as Licensed Practical Nurses.

#### JOB TRAINING INCLUDES:

OCP A	Basic Healthcare Worker	90 hours
OCP B	Nursing Assistant	75 hours
OCP C*	Practical Nursing	1185 hours
Total Program Length:		1350 hours

**DESCRIPTION:** The program structure consists of three sequential Occupational Completion Points (OCPs). Upon successful completion of all these, the student is eligible to take the state licensing examination.

**OCP A:** Basic Healthcare Worker – Instruction covers basic health care and safety procedures, employability, communications, interpersonal skills, basic mathematics, science and computer literacy.

**OCP B:** Nursing Assistant – Includes studies in legal and ethical responsibilities, physical comfort, and safety function, care for the patient, infection control and patient rehabilitative activities.

**OCP C:** Practical Nursing – Content includes theoretical instruction and clinical experiences in medical, surgical, and obstetrics, and geriatric nursing. Body structure and function, family and community health, nutrition and interpersonal relationship skills are also an integral part of the curricula content.

**SPECIAL ADMISSION REQUIREMENTS:** A high school diploma or GED is required to enter the program. Specific health occupations admission guidelines (immunizations, drug screening, background check, etc.) are available in Admissions.

**ACCREDITATION:** Florida State Board of Nursing

**LOCATION:** This program is offered at both campuses. A variety of schedules is available.

# SCHOOL AGE CERTIFICATION TRAINING

**MISSION:** The mission of this program is to provide training to students interested in teaching life skills to school age children.

## JOB TRAINING INCLUDES:

OCP AChild Care Worker40 hoursOCP B\*School Age Care Professional80 hours

Total Program Length: 120 hours

**DESCRIPTION:** This program consists of two Occupational Completion Points (OCPs). It focuses on school-age skills and stresses understanding and knowledge of various elements of the child care industry, including professionalism, out-of-school environments, physical and intellectual competence, family involvement, and appropriate development practices. On-the-job or co-op training is a critical element of the program.

**OCP A:** Child Care Worker – Students learn the laws and rules, which govern the state and local community in which they are employed. Planning and establishing a safe, clean, and healthy learning environment is also included. Students also gain skills in observation and recording methods, communication skills, as well as recognizing developmentally appropriate practices and guidance techniques.

**OCP B:** School Age Care Professional – Professionalism, creating a safe, healthy environment and use of materials to enrich the classroom are covered. Guidance techniques to assist with children's social and emotional development are studied. Ways to enhance creative and cognitive skills are also included. Students will work on individual portfolios and prepare a resource file.

**LOCATION:** This program is offered at the Clearwater campus only.

This program is not PELL eligible.

# SCHOOL BUS DRIVER TRAINING

**MISSION:** The mission of this program is to prepare a student for employment as a school bus driver.

# JOB TRAINING INCLUDES:

OCP A\* School Bus Driver 40 hours

Total Program Length: 40 hours

**DESCRIPTION:** This program consists of one Occupational Completion Point (OCP), which stresses understanding and demonstration of safe driving skills for the safe transportation of passengers. Completion permits the student to take an additional 32 hours of advanced training to review or complete CDL licensure requirements.

**OCP A:** School Bus Driver – Content includes, but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, operation of buses, loading, unloading, and transporting of students, reporting delays or accidents on the road, and keeping records.

**SPECIAL ADMISSION REQUIREMENTS:** Students must meet the following requirements: minimum 21 years of age, high school diploma or GED, D.O.T. physical, including drug and alcohol testing, at least five (5) years driving experience and an excellent driving record. STUDENTS MUST BE PRE-HIRED BY PINELLAS COUNTY SCHOOL BOARD TO QUALIFY FOR TRAINING. An eighth (8<sup>th</sup>) grade reading and writing examination will be administered by the Personnel department of the Pinellas School District.

**LOCATION:** This program is offered at the Clearwater campus only.

This program is not PELL eligible.

## SURGICAL TECHNOLOGY

**MISSION:** The mission of this program is to provide training for employment in the surgical area of the health care industry. The surgical technologist works under the supervision of the surgical and nursing personnel to facilitate the safe and effective administration of invasive procedures.

## JOB TRAINING INCLUDES:

OCP A	Basic Healthcare Worker	90 hours
OCP B	Central Supply Assistant	210 hours
OCP C	Surgical Technologist	1030 hours

# Total Program Length: 1330 hours

**DESCRIPTION:** The Surgical Technology program has two Occupational Completion Pointshealth core and surgical technology theory and application. Completion of the program prepares and qualifies the graduate for the National Certification Exam and employment in the field.

**OCP A:** Basic Healthcare Worker – Is available through transfer only with transcript verifying completion of basic health care and safety procedures, employability, communications, interpersonal skills, basic mathematics, science and computer literacy.

**OCP B:** Central Supply Assistant – Consists of theory and application central services departmental organization and function; basic anatomy, physiology, microbiology and chemistry related to central service activities; quality assurance; infection control and isolation techniques, principles of safety; principles, methods and controls of sterilization processes; cleaning, processing packaging, distributing, storing.

**OCP C:** Surgical Technologist – Consists of theory and application of aseptic technique and combines the knowledge of human anatomy, surgical procedures, surgical tools and equipment, and surgical patient care to facilitate the surgeon's performance of invasive and diagnostic procedures.

**SPECIAL ADMISSION REQUIREMENTS:** Credit is awarded for previous medical experience and anatomy & physiology. Previous medical experience is defined as actually working handson or teaching with medical patients. The previous medical experience needs to be validated by either a certificate of completion and/or written, signed reference letters on company letterhead.

Examples of previous medical experience are:

- a. Nursing assistant training graduate and/or working in the field
- b. L.P.N.
- c. R.N.
- d. Medic
- e. Other medical training requiring patient care, such as Patient Care Technology program. The specific duties will be assessed on an individual basis.

**ACCREDITATION:** This program is accredited by The Commission on Accreditation of Allied Health Education Programs, Programs for Surgical Technology.

**LOCATION:** This program is offered through BayCare/Morton Plant Hospital, 300 Pinellas Street, Clearwater.

# TELECOMMUNICATIONS TECHNOLOGY Pinellas Broadband Institute

#### MISSION:

The mission of the Telecommunications Technology/Pinellas Broadband Institute is to provide technical training, promote industry certification, and prepare students for employment in the broadband industry.

#### JOB TRAINING INCLUDE:

OCP A:	Basic Telecommunications	150 hours
OCP B:	Intermediate Telecommunications	150 hours
OCP C*:	Advanced Telecommunications	300 hours
	Total Program Length:	600 hours

#### **DESCRIPTION:**

The telecommunications industry is at the forefront of the information age—delivering voice, data, graphic and video at ever increasing speeds and in an increasing number of ways. The industry is expected to experience continued growth as people and businesses will demand ever wider ranges of telecommunications service. The growth of high speed internet and video services will lead to continued upgrades of telecommunications networks.

Projections indicate that there will be a steady increase in the need for skilled workers in the broadband industry over the next decade. The Pinellas Broadband Institute has the support of major telecommunications employers. Training focuses on installer, installer technician, and broadband digital installer. Students are encouraged to obtain industry certification through the Society of Cable Telecommunications Engineers.

- **OCP A:** Basic Telecommunications Training includes telecommunication concepts and history, employability skills, entrepreneurship, computer literacy, direct current circuits, safety procedures, and cable installation techniques.
- OCP B: Intermediate Telecommunications Training include alternating current circuits, copper cabling systems, fiber optic cabling systems, and broadband digital installation techniques.
- **OCP C\*:** Advanced Telecommunications Training includes analog and digital concepts, video and audio concepts, computer operating systems, computer hardware, and cable maintenance and repair.

## **ADMISSION CRITERIA:**

- Be at least 16 years of age and not currently enrolled in a secondary education program in the Pinellas County School System
- Submit a completed application and \$15 nonrefundable fee
- Submit to school enrollment officials his/her social security card or a copy thereof.
- Complete specific program requirements
- Submit payment (nonrefundable advanced deposit or payment in full)
- Confirm start date
- Attend an orientation

 Take a literacy test, as identified by the State Department of Education (Test scores are valid for a two-year period, provided there have been no changes in the literacy levels mandated by state guidelines.) Students with an Associate of Arts degree or higher are exempt.

**SPECIAL ADMISSION REQUIREMENTS FOR APPRENTICESHIP**: All students will successfully complete the Bright House Networks employment process prior to enrollment.

## **LOCATIONS**

This program is offered at the Clearwater Campus. One year apprenticeship program is available at the Clearwater Campus.

## **RELATED LINKS**

Society of Cable Telecommunications Engineers hht://www.scte.org/international.cfm

#### **TELEVISION PRODUCTION**

**MISSION:** The mission of this program is to train students for employment in the television production industry. The course prepares students for entry-level employment in broadcast TV stations, cable operations, production houses as well as many other emerging technical fields.

#### JOB TRAINING INCLUDES:

OCP A	Studio Assistant	450 hours
OCP B	Studio Technician	450 hours
OCP C	Studio Technician/Edit Assistant	450 hours
OCP D*	TV Production/Edit Technician	300 hours
Total Program Length:		1650 hours

**DESCRIPTION:** This program consists of four Occupational Completion Points (OCPs). The TV Production program is a current and accurate reflection of the industry. Laboratory activities are an integral part of the instruction. Cooperative training opportunities are offered, with the instructor's recommendation. Students learn operational characteristics and techniques in studio and field, lighting, camera, audio, editing, light electronic maintenance, cabling and more. Students with previous experience, looking to upgrade their skills, may test out of beginning courses. All courses are taught using some of the same equipment used at broadcast facilities all over the country, including some of the latest state-of-the-art digital production equipment.

**OCP A:** Studio Assistant – Content includes an introduction to TV and video production; skills and techniques of studio equipment; routine maintenance of studio and field equipment; operation and techniques of videography and electronic news gathering and production and knowledge of remote commercial production and off-line editing.

**OCP B:** Studio Technician – This instruction continues to build on the knowledge base established in OCP A. Students develop and complete more complex projects using communication and leadership skills, and safe and efficient work practices in preparation for assuming additional responsibilities for overall TV studio productions, including scripting, lighting, filming and directing, electronic news gathering, and field production.

**OCP C:** Studio Technician/Edit Assistant – Content continues to a more advanced level building on OCPs A and B. Students will work independently to exercise proficiency in one or more specialty areas of a TV production, including production of a TV program from a written script.

**OCP D:** TV Production/Edit Technician – Instruction builds upon OCPs A, B, and C, with students performing in more independent specialized areas of TV production. Emphasis will be placed on successful demonstration of responsibility for all aspects of a TV production specialty, start to finish, and ability to utilize computer manipulate digital equipment and the digital signal process.

**SPECIAL ADMISSION REQUIREMENTS:** Due to the physical nature of the work, students must be able to lift and carry a minimum of 50 pounds, and may be required to stand or sit for extended periods of time.

**LOCATION:** This program is offered at the St. Petersburg campus only.

### TRANSPORTATION FUTURES

**MISSION:** The mission of this apprenticeship program is to prepare students for entry level employment as road maintenance employees that perform duties within road Right-of-Way (streets and sidewalks), parking lots, and walkways.

**DESCRIPTION:** Maintain highways, municipal and rural roads, airport runways, and other rights-of-way. Responsible for repair to road base materials, concrete forming and finishing, utilizing various asphalt mixes and equipment, and road drainage systems. Duties include patching small and large sections of broken or eroded pavement, installing and repairing guard rails, installing pavement markings, utilizing medium duty maintenance equipment, repair and maintenance of drainage catch basins, swales, and erosion control. May also mow or clear brush from along roads, plow snow, or sweep streets with mechanical sweeping equipment. Must understand and be able to utilize maps, grade stakes, surveys, and DOT road standard documents. Must be familiar with work zone safety, flagging, and construction safety standards applicable to road construction and maintenance.

**SPECIAL ADMISSION REQUIREMENTS FOR APPRENTICESHIP:** To register for this program a student must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation for evening classes. You must be recommended to this program by your employer.

**LOCATION:** This apprenticeship program is offered at the St. Petersburg campus only.

#### WEB DESIGN SERVICES

**MISSION:** The mission of this program is designed to prepare students for employment in the business field, specializing in Web /Internet/Intranet services industry.

#### JOB TRAINING INCLUDES:

OCP A	Information Technology Assistant	150 hours
OCP B	HTML Coder	300 hours
OCP C	Web Graphic Designer	300 hours
OCP D*	Web Producer	300 hours

## **Total Program Length:**

1050 hours

**DESCRIPTION:** This program consists of four Occupational Completion Points (OCP's) providing a planned sequence of instruction. OCP A is a required prerequisite to pursue this specialty. Students can take a portion for employment or continue, exiting as a program completer. Web Design is a comprehensive program. It is as real world as a program can be. Students will learn how to be a Webmaster from textbooks and by maintaining a class web site, developing web sites for many different types of businesses and on the job training (when available).

**OCP A:** Information Technology Assistant – Offers coursework based on IC<sup>3</sup> (Internet and Computing Core Computing Certification), an industry recognized certification program. Students also receive a foundation in clerical skills including keyboarding, the electronic office, human relations and interpersonal skills appropriate for the workplace; technical communications, and technical math. Job seeking techniques, career plans, and success strategies and entrepreneurship will also be developed.

**OCP B:** HTML Coder – Builds on the skills introduced in OCP A and includes Internet basics, the development of web sites using HTML, Java Script, XML, and Frontpage 2003. Students will also learn how to start and operate a small business. At this point students will be qualified to develop basic web sites for customers.

**OCP C:** Web Graphic Designer – includes all intended outcomes of OCPs A and B and teaches student more advanced job search skills and the use of the following software: Photoshop, Illustrator CS and Dreamweaver Studio MX. Upon completion of OCP C students will be able to develop moderately complex web sites.

**OCP D:** Web Producer – Requires that all intended outcomes of OCP A, B, and C be completed before pursuing this competency area. Students will become proficient in web site promotion, understanding e-commerce concepts and the use of the following software: Flash MX, Fireworks MX, Database Driven Web sites using Visual Studio, and PHP-5. Students will participate in a group based business web project and upon completion of OCP D will be qualified to develop complex web sites.

**LOCATION:** This program is offered at the St. Petersburg campus only.

PTEC is a local testing center for the IC<sup>3</sup> test.

# PTEC APPRENTICESHIP PROGRAMS 2006 – 2007

To register for any apprenticeship program a student must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to the job site and evening classes. Apprentices must be recommended to this program by a participating employer. Other special admission requirements may apply. Contact individual coordinators directly at their phone extensions.

PTEC-Clearwater (727) 538-7167	Phone Extension	Length
Auto Technician	1151	4 years
Building Maintenance Repair	1158	2 years
Cable Television Installer – Brighthouse	1095	1 years
Diesel Technician	1151	4 years
Electrician	1070	4 years
Heating, Ventilation & Air Conditioning Installer/Service	1143	4 years
Machinist	1062	4 years
Mold Maker	1062	4 years
Refrigeration Mechanic	1143	4 years
Tool & Die Maker	1062	4 years
Undercar Specialist	1151	2 years

PTEC-St. Petersburg (727) 893-2500	Phone	Length
-	Extension	_
Auto Body and Refinishing	1046	4 years
Child Care Specialist	1049	2 years
Electrician	898-7522	5 years
Firefighter	1095	3 years
Industrial Machinery Maintenance:		
<ul><li>Meter Repair</li></ul>	1083	4 years
<ul> <li>Water Distribution</li> </ul>	1083	4 years
Industrial Pipefitter Trades:		
<ul> <li>Stormwater Pipefitter</li> </ul>	1082	4 Years
<ul> <li>Water Pipefitter</li> </ul>	1082	4 Years
<ul> <li>Wastewater Pipefitter</li> </ul>	1082	4 years
Landscape Technician	1101	2 years
Masonry	1045	3 Years
Plumber Technician	1082	2 Years
Transportation Futures	1083	2 Years

## **Every Apprentice Program:**

- Each year has 2,000 hours of on-the-job-training (OJT).
- Each year has a minimum of 144 hours of related classroom training
- Students earn one occupational completion point on the anniversary of their indenture/enrollment date.

# SPECIALIZED SERVICES

#### ADULT BASIC EDUCATION

These classes are intended for persons 16 years of age or older who wish to upgrade their basic skills for entry into a technical program, or to enroll in the General Education Development (GED) preparatory program. ABE provides open-entry/open-exit enrollment, self-paced instruction, and flexible scheduling.

## **DEVELOPMENTALLY DISABLED (LIFE SKILLS)**

ABE Life Skills, language arts, math, current events, lifelong learning skills, employability skills, computer education, social studies and science are taught to developmentally disabled adults daily from 8:30 a.m. to 1:30 p.m. on the Clearwater PTEC campus, during the regular school year Call 588-6456 for information.

#### **GENERAL EDUCATION DEVELOPMENT**

This is available to non-high school graduates who are at least 16 years old. Instruction is provided in writing skills, social studies, science, literature, and mathematics in order to prepare students for the General Education Development (GED) examination. The program features open-entry/open-exit enrollment, self-paced instruction, and flexible scheduling. The St. Petersburg campus also offers GED on-line, through our website: www.ptec.pinellas.k12.fl.us.

## **INDUSTRY SERVICES**

Pinellas Technical Education Centers – Clearwater and St. Petersburg Campus offer custom training for business and industry in the highly-technical and specialized areas of medical, automotive, electronics, constructions, and manufacturing. Additional courses and training programs can be developed in the areas of customer service, computer software applications, human resources, business English and writing. The Industry Services team coordinators assist industry with curriculum development and training schedules to meet the needs of companies and their workforce. The purpose of training is to enhance the current skill sets of workers or recruit new employees.

Training enhancement may be offered at the industry site, or on campus meeting the goals of individual industries. Each phase of the training process is managed by one of out education professionals. Contact Clearwater Campus, 727-538-7167, ext. 1095 or ext. 1072, or St. Petersburg campus, 727-893-2500, ext. 1050 to schedule a consultation. Note: custom classes are designed for groups of a minimum of 10-12 employees from one company or several companies who wish to combine staff.

We are committed to finding innovative solutions to the unique problems of new, expanding organizations and businesses in transition. Our centrally located campuses are also the perfect host site for professional meetings.

## The following are available:

- Adult Basic Education
- Air Conditioning, Refrigeration & Heating
- Automotive Services Technology
- Basic Mathematics
- Commercial Drivers License
- Computer Software Training: Windows, Microsoft Office Suite, Internet
- Continuing Education for Health Care Providers
- CPR
- Culinary Arts
- Customer Service (Day Class or Series)
- Diesel Mechanics
- EPA Refrigeration Certification
- Fire Safety
- Hazardous Materials
- Horticulture: Irrigation Systems, Plant Disease, Plant Identification, Tree Biology, Xeriscape Design, Landscape Design
- Keyboarding
- Computer Numeric Control (CNC)
- Management/Supervision Seminars
- OSHA, Safety and HAZMAT
- Public Works
- Telephone Communications
- Traffic Safety
- Written Communications
- Blueprint Reading
- ESOL (industry site)
- Workplace Readiness

## **PINELLAS COUNTY JAIL**

A Vocational Preparatory Instruction (VPI) program is available to help adult offenders gain the basic skills in language, mathematics, and reading. Others attend this program while enrolled in workforce development programs, offering a planned sequence of instruction in fields such as culinary arts, environmental horticulture and garment manufacturing. Also available is a class in Vocational Employability Skills for Adults. Time is scheduled for each person to meet his/her specific needs and may be one to three hours per day.

#### **SECONDARY PROGRAMS**

## **Department of Education for Exceptional Students (DEES)**

High school students who are enrolled in exceptional student education programs and who are interested in vocational education may be dually enrolled in one of the technical centers. To be eligible for attendance, students must meet the following criteria:

- Be currently enrolled in an exceptional student education program;
- Be at least sixteen years of age and at least a seventh grader,
- Have completed a work evaluation session and demonstrated aptitude in the area of interest, and
- Be recommended by an exceptional education teacher.

## **Extended Transition Program**

According to the reauthorization of Individuals with Disabilities Education Act 1997, any student who earns a special diploma or certificate of completion is entitled to continue to receive a free, appropriate public education until he/she earns a standard diploma or through the school year in which they turn 22.

- Students may return on either a part time or full time basis.
- These students are referred to as Extended Transition (ET) students.
- Standard Diploma, Autistic and Supported Varying Exceptionalities (SVE) students will
  continue receiving services at their center or high school. These students would not
  typically attend an (ET) PTEC site.
- A student returning to school who is interested may enter a North or South County ET site-via the Family Education Info Center (FEIC) or ADAPT and the designated Exceptional Student Education (ESE) staffing supervisor.

## **Technical Education Academic Model (TEAM)**

The TEAM program is a positive, success-oriented high school educational experience that provides eligible students with graduation options and alternatives to leaving school. The program serves students in grades nine through twelve who have not experienced success in the traditional high school program. The intent of the program is to meet the individual needs of each student by providing academic experiences that relate to technical training opportunities. It is the expectation of the centers that these students will remain in school and complete a workforce education program that will allow them to graduate and become productive citizens.

TEAM students take courses in language arts, mathematics, science, social studies, skills development, and electives. The instructional strategies and general structure of the program use a performance-based approach to earning high school credit. This program also has a strong student services component to assist each student with academic and personal adjustments.

# **VOCATIONAL PREPARATION INSTRUCTION (VPI)**

This is the primary academic support system for students enrolled in technical programs. The program is highly individualized and tailored to fit individual needs. Students may enter at any time, proceed at a pace best suited to their learning style, and exit when they have acquired the basic skills necessary for success in their chosen occupation. Flexible schedules can be arranged, as day and evening classes are available.

# **Administration and Faculty**

# PTEC ADMINISTRATION Directors

## Laux, Warren (CL)

Ed. D., University of South Florida Ed. S., University of South Florida M. Ed., University of South Florida B.S., University of Nebraska

## Bailey, Dorothy (SP)

M.S., Florida State University B.S., Florida A and M University

## **Assistant Administrators**

Corbin, Arlene (PREP)

M.S., University of Florida B.S., University of Florida

## Ericksen, Mark (CL)

M.S., Nova University B.S., University of South Florida

## Giffin, Barbara (SP)

M.Ed., University of South Florida B.S., Indiana University of Pennsylvania

## Jonas, Jonie (SP)

Ed. S., Nova Southeastern University M.A., University of South Florida B.A., University of South Florida A.A. St. Petersburg College

## Shuta, Barbara (CL)

M.Ed., University of South Florida B.A., University of South Florida

## PTEC FACULTY

#### - A -

Allen, Mary (CL)
B.A., Alabama A&M University
Allison, Terry (SP)
Vocational Certification
Allman, Richard "Kent" (CL)
Vocational Certification

## Ashwood-Harris, Rosena (SP)

M.Ed., University of South Florida B.A., University of Florida

## Audibert, Rosa M. (CL)

**Vocational Certification** 

#### - B -

## Backus, Barbara A. (CL)

M.S., Florida State University

B.S., State University of New York

Baker, Richard (CL)

**Advanced Vocational Certification** 

Blanks, Sonji (SP)

B.A., Eckerd College

A.S., St. Petersburg College

Booth, Terry (SP)

B.S., University of South Florida

Boruta, Vincent, Jr. (CL)

M.A., University of South Florida

B.A., University of South Florida

Boyers, Sandra (SP/CL)

**Vocational Certification** 

Brand, Terri J. (SP)

B.A., University of South Florida

A.A. Florida Keys Community College

Bryant, Rohland (SP)

**Vocational Certification** 

## Buchholz, Raymond A., Jr. (CL)

M.A., University of South Florida

B.A., University of South Florida

A.A., St. Petersburg College

Butler, Carol A. (CL)

A.A., St. Leo University

USF - Advanced Vocational Certificate

**Butler**, Victoria (CL)

M.A., University of South Florida

B.A., Molloy Catholic College

Bylander, Keith (CL)

M.S., Eastern New Mexico University

B.S., Eastern New Mexico University

**Vocational Certification** 

## - C -

## Cantore, Michael (CL)

M.A., University of South Florida

B.S., University of Wisconsin

Carey, Kenneth (CL)

**Vocational Certification** 

Charles, Gregory (SP)

B.S., University of Florida

Cinnamon, Linda (SP)

B.A., Stetson University

Collins, Michael (SP)

**Vocational Certification** 

Copeland, Bruce (SP)

B.A., University of South Florida

A.A., Miami-Dade Community College

Cottrell, Steve (CL)

ED.S., University of Florida

M.ED., University of Florida

B.A., University of South Florida

Crawford, Christine (CL)

M.A., University of South Florida

B.S., Ohio State University

Crouse, Eugene (CL)

**Vocational Certification** 

## -D -

Denny, Darrell (CL)

**Vocational Certification** 

Ditinno, Alex J. (CL)

**Advanced Vocational Certification** 

Do, Savanna (SP)

**Vocational Certification** 

Domres, Thomas (SP)

**Vocational Certification** 

## - E -

Eline, Scott (SP)

M.A., University of South Florida

B.A., Salisbury University

**Epperson**, Mary (CL)

R.N., Gordon Keller School of Nursing

B.S., University of South Florida

Nursing Diploma, Gordon Keller

School of Nursing

Erickson, Toni (CL)

B.S.N., University of South Florida

M.S.N., University of South Florida

#### - F -

Fasenmyer, Dale (CL)

**Vocational Certification** 

## Feen, Sharon (SP)

Ed.D., Nova-Southeastern University

M.A.L.S., University of Michigan

B.A., Northeastern University

Fink, Charles (CL)

M.A., George Washington University

B.A., Messiah College

Flint, John (SP)

M.A., George Washington University

B.S., Youngstown University

#### - G -

Galyen, Jerry (CL)

**Vocational Certification** 

Gandy, Judy (PREP)

M.A., University of South Florida

B.S., Troy State University

Gardner, Evelyn C. (SP)

ARNP, University of South Florida

M.S., University of South Florida

B.S., University of South Florida

A.S.N., St. Petersburg College

A.A., St. Petersburg College

Vocational Certification

Gardner, James S. (CL)

A.S., Central New England

College of Technology

Gioia, Candace (CL)

B.S.N., University of Tampa R.N.,

Orange Memorial School of Nursing

C.N.O.R.; Vocational Certification

Grego, Sue (CL)

B.S.N., Medical College of Virginia

R.N., Mount Vernon Hospital

School of Nursing

R.N.C., Psychiatric Mental Health

**Nursing Certification** 

**Vocational Certification** 

Grentzer, Edward J. (CL)

**Advanced Vocational Certification** 

Griffin, Janet (SP)

M.A., Western Michigan University

B.S., Western Michigan University

**Vocational Certification** 

Griffith, Alma (CL)

M.Ed., University of Mississippi

B.S., University of Florida

### - H -

Hardy, Betty H. (CL)
M.Ed., University of South Florida
B.S., University of Memphis
Hays, Coralee (CL)
B.S., University of Florida
Hogans, Lorenzo (CL)
B.S., Eckerd College
B.S., Florida A & M University
Houston, Phil K. (CL)
B.S., Florida State University
Hudson, Tammy (CL)
B.S., University of Phoenix
Humphrey, James (SP)
Vocational Certification

#### - 1 -

## - J

Jackson, Eddie (SP) **Vocational Certification** Johnson, Brian (SP) B.S., Nova University A.A., St. Petersburg College **Vocational Certification** Johnson, Janie L. (SP) B.S., M.S., University of South Florida A.S.N., St. Petersburg College A.A., St. Petersburg College Johnston, Lynn (CL) B.S., University of Wisconsin M.S., University of Wisconsin Johnston, Robert (SP) A.A., Seminary St. Vincent DePaul Jones, Sandra (CL) M.A., University of South Florida B.S., University of South Florida A.A., St. Petersburg College Jones, Shelly (SP) B.S.N., University of South Florida A.S., A.A St. Petersburg College Vocational Certification

#### - K -

Karkheck, Marsha (SP) M.Ed., University of South Florida B.A., University of South Florida A.S.,A.A., St. Petersburg College

## Klees, Bonnie J. (CL)

B.S., College of St. Francis

R.N., Williamsport Hospital

School of Nursing

**Vocational Certification** 

## Klieger, Diane (SP)

M.B.A., Century University

B.A., Baldwin Wallace College

A.S., A.A., Cuyahoga Community College

# Knight, Richard (SP)

**Vocational Certification** 

Kochtan, Dawn (CL)

B.S., Bowling Green University

Koszewnik, Michael (CL)

**Vocational Certification** 

Kronz, Ronald (SP)

**Vocational Certification** 

Kuplicki, Maryalice (CL)

M.A., University of South Florida

B.S., East Stroudsburg University

## - L -

## Lambert, John (CL)

**Vocational Certification** 

Larson, Edith M. (CL)

M.A., University of South Florida

B.A., University of South Florida

## Laurence, Paul (SP)

B.A., B.S., University of South Florida

A.A., Florida Keys Community College

## Lawless, Donna (CL)

M.A., University of South Florida

B.A., University of Louisville

## Lawrence, Regina (CL)

B.A., Florida Memorial College

M.S., Nova Southeastern University

## Lenas, Stanley (SP)

**Vocational Certification** 

## Lurz, Bruce (CL)

B.S., State University of New York

A.S., Rochester Institute of Technology

Lynn, Michael R. (CL)

Advanced Vocational Certification

#### - M -

## Manning, John "Bud" (SP)

**Vocational Certification** 

## Matheis, Patricia (SP)

M. Ed., Western Kentucky University

M.A., Spalding University

B.S., Spalding University

McGee, Wyvonia (CL)

B.S., Fort Valley State University

**Vocational Certification** 

McGough, George (SP)

**Vocational Certification** 

McGreevy, Nancy (SP)

A.S., Terra Technical College

McManaway, Kenneth (CL)

**Vocational Certification** 

McNulty, Trudy (SP)

M.S., Auburn University

B.S., Nazareth College

McQuillen, John W. (CL)

B.S., University of Florida

McRae, Donna (SP)

M.Ed., University of South Florida

B.A., Michigan State University

Morton, Christine (CL)

B.A., St. Leo College

R.N., Jackson Memorial School of Nursing

Mossey, Linda K. (CL)

M.A., University of South Florida

B.A., University of South Florida

## - N -

## Nobles, John C. Jr (CL)

**Vocational Certification** 

## - 0 -

## O'Connor, Virginia (SP)

B.S., St. Leo University

R.N., St. Vincents Hospital School of Nursing

Oldfield, John R. (CL)

**Advanced Vocational Certification** 

Orr, William (CL)

**Vocational Certification** 

#### - P -

## Pappas, Doris "Jeannie" (SP)

**Vocational Certification** 

C.P.H.T., Certified Pharmacy Technician

Pharmacy Technician Certification Board

## Parker, Millie (CL)

M.A., University of South Florida B.A., University of South Florida Passe, Steve (SP) Vocational Certification Pearson, Richard (CL) Vocational Certification

Piehl, Jack (SP)

**Vocational Certification** 

Pool, Charles "Chuck" (CL)

B.S., San Jose State University Vocational Certification

Powers, Robert S. (CL)

M.A., University of South Florida B.S., University of South Florida

# Pribyl, John "Jack" (SP)

M.A., University of South Florida B.A., University of South Florida A.A., St. Petersburg College **Protomastro, Robert** (SP) Vocational Certification **Pruitt, Gilbert** (CL) Vocational Certification

- Q -

#### - R -

Robertson, Edward (SP)
Vocational Certification
Rodgers, Fredrick L. (CL)
M. Ed., University of South Florida
B.S., University of South Florida
A.A., St. Petersburg College
Vocational Certification
Russell, Francine (CL)
B.S.N., Syracuse University
A.S., Broome Community College
Vocational Certification

#### - S -

# **Schmalzbauer**, **Dale** (CL)

M.S., Nazareth College B.S., State University of New York A.A.S., State University of New York

## Schultz, Jane (SP)

M.Ed., University of South Florida

B.A., University of South Florida

A.S./A.A., St. Petersburg College

C.D.A., Tomlinson Adult Education Center

Scott, Larissa (SP)

B.S., University of Akron

Shores, Robin (CL)

M.A., University of South Florida

V.E.B.S., University of South Florida

Smoot, Elizabeth (CL)

B.A., University of South Florida

A.A., St. Petersburg College

Smyrski, Steve (SP)

B.A., University of South Florida

A.A., St. Petersburg College

**Vocational Certification** 

Spacone, Sandra W. (CL)

M.A., University of South Florida

B.A., University of South Florida

A.A., St. Petersburg College

**Vocational Certification** 

Stevens, Nancy (SP)

M.A., University of South Florida

B.S., University of Illinois

Stewart, B.J. (SP)

M.S., Florida State University

B.S., Auburn University

Stiles, John (CL)

Vocational Certification

Strohaber, Michael B. (CL)

**Vocational Certification** 

#### - T -

# Taylor, Latrese (SP)

M.S., University of South Florida

B. S., University of South Florida

A.A./A.S., St. Petersburg College

Taylor, Sharla (CL)

B.A., McPherson College Kansas

R.N., Kansas University Newman Division of Nursing

Tegtmeyer, Marjorie (CL)

B.A., Northeastern University Illinois

Thackrah, Charles (CL)

Advanced Vocational Certification

## Thomas, Barbara (SP)

M.A., University of South Florida B.S., St. Cloud State University C.D.A., Lakeland Dental Medical Academy

- U -

- V -

## - W -

Walker, Debra (SP) **Vocational Certification** Walker, Stephen (CL) **Vocational Certification** Watts, Milton (CL) **Vocational Certification** Wey, Philip (CL) B.S. University of South Florida Williamson, Beverley (SP) B.A., Molloy College A.A., St. Petersburg College

Willis, Susan (CL)

M.S.N., University of South Florida B.S.N., University of South Florida B.A., St. Leo College

A.S., St. Petersburg College OCN and Vocational Certification

Wolff, Leroy (SP)

B.S., Florida Baptist College A.S., Florida Baptist College Vocational Certification

- X -

#### - Y -

Young, Brian (SP) Vocational Certification

## - Z -

Zampach, Joseph C. (SP) Advanced Vocational Certification Faculty is assigned as shown: CL – Clearwater Campus

SP – St. Petersburg Campus

#### PTEC ADJUNCT FACULTY

## - A -

Adcock, Carolyn (CL/SP) B.A., Anderson University Arbasek, Thomas (CL) Vocational Certificate

#### - B -

Barclay, Henry (CL)

Vocational Certificate

Bassett, Robert (SP)

**Vocational Certificate** 

Bench, Daniel (SP)

Vocational Certificate

Bennett, Robert (SP)

**Vocational Certificate** 

Belote, Dewaine (CL)

**Vocational Certification** 

Boruta, Judith (CL)

B.S., University of South Florida

Bowman, Michael (CL)

Vocational Certificate

**Bradbury**, Kenneth (CL)

**Vocational Certificate** 

Brancato, Kevin (CL)

**Vocational Certificate** 

Brethauer, Rodney K. (CL)

Vocational Certificate

#### - C -

Carbley, William (CL)

**Vocational Certificate** 

Carson, Milford John (CL)

**Vocational Certificate** 

Chellew, Robert E. (CL)

Vocational Certificate

Clay, Patricia (SP)

M.A., West Virginia University

B.A., Marshall University

Contreras, Sandra (CL)

Vocational Certificate

Crapanzano, Mary (CL)

M.S., Hunter College

B.S., Texas Woman's College

Cribb, Victoria (SP)

**Vocational Certification** 

## Culp, Eugene (CL)

**Vocational Certification** 

#### - D -

Dixon, Susan (SP)

Vocational Certificate

D'Leon, Lynne (SP)

B.S.N., University of South Florida

A.S., St. Petersburg College

#### - E -

Edwards, Robert (SP)

Vocational certificate

Ehrbar, William (CL)

Vocational Certificate

#### - F -

## Fasting, James (CL)

Vocational Certificate

## - G -

Garcia, Arlene (CL)

Vocational Certificate

**Vocational Certificate** 

Gist, John (SP)

**Vocational Certificate** 

Gorman, Raymond (SP)

Vocational Certificate

Gould, Donald (SP)

A.A., St. Petersburg College

Gould, Jerry D. (CL)

**Advanced Vocational Certification** 

Greenlaw, Betty (CL)

**Vocational Certificate** 

Greenley, Nicholas (CL)

Vocational Certificate

## - H -

Hady, Clyde (CL)

Vocational Certificate

Hodge, Eugene (SP)

Vocational Certificate

Houghton, Richard (CL)

Vocational Certificate

- 1 -

### - J -

Jackson, Michael (SP)

Vocational Certificate

Jacobson, Nikki (CL)

Vocational Certificate

Johnson, Carrie (CL)

**Vocational Certificate** 

Johnston, Dennis (SP)

Vocational Certificate

June, Donald W. (CL)

Vocational Certificate

#### - K -

Kauffman, Albert (CL)

**Vocational Certificate** 

Kersey, James (CL)

Vocational Certificate

King, Bernard(SP)

B.A. Florida A&M University

Vocational Certificate

Klein, Jerry (CL)

Vocational Certificate

Kocer, Timothy (CL)

Vocational Certificate

Kohnken, Margaret A. (CL)

R.N., Flushing Medical Center, NY

Kuhn, Dennis (SP)

Vocational Certificate

#### - L -

Laisure, Paul (CL)

**Vocational Certificate** 

Latimore, Dwight (SP)

M.S., Nova University

Loring-Smith, Angela (CL)

**Vocational Certificate** 

Long Charles (CL)

**Vocational Certificate** 

### - M -

McQueen, John (CL)

B.S., University of Florida

McKinney, Leila (SP)

B.A., University of South Florida

A.A., St. Petersburg College

Vocational Certificate

Means, Tracey (SP)

B.A., Florida A & M University

Mercado, José (CL) Vocational Certificate Mills, Lyle (CL) Vocational Certificate Moore, Michael (SP) Vocational Certificate

#### - N -

Negron, Terry (CL) Vocational Certificate Nieson, Veronica (SP) B.A., University of South Florida

#### - 0 -

O'Dell, Robert (CL)
Vocational Certificate
O'Neil, Diana (CL)
M.S., University of South Florida
B.S., Florida State University

#### - P -

Palmer, Michael (CL)
Vocational Certificate
Philbrook, Jr. Ralph (CL)
Vocational Certificate
Poff, Michele (SP)
Vocational Certificate
Ponds, Michael (CL)
Vocational Certificate
Preuss, Paul R. (CL)
Vocational Certificate

#### - Q -

#### - R -

Rennie, Anne (CL)
Vocational Certificate
Rizzo, John (SP)
Vocational Certificate
Ruble, William (CL)
Vocational Certificate
Ruegger, Larry (CL)
A.S., St. Petersburg College

#### **S** –

Sedlacek, Pam (CL/SP) Vocational Certificate Silverson, Traci (CL) Vocational Certificate Stavrakis, John (CL) Vocational Certificate

- T -

Todd, Edward (CL) B.A., University of South Florida Thompson, Michael (SP) B.A., University of South Florida

- V -

Varna, Richard (CL) Vocational Certificate Vilbert, William (SP) B.S., Southwest Missouri State

- W -

Wade, Grace (SP)
B.S.N., University of South Florida
R.N. Diploma, Aultman Hospital
School of Nursing
Wagner, Gary (SP)
Vocational Certificate
Walsh, Michael (SP)
B.A., CUNY City College
Weber, Susan (CL)
B.A., University of South Florida
A.A., St. Petersburg College
Woods, Yvonne (CL)
B.S., University of South Florida
Works, Kenneth (CL)
Vocational Certificate

- Y -

- Z -

# PINELLAS TECHNICAL EDUCATION CENTERS

# **Clearwater Campus**

6100 - 154th Avenue North Clearwater, Florida 33760-2140 • (727) 538-7167 www.ptec.pinellas.k12.fl.us

# St. Petersburg Campus

901 - 34th Street South St. Petersburg, Florida 33711-2298 • (727) 893-2500 www.ptec.pinellas.k12.fl.us

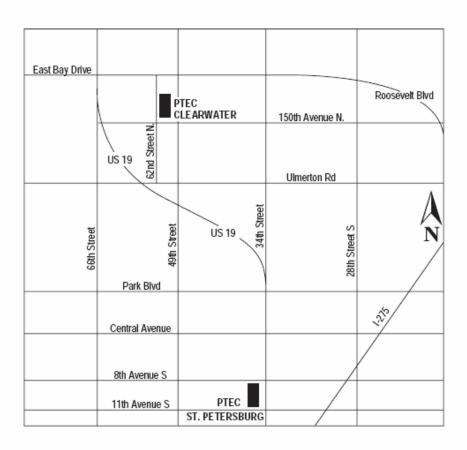
## PINELLAS TECHNICAL EDUCATION CENTERS

## Clearwater Campus

6100 - 154th Avenue North Clearwater, Florida 33760-2140 • (727) 538-7167 www.ptec.pinellas.k12.fl.us

## St. Petersburg Campus

901 - 34th Street South St. Petersburg, Florida 33711-2298 • (727) 893-2500 www.ptec.pinellas.k12.fl.us





PTEC Training Committed to Excellence



Clearwater Campus 6100 - 154th Avenue North Clearwater, Florida 33760-2140

St. Petersburg Campus 901 - 34th Street South St. Petersburg, Florida 33711-2298 www.ptec.pinellas.k12.fl.us