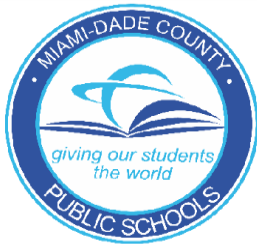


# ***LINDSEY HOPKINS TECHNICAL COLLEGE***

## ***SCHOOL CATALOG 2022– 2023***

*Chantal G. Osborne*

*Chantal G. Osborne, Principal*



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**LINDSEY HOPKINS  
TECHNICAL COLLEGE  
750 NW 20<sup>TH</sup> STREET  
MIAMI, FLORIDA 33127  
PHONE: (305) 324-6070  
[www.lindseyhopkins.edu](http://www.lindseyhopkins.edu)**

### ***ADMINISTRATION***

Ms. Chantal G. Osborne, Principal  
Mr. Jean Garry Florestal, Vice-Principal  
Ms. Yamilka Sena, Assistant Principal  
Dr. Nelmay Silva, Assistant Principal  
Mr. Armando Sosa, Assistant Principal  
Ms. Shauntae Lewis, Business Manager  
Mr. Kenyada Ragin, Administrative Assistant III

### ***VISION STATEMENT***

Lindsey Hopkins Technical College will be a showcase institution. Our administration, faculty, and staff, united in purpose, will provide our student body with the most advanced career/technical and academic education.

### ***MISSION STATEMENT***

The mission of Lindsey Hopkins Technical College is to empower students to achieve their career goals and to develop their ultimate potential.

### ***CORE VALUES***

We pursue high academic achievement for our students and high-performance standards from our employees. We cultivate an environment that serves the whole student population and concentrates on closing the achievement gap.

### ***PRINCIPAL'S MESSAGE***

It gives me great pleasure to welcome each one of you, to an exciting school year. I feel so fortunate to return “home” to work with a dedicated team of professionals in order to continue to carry out Lindsey Hopkins’ mission “to empower students to achieve their career goals and to develop their ultimate potential”. During the course of this year, we will expand the process of striving for excellence by empowering each student to lead productive and fulfilling lives. Together, let us facilitate a dynamic educational program laced with new challenges and traditions so that we can prepare resilient, skillful, and committed individuals in our competitive, global society.

Lindsey Hopkins Technical College was the first career and technical education center built in Miami-Dade County. It has a rich history within the educational annals of the school district. It is governed by the School Board of Miami-Dade County through its Superintendent Alberto M. Carvalho. Lindsey Hopkins Technical College reports to the Office of Adult and Community Education/District School Operations.

The school serves more than 10,000 students enrolled each year in English for Speakers of Other Languages (ESOL), Adult General Education, and Career/Technical Education programs. In addition, a dual enrollment program provides technical and career training for high school students enrolled at ten local high schools.

It is with enthusiasm that I welcome you and serve you by meeting the needs of our student body and community. Lindsey Hopkins Technical Education Center is open because of you. I challenge you to enroll in the program of your choice and I will take a personal interest in your educational success.

***Educationally yours,***

*Chantal G. Osborne*

**Chantal G. Osborne  
Principal**

**ACCREDITATIONS**

Lindsey Hopkins  
Technical College  
is accredited by the  
**Commission of the Council on  
Occupational Education (COE)**



7840 Roswell Road  
Building 300, Suite 325  
Atlanta, Georgia 30350  
Telephone: (800) 917-2081  
Fax: (770) 396-3790

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*The school is approved by the following:*

**Florida Department of Veterans' Affairs**  
Headquarters & Executive Offices  
11351 Ulmerton Road, Suite 311-K  
Largo, FL 33778-1630  
Telephone: (727) 518-3202

---

*The Health Science Programs  
are approved by the following:*

**Practical Nursing  
Florida Board of Nursing**  
Department of Health Board of Nursing  
4052 Bald Cypress Way Bin C-02  
Tallahassee, FL 32399-3252  
Telephone: (850) 245-4125  
Fax: (850) 617-6460

**Dental Assisting – Commission on Dental  
Accreditation (CODA)  
American Dental Association  
Commission on Dental Accreditation**  
211 East Chicago Avenue  
Suite 1900  
Chicago, Illinois 60611  
Telephone: (312) 440-4653

---

*The Automotive Service Technology  
Program is approved by the following:*

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



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

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*In order to review the documents describing  
the approval, accreditation, or licensure of  
this institution, provide a written request to  
the principal.*

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**MIAMI-DADE COUNTY  
SCHOOL BOARD  
ANTI-DISCRIMINATION POLICY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**School Board Policies 1362, 3362, 4362, and 5517**

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

Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580 or e-mail address: [crc@dadeschools.net](mailto:crc@dadeschools.net).



## **GENERAL INFORMATION**

### **HISTORY**

Lindsey Hopkins Technical College has grown out of a philosophy of service to the educational, cultural and career needs of the people of Miami-Dade County. Founded in 1937 as Northside Technical School, the center was the first technical school established in Miami, Florida. During World War II the school, renamed the Miami Technical High School, was utilized by the United States military for war production training programs.

In 1936 Mr. Lindsey Hopkins, who made a fortune while in Atlanta, Georgia through Coca-Cola, moved to Miami. He bought an unfinished fifteen-story *boom-years* hotel, The Roosevelt, for \$38,000 across the street from the Technical High School. Mr. Hopkins paid off all the claims to the hotel and updated the outside of it before dying in 1937. Seven years later the School Board of Dade County bought the hotel for \$225,000 and sold the existing technical school site for \$50,000. Using \$400,000 in federal money, the former hotel building was remodeled. The technical school and the school board administrative offices were relocated to this building which was renamed the Lindsey Hopkins Building.

Shortly after World War II ended, the school had its first open house as the Miami Technical High School with an initial enrollment of 400 students. Dr. James T. Wilson, Miami-Dade County's Superintendent of Schools at the time, stated in the *Skyscraper*, the school's 1950 yearbook that he wanted to "develop not only a technical high school, but also a comprehensive vocational program commensurate with the needs of this community." Soon thereafter the school was renamed the Lindsey Hopkins Education

Center. In 1968 it was designated as the county's first area vocational school. In 1983 the school was relocated to its present site, 750 Northwest 20<sup>th</sup> Street and offered Hotel Front Desk Operation, including a hotel wing, as one of its career and technical programs. The school affiliated with the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools in the fall of 1970 and was initially accredited in 1972.

Since moving to its current site, Lindsey Hopkins Technical Education Center has had five principals. From 1969 to 1990, Dr. John T. Coursey served as the school's principal. Dr. Coursey made key decisions related to the design of the building and oversaw its construction and relocation to its present site in 1983. Dr. Coursey initiated the quest for a multi-level parking garage.

From 1990 to 1997, Mr. John Leyva served as the school's principal. During Mr. Leyva's tenure, the hotel program was closed and the hotel was remodeled and converted into much-needed classroom space. Mr. Leyva was instrumental in obtaining the funds and zoning needed to begin the construction process for Lindsey Hopkins' parking garage.

From 1997 to 2004, Mr. James V. Parker served as the principal. During Mr. Parker's term, the long-awaited construction of the Lindsey Hopkins' parking garage came to fruition.

From August 2004 to August, 2010, Rosa D. Borgen, Ph.D. served as Lindsey Hopkins Technical Education Center principal. She fully embraced Lindsey Hopkins' commitment to the community it serves through the business partners on EESAC.

As of August, 2010, Ms. Nyce Daniel has enthusiastically taken hold of the reigns as the school's principal. She feels fortunate to work with a dedicated team of professionals in order to continue to carry out Lindsey

Hopkins' mission "to empower students to achieve their career goals and to develop their ultimate potential". Ms. Daniel facilitates dynamic educational program so that each student is a prepared, resilient, skillful and committed individual in the competitive global society.

As of September 2021 Ms. Chantal G. Osborne has enthusiastically taken hold of the reigns as the school's principal. She feels fortunate to work with a dedicated team of professionals

### ***FACILITIES***

Lindsey Hopkins Technical College is a full-service career/technical school that offers adults applied technology and academic programs on a full-time and/or a part-time basis at the main campus and at a number of post-secondary auxiliary instructional sites including Miami-Dade County Department of Corrections and Rehabilitation, Miami Lighthouse for the Blind and Visually Impaired, Miami Rescue Mission, Miami-Dade County Public Schools' Department of Plant Operations, Notre Dame D'Haiti Catholic Church, Lotus House, and Braman Automotive Training Center. Furthermore, the school partners with Community Smiles, a non-profit dental clinic which annually serves about 7,400 patients based on financial need. On a rotating basis more than 110 dentists volunteer their expertise to help in this multi-cultural community uninsured patients which need dental care.

The 380,000 square foot campus houses a staff of almost 200: administrators, counselors, teachers, clerks, paraprofessionals, security and custodians. The school operates Monday through Thursday from 7:00 AM to 11:00 PM and Friday from 8:00 AM to 4:00 PM.

### ***PROGRAM OVERVIEW***

Career/technical post-secondary certificate programs are offered in eight different career clusters: Architecture and Construction, Arts, A/V Technology and Communications, Education and Training, Health Science, Hospitality and Tourism, Human Services, Information Technology, Transportation, Distribution and Logistics. The Adult General Education (AGE) curriculum covers English for Speakers of Other Languages (ESOL), Adult Basic Education (ABE) and General Educational Development (GED) test preparation to obtain a high school diploma and basic skills remediation. Guidance counselors assist all students. Case managers work on introducing new students to career pathways, providing support, and following-up to ensure their progress.

### ***OPEN-ENTRY/OPEN-EXIT PROGRAMS***

Many programs are open-entry/open-exit, which means that students may enroll at any time during the trimester. Some programs particularly in the health science area, require a specific entry date and may have an enrollment waiting list. Prospective students are encouraged to check with a counselor, and/or instructor to determine the specific admission requirements of their program of interest.

### ***DUAL ENROLLMENT***

The Dual Enrollment Program at Lindsey Hopkins Technical College was instituted in 2002 to provide career/technical training for 11<sup>th</sup> and 12<sup>th</sup> grade students in the following high schools:

- North Miami Beach Senior High School
- North Miami Senior High School
- Miami Senior High School
- Miami Jackson Senior High School
- Westland-Hialeah Senior High School

Admission is by application only. Students are selected on an individual basis after a review of academic records and a personal interview. Requirements for admission include a minimum GPA of 2.0, excellent attendance and conduct records, motivation to pursue a career in a specific field and recommendations by teachers and counselors.

The students are eligible for free transportation from their home schools to Lindsey Hopkins Technical College for two class blocks in the morning and are returned to their home schools by school bus for the remainder of the day. High school credits and Occupational Completion Points (OCPs) are awarded upon completion of any of the following courses:

- Automotive Service Technology
- Commercial Art Technology
- Professional Culinary Arts and Hospitality
- Computer Systems Technology
- Early Childhood Education
- Fashion Design

### ***BOOKSTORE***

A currently enrolled student may purchase books and supplies in the bookstore. Valid student identification (ID) badge is required to make purchases. The bookstore is located in Room C-108. Hours of operation are Monday to Friday, 11:00 AM to 12:00 PM

### ***LOST AND FOUND***

Articles that are found are taken to the security office in Room C-104. Students are required to provide some form of identification when making any claim.

### ***CHILDCARE SERVICES***

Childcare services are offered for staff and students with children age 18 months to 5 years. For application or eligibility information,

contact the child-care center office in Room D-119, or at 305-324-6070 ext. 8010 Monday to Friday from 8:00 AM to 3:00 PM. Evening baby-sitting services are also available.

### ***CAFETERIA***

The cafeteria is located in Building F. Breakfast is served Tuesday through Thursday from 7:30 AM. To 9:00 AM., and lunch Tuesday to Thursday from 11:00 AM to 12:00 PM. Vending machines are conveniently located throughout the campus.

### ***MEDIA CENTER***

The media center is located in Room F-211. The hours of operation are Monday to Thursday from 7:45 AM to 9:30 PM and Fridays from 7:45 AM to 4:00 PM. It allows students to research academic subjects, to access information on current events and to obtain visual/ancillary materials for school projects. Students using computers with internet access must adhere to the Miami-Dade County Public Schools' Acceptable Use Policy for Internet Use according to Miami-Dade County School Board Policy #2531 regarding copyright laws and fair use guidelines.

### ***COPYRIGHT POLICY***

LHTC adheres to Miami-Dade County School Board Policy "2531 – Copyrighted Works" in compliance with copyright laws and fair use guidelines.

Students are reminded that a copyright is the legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film and multimedia works. Many people understand that printed works such as books and magazine articles are covered by copyright laws but

they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use. Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities. For more information regarding copyright expectations and penalties please visit the U. S. Copyright Office website at: [www.copyright.gov](http://www.copyright.gov)

### **CONSUMER INFORMATION**

Lindsey Hopkins Technical College's website address to access Consumer Information is:  
[www.lindseyhopkins.edu](http://www.lindseyhopkins.edu)

A paper copy of the school's Consumer Information is available upon written request to the principal.

### **TECHNOLOGY SUPPORT**

There are various computer laboratories that facilitate learning. They are stationed in English for Speakers of Other Languages (ESOL) classrooms, Adult General Education (AGE) classrooms, health science classrooms, and the library media center.

### **SECURITY**

Lindsey Hopkins Technical College has a security plan detailing procedures to follow in the event of both internal and external emergencies. Both security lockdowns and fire drills are held periodically throughout the year, as per school district mandates.

### **STUDENT IDENTIFICATION**

A valid Lindsey Hopkins Technical College Identification Badge (ID) must be worn visibly at all time by all students. Student ID badges are obtained by paying a \$5.00 fee at

the time of registration. A replacement ID badge is \$5.00 and may be obtained in the registration office.

### **PARKING**

Parking is permitted in the parking garage in designated area. Students should make certain that their vehicles are parked properly as not to block the exit, other vehicles, driveways, gates or areas designed for handicap persons. All vehicles MUST be parked with tag visible. The school shall not be responsible for vandalism or damage to vehicles parked on school property.

### **2022- 2023 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION**

#### **2022 – 2023(1) Fall Trimester**

August 17, 2022	Class Begin
September 5, 2022	Holiday
September 26, 2022	Teacher Planning Day
October 5, 2022	Teacher Planning Day
November 8, 2022	Teacher Planning Day
November 11, 2022	Holiday
November 21, 2022 to	
November 25, 2022	Recess
December 22, 2022	Class Ends
December 23, 2022	Teacher Planning Day
December 26, 2022 to	
January 6, 2023	Winter Break-Recess

#### **2022 – 2023 (2) Winter Trimester**

January 3, 2023	Class Begin
January 16, 2023	Holiday
January 23, 2023	Teacher Planning Day
February 20, 2023	Holiday
March 20, 2023 to	
March 24, 2023	Spring Break-Recess
April 7, 2023	Teacher Planning Day
April 21, 2023	Class Ends

#### **2022 – 2023 (3) Summer Trimester**

April 24, 2023	Class Begins
May 29, 2023	Holiday
June 9, 2023	Teacher Planning Day
June 19, 2023	Holiday
July 4, 2023	Teacher Planning Day

August 1, 2023  
August 2, 2023

Class Ends  
Teacher Planning Day

The adult academic year is divided into three trimesters of approximately 16 weeks. The first trimester usually begins in August and ends in December. The second trimester usually begins in January and ends in April. The third trimester usually begins the middle of April and ends in August.

## ***STUDENT SERVICES***

### ***ADMISSIONS***

Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in the programs offered. For the Automotive Service Technology 1 and Automotive Service Technology 2, offered at Braman Automotive Training Center, a person must be between the ages of 17 to 25 years. Any individual with special needs applying for admission will be referred to Vocational Rehabilitation or other appropriate agencies which will work closely with the school in determining when the individual is ready to be accepted for admission to the adult program.

Career/technical students who wish to enter programs of 450 clock hours of instruction or more must complete a basic skills examination within the first six (6) calendar weeks after admission into the program, even if they hold a high school diploma. Exceptions from the basic skills testing requirements include students possessing an associate of applied science or arts, baccalaureate graduate-level degree; students who have passed or are exempt from the college level communication and computation examination; and/or students who are exempt from the college entry-level examination. Students with disabilities may request testing accommodations, if they

provide written documentation verifying their disability.

Prospective students may register directly for many courses that do not have pre-entrance requirements by completing registration and paying a small registration fee plus career/technical tuition, if required. For certain adult career/technical programs, primarily in the field of health sciences, prospective students must meet with a counselor prior to enrollment because of additional admissions requirements including proof of high school or GED transcripts, minimum scores on an entrance test and orientation sessions. If counseling and/or testing indicate that students do not qualify for the original program choice, then an alternate program or remediation is recommended. Students enrolling in adult education programs are required to take a basic skills test for placement prior to registration to determine the appropriate level of study.

### ***DUAL ENROLLMENT ADMISSIONS***

During the second high school semester of each school year, the dual enrollment facilitator visits the participating high schools for recruitment purposes. The dual enrollment facilitator interviews the applicants, and the high school counselors and teachers are consulted for the purpose of determining whether or not the student possesses adequate academic skills for the selected courses. If the course work appears to be academically too demanding, the student is encouraged to select a more appropriate program. A student may be accepted without conditions, accepted on a probationary basis, or encouraged to improve deficiencies and reapply in the following school year. The courses offered are carefully screened and monitored by the dual enrollment facilitator to ensure appropriate academic and occupational content. The high school students are expected to fulfill the same requirements as adult students in order to earn occupational



completion points (OCPs) available in each program.

### ***COUNSELING***

Lindsey Hopkins Technical College offers a comprehensive Student Services program to all students through individual, small and large group counseling to address personal/social, educational and career needs of all students. Counselors are available Monday through Thursday from 7:50 AM to 9:00 PM and on Friday from 7:50 AM to 3:10 PM in Room C-109.

### ***SERVICES FOR STUDENTS WITH DISABILITIES***

The student services program offers services for students with special needs. Students must see a guidance counselor for more information about available programs and services in Room C109.

### ***STUDENT HEALTH***

Lindsey Hopkins Technical College has no facilities or personnel to render medical assistance of any type. If a student has a medical problem that might result in an emergency situation, the student should inform the instructor of the condition when initially entering the class. If a student emergency occurs, school officials will call fire rescue, which personnel will make the decision as to the need for an ambulance. If an ambulance is dispatched, the student requiring medical attention is responsible for payment.

### ***ATTENDANCE POLICY***

All students are expected to attend class regularly. Attendance is maintained by the teacher on a daily basis through the electronic grade book. Students who fail to report to class during their first three (3) days of their initial

registration will be withdrawn as a *no-show*. All students who accumulate six (6) consecutive absences are dropped automatically from the class. Excessive absences that interfere with academic progress may be grounds for disciplinary action.

Attendance policies for veterans receiving benefits for attending school are covered in a brochure distributed to each veteran upon enrollment in school. These brochures are available in the registration office and may be obtained upon request.

### ***TRANSFER POLICY***

Students may transfer from one program to another program within the institution or from other institutions by obtaining the recommendation of counselors and instructors. Transferring students are assessed by instructors to determine the highest achieved competency in order to assist them in continuing their education at the appropriate level. Students beyond the compulsory school age and currently enrolled as full-time secondary students must follow Miami-Dade County Public Schools' transfer policy to transfer to a career/technical post-secondary school.

### ***WITHDRAWAL POLICY***

Withdrawal of students occurs upon the sixth consecutive absence for adult general education classes and career/technical classes. Students who fail to report to class during their first three (3) days of their initial registration will be withdrawn as a *no-show*. Students may also officially withdraw by notifying the registrar located in the Registration office in Room C-106.

### ***EDUCATIONAL BENEFITS FOR VETERAN'S AFFAIRS (VA)***

Lindsey Hopkins Technical College has been approved by the Florida Department of

Veteran's Affairs (VA) to provide educational benefits to eligible veterans. Veterans may obtain assistance or information concerning matters dealing with benefits for veterans from the registrar located in Room C-106. All veterans will be advised whether or not their program of study has been approved by the Department of Veteran's Affairs. Veterans are permitted to receive educational benefits only for the length of time approved for the course.

#### ***VETERAN'S ATTENDANCE POLICY***

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as unearned hours.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

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

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

#### ***STANDARDS OF ACADEMIC PROGRESS FOR VETERAN'S AFFAIR STUDENTS***

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 3.0 each trimester.

A VA student whose CGPA falls below 3.0 grade point average at the end of any trimester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 3.0 at the end of the second consecutive term of probation, the

student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 3.0.

#### ***VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING***

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

#### ***THIRD PARTY BILLING***

**Refund Policy** A student is entitled to a full refund of fees if a course is cancelled by the school principal or designee if the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees more than the State requirement shall be refunded. Refunds when due, can be made without requiring a request from a student. The school must forward an Application for Refund by Check/Credit (Form-2057, Rev.08-14) to the student and it must be completed and approved for all eligible refunds. A request for refund must be made within forty-five days of the withdrawal date. A student withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct is not entitled to a refund of any tuition and fees. A student who paid fees but is entitled to a waiver, voucher or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher or agency payment is presented to the school within 15 school days of the beginning of the term. If student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the

scheduled hours and if the request is made in writing. In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/designee may honor a request for full or partial refund of fees if: • the request is made, in writing, prior to the end of the course; • supporting documentation (where appropriate) must be provided. Students who receive Title IV funds and withdraw from the program, must contact the Financial Aid Office to receive a refund based on the Federal withdrawal calculation formula. Financial aid refund policy conforms to the provisions of Title 34 Part 668.22, Code of Federal Regulations (CFR). These provisions are detailed in Volume 5 Chapter 1 of the current Federal Student Aid Handbook and Chapters 5 and 6 of the Federal Student Aid Blue Book found at <http://www.ifap.ed.gov> Federal Financial Aid (Title IV) is awarded to a student under the assumption that the student will attend school for the entire period for which assistance is awarded. When there is an interruption in a student's attendance, Return to Title IV funds may be required. When a Return of Title IV funds is required, both the institution and the student have a responsibility for returning funds. Funds that are not the responsibility of the school to return, must be returned by the student. The school can exercise the option to collect any funds from the student that must be returned.

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

***Section 1018 Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020***

Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, adds new requirements for

educational institutions participating in the educational assistance programs of the U.S. Department of Veterans Affairs (VA). These new provisions became effective June 15, 2021 and apply to Institutions of Higher Learning and Non-College Degree institutions beginning August 1, 2021. Many of the requirements are consistent with the requirements of the Principles of Excellence, currently in Executive Order 13607; however, there are requirements in addition to those embodied in the Principles of Excellence which schools must also satisfy to maintain approval for GI Bill® participation.

Schools will provide financial information to students using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C. with a College Financing Plan (personalized shopping sheet) through the Financial Aid Office.

***Title 38 US Code § 3679***

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

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

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

Provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE) – A "certificate of eligibility" can also include a "Statement of Benefits"



obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

Additional criteria to qualify for this provision are also required for such students and listed below:

'No Other Requirements Other Than COE Submission'

### ***POST 9/11 GI BILL (CHAPTER 33)***

The Post-9/11 GI Bill (Chapter 33) helps you pay for school or job training. If you've served on active duty after September 10, 2001, you may qualify for the Post-9/11 GI Bill (Chapter 33). Find out if you can get this education benefit.

## ***FINANCIAL INFORMATION***

### ***FINANCIAL AID***

Students enrolled in career/technical classes are encouraged to complete the Free Application for Federal Student Aid, (FAFSA) for the current year. The federal school code for LHTC is **005586**, and the application can be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are required to complete a new FAFSA for each academic year. For students to be eligible for federal financial aid, such as the Pell Grant, they must be enrolled in a career/technical program of 600 or more clock hours of instruction. To be eligible for Florida Student Assistance Grant (FSAG-CE), students must be enrolled in a career/technical program of 450 or more clock hours. District Financial Aid (DFAP) and Fee Waiver programs are also available on a limited basis. Eligibility for these funding sources requires completing the FAFSA application. Pell Grant recipients may receive textbooks as part of the award. Students must maintain a Satisfactory Academic Performance (SAP) in order to

maintain all financial aid. Financial assistance is available in room D-106.

### ***GENERAL ELIGIBILITY REQUIREMENTS***

In order to participate in the Pell Grant financial aid program, a student must comply with the following eligibility requirements:

1. Hold United States citizenship or United States permanent resident status.
2. Be enrolled in a certificate program of at least 600 clock hours of instruction. Students enrolled in programs of less than 600 hours may be eligible for district financial aid and FSAG.
3. Make satisfactory progress in academics and attendance.
4. Not be in default or owe a refund for any aid previously received.
6. Sign a statement certifying non-participation in any drug related activity.
7. Register with the United States Selective Service, if required by federal law.

### ***FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS***

Career/technical centers of Miami-Dade County Public Schools in conjunction with federal regulations have established the following standards of academic progress, which must be met to continue receiving financial assistance. These standards become effective when the student starts the program, not when the student applies for financial aid. For returning students the standards start the first day of class in the next trimester.

#### **A. To make satisfactory progress a student must meet the following:**

The Satisfactory Academic Progress form must be utilized by the Financial Aid Officers in order to document and monitor students' progress at the completion of each payment period.

The Satisfactory Academic Progress Report form (FM 5431) is completed by the career/technical teachers and returned to the Financial Aid Officers. The student's current grades derived from class/shop work assessment appear in the electronic gradebook and the district's Vocational Tracking System. The school's Registrar will confirm that the students have completed the scheduled number of hours enrolled.

The Satisfactory Academic Progress criteria that are expected from all students are as follows:

- Satisfactorily attain a minimum grade of "C" or better or GPA of 2.0 and above
- Satisfactorily complete outcomes within 150% of the length of the program.
- Successfully complete 67% of the maximum scheduled hours for which the student is enrolled

If a student fails to make Satisfactory Academic Progress as reflected on their Satisfactory Academic Progress Report form, a meeting will be held with the student and the Financial Aid Officer. The student will be placed on "Financial Aid Warning" for one payment period. The Financial Aid Officer will closely monitor the student's progress; and if the student regains Satisfactory Academic Progress while they are on "Financial Aid Warning", they will be considered as being in academic compliance.

If the student fails to achieve Satisfactory Academic Progress, while on "Financial Aid Warning", they will be notified of the cancellation of their financial aid award. They will have the opportunity to appeal such action and can submit a Financial Aid Student Appeals form (FM 6863) obtained from the Financial Aid Officer in order to request an appeal. All requests for appeal will be heard by the school's Financial Aid Appeals

Committee which will be comprised of an administrator, financial aid officer, and counselor. The committee shall convene as needed and will carefully review all information and documentation related to the student's appeal. The committee will render a written decision to the student within 48 hours of the appeal hearing using the Student Appeals form (FM 6863). The decisions of the Financial Aid Appeals Committee are final.

If the student's appeal is approved, a meeting will be held with the student and the Financial Aid Officer and the student will then be placed on "Financial Aid Probation" status for one payment period. Reinstatement of a student's financial aid after an appeal is denied can only be attained if the student attends a trimester without financial assistance and achieves Satisfactory Academic Progress for that payment period. Students will be entitled to one (1) appeal's hearing during the entire length of their program.

The Financial aid Officers and teachers will work together to closely monitor a student's progress while on "Financial Aid Probation" and should the student regain Satisfactory Academic Progress during the next evaluation, they will be considered as being in academic compliance and their eligibility will be reinstated. If a student does not make Satisfactory Academic Progress while on "Financial Aid Warning" or "Financial Aid Probation", a meeting will be held with the student and the Financial Aid Officer and the student will be informed that they will not be eligible for the payment period following their "unsatisfactory" academic progress report. Students will be financially responsible for their academic expenses until they have successfully reestablished Satisfactory Academic Progress.

Students who exceed their maximum hours of eligibility will be considered as not making Satisfactory Academic Progress and will no longer be eligible for financial aid. Financial Aid Officers will be able to effectively monitor all students' hours and academic grades in order to make the necessary Satisfactory Academic Progress determinations.

Students are considered as ineligible when it becomes mathematically impossible for them to complete the program within 150% of the length of the program.

Students who transfer will have their hours and grades earned at the previous school counted towards their Satisfactory Academic Progress.

Any student who has received an Incomplete ("I") in a course or has recycled hours or grades, will have these hours and grades counted towards their Satisfactory Academic Progress.

If a student withdraws, their existing hours and grades upon re-entering will be counted towards their Satisfactory Academic Progress.

**B. The number of trimesters a student will be eligible to receive Pell Grant will be limited by the number of hours required to complete the program.**

Length of Program (Hrs.)	Maximum Trimesters of Eligibility
600	3
750	3
900	4
1080	5
1200	5
1440	6
1550	7
1800	8

If a student exceeds the maximum trimesters of eligibility as defined in the above chart, the student will be considered as not making satisfactory progress and will no longer be eligible for Pell Grant financial aid. Additionally, a student is allowed to transfer programs once. A student will lose financial aid eligibility if he transfers more than allowed.

**C. Appeals Concerning Unsatisfactory Progress**

If notified that financial aid is cancelled, the student may appeal such action. The appeal should be in writing and include the following documents:

1. A letter by the student describing mitigating circumstances.
2. A physician's note and/or medical records, if the appeal is based on a medical reason.
3. Any additional documents.

The decision of the appeal committee is final. A student will receive written notification of the decision. After an appeal is denied, reinstatement is possible if a student attends one trimester without financial assistance and maintains satisfactory progress for that trimester. A student may be granted only one appeal during the entire program of study.

**D. Verification**

Federal regulations require that the school validates income and other information reported on the Pell Grant Student Aid Report (SAR) with the parent's/student's IRS Transcript and attached schedules. When discrepancies occur, the corrected SAR must be resubmitted to the federal processor. The financial aid office reserves the right to require other documentation when deemed necessary before the

student becomes eligible for a Pell Grant.

### E. Pell Grant Disbursements

Pell Grant aid will be disbursed each trimester based on the number of hours students complete in a trimester. After seven consecutive days of attendance, if necessary, students may request to receive a book voucher. Students who do not complete all of their hours within the enrollment period will not be eligible for a disbursement. Subsequent payments are contingent upon the students maintaining satisfactory academic progress. Students can only receive Pell Grants for a maximum of six years.

**General Disbursement Times for Pell Grant Recipients**

Disbursement	Clock Hours Needed	Disbursement Amount	Academic Year
1	150	25%	1 <sup>st</sup>
2	271 & re-enrolled for next trimester	25%	1 <sup>st</sup>
3	600 & re-enrolled for next trimester	25%	1 <sup>st</sup>
4	721 & re-enrolled for next trimester	25%	1 <sup>st</sup>
5	1050	25%	2 <sup>nd</sup>
6	1171 & re-enrolled for next trimester	25%	2 <sup>nd</sup>
7	1500 & re-enrolled for next trimester	25%	2 <sup>nd</sup>
8	1620	25%	2 <sup>nd</sup>

### **TUITION FEES**

Each trimester, tuition and fees are collected at the time of registration for classes. The

State of Florida determines the range of tuition per contact hour. Current fees are listed in the Class Schedule and are subject to change without notice.

#### Career/Technical Program:

Resident (In-State)... \$ 2.56/hour

Non-Resident (Out-Of-State).... 10.25/hour

Application fee..... \$ 15.00

Student IDs..... \$5.00

Adult General Education:

Resident (In-State)..... \$30.00

Non-Resident (Out-of-State).....\$30.00

Test Fee (AGE Only).....\$5.00

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

### Other Fees/Costs

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

### **TUITION FEE WAIVERS**

Tuition fee waivers may be granted to financially needy students. A FAFSA application must be on file. In order to qualify, the student cannot receive financial aid from any other source. A fee waiver application must be submitted each trimester. In addition, the applicant must provide documentation verifying financial need.

### **REFUND POLICY**

The refund policy of M-DCPS postsecondary educational centers follows this schedule:

- Within 5 days of the beginning of the class start date or registration date, whichever is later.  
(No show) – 100%

- AGE fees, ID fees and lab fees are **non- refundable**.
- Cash payments are refunded by internal funds checks. Credit Card refunds will only be applied to the credit card used for payment.
- Visit our web page for the full refund policy.

The financial aid refund policy for Title IV funds of M-DCPS postsecondary program conforms to the provisions established in federal regulation 34 CFR 668.22. These provisions are detailed in the Federal Student Aid Handbook <http://ifap.ed.gov>. Students who withdraw from an eligible program before completion must fill the relevant form. Students will be obligated for any difference in excess between the M-DCPS refund policy amount calculated in the R2T4.

## ACADEMIC POLICIES

### GRADING SYSTEM

GRADE	NUMERIC VALUE	INTERPRETATION	GRADE POINT VALUES
<b>A</b>	<b>90 – 100%</b>	<b>Outstanding</b>	<b>4</b>
<b>B</b>	<b>80 – 89%</b>	<b>Good</b>	<b>3</b>
<b>C</b>	<b>70 – 79%</b>	<b>Satisfactory</b>	<b>2</b>
<b>D</b>	<b>60 – 69%</b>	<b>Minimal; improvement needed</b>	<b>1</b>
<b>F</b>	<b>0 – 59%</b>	<b>Unsatisfactory</b>	<b>0</b>

<b>I</b>	<b>0%</b>	<b>Incomplete (secondary only)</b>	<b>0</b>
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The grading system used for dual enrollment students and selected technical programs, primarily those in the health science area, follows the MCDPS Grading System.

A majority of the career/technical programs are competency based and use a variety of means to assess students' mastery of the program including competency checklists, written tests, performance tests and student portfolios. A final grade is given at the time an OCP is earned.

### UNSATISFACTORY PROGRESS

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

### PROBATION

All students ages 18 and under are admitted into all programs in the first trimester on a probationary basis. After the first trimester of study, depending on academic progress, the probationary status may be lifted. Adult students with an extensive disciplinary case management record from high school, who have been referred twice in one trimester or who have accumulated three referrals more than one trimester will be placed on probation. Referrals by instructors to counselors can include reasons such as tardiness, lack of attendance, poor performance and in-class disruption. This probation will extend for the remainder of

the enrolled trimester. When the probation takes place within the last four weeks of the trimester, the probationary period will extend to the end of the next enrolled trimester.

### ***TEST OF ADULT BASIC EDUCATION (TABE)***

Students who want to enter career/technical programs, but have not met the minimum basic skills levels established by the State of Florida for completion of their career/technical program, may register for remediation in Adult Basic Education (ABE) classes and/or the Applied Academics for Adult Education (AAAE) laboratory concurrently with or prior to entering their career/technical program.

For students who enroll in a career/technical program, basic skills testing in mathematics, language and reading must be completed no later than six weeks from the time of entry. Lindsey Hopkins Technical College uses the Test of Adult Basic Education (TABE) for all basic skills testing. All students must be administered a basic skills test, with the following exceptions:

- students possessing an Associate of Arts or Associate in Science, Baccalaureate, or graduate-level degree, or those who have passed the College Level Academic Skills Test (CLAST) and/or have met the minimum requirements on college placement exams. Students must present an official copy of the degree, transcript and/or documentation of test scores, as evidence of the above.
- students enrolling in job preparatory programs of less than 450 clock hours of instruction.

Exempt – Students who entered 9<sup>th</sup> grade in a Florida Public School in the 2003-2004

school year or any year thereafter and earned a Florida Standard High School Diploma,

Students who have passed a state, national or industry licensure exam are exempt from post-testing on the basic skills test, Test of Adult Basic Education (TABE), although they must take an initial test within six weeks of entering a career/technical program. Currently, every school year the State of Florida submits updates to the TABE exemption list based on industry licensure exams.

### ***APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)***

The Applied Academics for Adult Education (AAAE) Laboratory provides basic skills remediation in a career/technical education forum. A state-approved standardized examination is used to determine the students' strengths and weaknesses in reading, language and mathematics. This type of remediation assists students in meeting the adult basic education Test of Adult Basic Education (TABE) requirements for the receipt of a career/technical education certificate. Students may enroll voluntarily. Students whose test scores fall one or two grade levels below the career/technical program's basic skills requirement by completion of the program are required to remediate in the Applied Academics for Adult Education Laboratory.

GED students who register for a vocational program within 2 years of receiving the GED Diploma

### ***LICENSURE PROGRAMS***

Currently, the only program for which a passing score on a licensure examination is required to enter the workforce is Practical Nursing. This information is submitted to the Commission on Occupational Education (COE) as part of the institution's annual



report. Students are prepared to take a licensure examination as an integral part of the course of study.

### ***STUDENTS' RIGHTS***

#### ***STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990***

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. The Campus Security Act of 1990 requires all post-secondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. To comply with the provisions of the law, security reports are available on the school's web site and in the building operations office.

#### ***GRIEVANCE PROCEDURES FOR STUDENTS***

A student should discuss any issue regarded as a grievance with the instructor. If the resolution is not reached at this level, the student will schedule a conference with the appropriate administrator, and then the principal. If the student is still not satisfied, the student has the right to appeal to the next administrator at the district level:

**District Director  
Office of Post-Secondary Career  
and Technical Education**

#### **Miami-Dade County Public Schools**

5780 NW 158 Street  
Miami Lakes, FL 33014  
Telephone: 305-557-1100

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

Office of Inspector General  
325 West Gaines Street Suite 1201  
Tallahassee, FL 32399-0400

If the grievance is unresolved, the student has the right to appeal:

#### **Commission of the Council on Occupational Education (COE)**

7840 Roswell Road Building 300, Suite 325  
Atlanta, Georgia 30350  
Telephone: (800) 917-2081  
Fax: (770) 396-3790  
[www.council.org](http://www.council.org)

#### ***DISCRIMINATION, BULLYING, HARASSMENT: COMPLAINT PROCEDURES FOR STUDENTS***

A student who has a reasonable and good-faith belief of being the subject of discrimination, bullying or harassment because of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy or disability shall communicate in writing the allegation(s) to the school principal. If the student does not feel comfortable discussing the complaint at the school or region office, the student may file the complaint directly with the School Board's Office of Civil Rights Compliance (CRC)  
155 NE 15<sup>th</sup> Street, Suite P-104E  
Miami, Florida 33132  
Telephone: 305.995.1580  
Fax: 303.995.2047  
Hours: Monday – Friday 8:00am – 4:30pm  
Email: [crc@dadeschools.net](mailto:crc@dadeschools.net)

#### ***STUDENT RECORDS***

Miami-Dade County Public Schools maintains educational records in accordance with state and federal laws. Educational records are maintained to facilitate the instruction, guidance and educational progress of students in programs operated under the authority and direction of the School Board of Miami-Dade County. These records include the data necessary to facilitate the orderly educational progress of students as stated in School Board Policy 8330, *Student Records*. The document *Student Educational Records*, published by the Division of Student Services, contains the guidelines and district directives regarding student records, and outlines the rights accorded to eligible students.

### ***AMERICANS WITH DISABILITIES ACT***

Lindsey Hopkins Technical College complies with the Americans with Disabilities Act (ADA), which protects citizens of the United States who possess physical or mental disabilities. The school complies 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.” If it is determined that an individual is a qualified person with disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional programs.”

### ***STUDENT CONDUCT AND DISCIPLINE***

The primary objective of Lindsey Hopkins Technical College and Miami-Dade County Public Schools is to develop each student’s potential for learning and to foster positive interpersonal relationships; thus, it is neces-

sary that the school environment be free from disruptions that interfere with teaching and learning activities. A *Post-Secondary Student Code of Conduct* has been developed by the school district to ensure that students have an environment conducive to learning.

Additional information regarding the Student Code of Conduct can be found at: <http://lindseyhopkins.edu>

### ***SMOKING***

No smoking, alcoholic beverages, illegal drugs/mood modifiers, or any gambling devices will be allowed in schools or on School Board property. Weapons, including licensed, concealed weapons, are prohibited, except when in the possession of law enforcement officers during the execution of their official duties.

### ***APPROVED DRESS CODE***

The primary purpose of the school is to prepare students for employment, students are required to be neat and clean in appearance. Items of dress that pose a risk to health and safety, cause classroom disturbances, or create objectionable noise are forbidden. Students must adhere to the following specific regulations concerning dress:

No metal cleats on shoes, no clogs, thongs, sandals, bedroom slippers or other shoes without back straps. Safety shoes are recommended in industrial shop areas.

No written messages or pictures or symbols on clothing which portray ideas which may be harmful to the health, safety and welfare of students such as messages related to drugs, smoking, alcohol, sex and profanity.

Mini-shorts, micro-mini-skirts, cut-offs or oversized pants, tank tops, tube tops, see-



through blouses without a camisole or whole slip, bare backs, bare midriffs or plunging neck lines; No hats or bandanas, except for religious purposes;

Students enrolled in most programs are required to wear uniforms or apparel suitable to the training.

### ***FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)***

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). It gives students who are 18 years or older who attends a postsecondary institution, including Lindsey Hopkins Technical College, that receive funding under any program administered by the U.S. Department of Education the rights to have access and control over the disclosure of personally identifiable information from their educational records. The entire document is available on the school website.

### ***ADULT GENERAL EDUCATION (AGE)***

Adult General Education (AGE) courses provide students with the opportunity to improve the level of literacy skills required to lead productive lives. Students perform and progress at their own rate depending on ability, levels of achievement, and educational goals.

### ***ADMISSION REQUIREMENTS***

The Test of Adult Basic Education (TABE) is a required examination to ensure placement in the appropriate level in Adult Basic Education (ABE) and General Education

Development (GED) preparation classes. The Comprehensive Adult Student Assessment System (CASAS) test is required for appropriate placement in the English for Speakers of Other Languages (ESOL) program. Students must be at least 16 years of age and not currently enrolled in another Miami-Dade County Public School in order to enroll in all Adult General Education classes.

### ***LENGTH OF COURSE***

ABE - reading/writing/math – variable  
ESOL – one trimester minimum per level  
GED - one trimester minimum

### ***COST***

Adult General Education courses will be assessed a block tuition fee as follows:  
In-State Tuition: \$30.00 per term.  
Out-of-State Tuition: \$30.00 per term.

Students must pay \$5.00 for an ID badge and its renewal each trimester and must purchase textbooks and workbooks.

### ***ADULT BASIC EDUCATION (ABE)***

Adult Basic Education courses provide basic literacy, mathematics and writing skills to those students who are performing below ninth grade level. Instruction is delivered in the areas of reading, mathematics and language. The emphasis of these courses is to assist adults to function in today's competitive society, to encourage further educational endeavors and to improve employment opportunities.

### ***ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)***

English for Speakers of Other Languages (ESOL) courses assist students in developing literacy skills to help students communicate in English, succeed in career/technical education programs, find and keep a job, and advance in chosen careers. There are five consecutive levels of language instruction in ESOL. These levels are configured logically and sequentially for language acquisition.

reading, language and mathematics. Through the use of TABE Academy and Essential Ed Software Program.

### ***GENERAL EDUCATIONAL DEVELOPMENT PROGRAM (GED)***

This course prepares students for the General Educational Development (GED) test, often referred to as the high school equivalency exam. It consists of reading comprehension, mathematics, writing, social studies and science and provides a review for students taking the GED test. Upon receiving a passing score on the GED examination, the student is issued a State of Florida high school diploma. Test admission requirements may vary from state to state. The GED Office is in room F-328.

### ***TECHNOLOGY SUPPORT FOR ADULT GENERAL EDUCATION (AGE)***

English for Speakers of Other Languages (ESOL) students are scheduled to attend on a weekly basis the ESOL computer language laboratory where they get additional practice in reading, listening and speaking English. Through the use of the Burlington English, and All-Star software programs, students view mini-videos, listen, repeat, record words, phrases, and sentences and interact with the program to complete multiple-choice, true/false, matching and fill-in-the-blank exercises. January 2020 we will be implementing BluApple in our ESOL labs.

Adult Basic Education (ABE) classes are scheduled into the ABE labs on a weekly basis. Students get additional practice in

***CAREER/TECHNICAL  
EDUCATION  
PROGRAMS***

## **ARCHITECTURE AND CONSTRUCTION**

**HEATING, VENTILATION, AIR-  
CONDITIONING/REFRIGERATION  
(HVAC/R)  
C400400  
CIP 0615050110**

### **PROGRAM OBJECTIVE**

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

### **PROGRAM STRUCTURE**

This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

### **ENTRANCE DATES**

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
ACR0000 SOC 49-9021	Introduction to HVAC/R (OCP A)	250	0	250
ACR0001 SOC 49-9021	HVAC/R Fundamentals (OCP B)	250	0	250
ACR0012 SOC 49-9021	HVAC/R Service Practices (OCP C)	250	0	250
ACR0013 SOC 49-9021	HVAC/R Intermediate Service Practices (OCP D)	250	0	250
ACR0044 SOC 49-9021	HVAC/R Advanced Service Practices			
<b>OR</b>	<b>OR</b>			
ACR0045 SOC 49-9021	HVAC/R Advanced Commercial and Industrial Service Practices (OCP E)	350	0	350

### **LABORATORY ACTIVITIES**

Classroom, shop and laboratory are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry. Equipment and supplies are provided to enhance hands-on experiences for students in the chosen occupation.

### **ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

### **LENGTH OF PROGRAM**

1350 hours    Full-time    1¼ years  
Part-time    2¼ years

**DAY/TIME PROGRAM OFFERED**

M-F 8:00 AM - 2:00 PM

M-R 5:00 PM – 10:15 PM

**BASIC SKILLS REQUIREMENTS**

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

Mathematics	10	Level A
Language	9	Level D
Reading	9	Level D

***ELECTRICITY******I460312******CIP 0646030202*****PROGRAM OBJECTIVE**

The objective of the Electricity Program is to prepare students for employment or advanced training in a variety of construction/electrical industries.

**PROGRAM STRUCTURE**

This program stresses understanding of all aspects of the electricity industry and demonstrates elements of the industry such as planning, technical and production skills, underlying principles of technology and health, safety and environmental issues.

**INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
BCV0603 SOC 47- 3013	Electrician Helper (OCP A)	300	0	300
BCV0640 SOC 47-2111	Residential Electrician (OCP B)	450	0	450
BCV0652 SOC 47-2111	Commercial Electrician (OCP C)	450	0	450

**LABORATORY ACTIVITIES**

Classroom, shop and laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials and processes found in the industry.

**ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

**ENTRANCE DATES**

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

**LENGTH OF PROGRAM**

1200 hours	Full-time	1¾ years
	Part-time	4 years

**DAY/TIME PROGRAM OFFERED**

M-F 8:00 AM - 2:00 PM

M-R 5:00 PM – 10:15 PM

**BASIC SKILLS REQUIREMENTS**

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

Mathematics	9	Level D
Language	9	Level D
Reading	9	Level D

## **ARTS, A/V TECHNOLOGY AND COMMUNICATION**

**COMMERCIAL ART TECHNOLOGY**  
**I480203**  
**CIP 0650040200**

### **PROGRAM OBJECTIVE**

The objective of the Commercial Art Technology Program is to prepare students for employment as artists and related workers and commercial designers.

### **PROGRAM STRUCTURE**

The program focuses on the following: basic art skills, lettering skills, preparation of layouts and illustrations, preparation of camera ready paste-up and development of specialized skills.

### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
GRA0036 SOC 43-9031	Desktop Publishing Assistant (OCP A)	450	0	450
GRA0037 SOC 27-1029	Design Technician (OCP B)	450	0	450
GRA0038 SOC 27-1024	Illustrator (OCP C)	300	0	300
GRA0039 SOC 27-1024	Print Media Artist (OCP D)	300	0	300

### **LABORATORY ACTIVITIES**

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. Students are also instructed in the following: lettering signs, layout and design for advertising art, airbrush for illustrations, photo retouching and custom work.

### **ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

### **ENTRANCE DATES**

This program operates on an open-entry/open-exit basis. Students may enter the program any time during the school year.

### **LENGTH OF PROGRAM**

1500 hours Full-time 1½ year  
Part-time 2¾ years

### **DAY/TIME PROGRAM OFFERED**

M-F 8:00 AM - 2:00 PM

### **BASIC SKILLS REQUIREMENTS**

The minimum basic skills grade levels required for adult career/ technical students to complete this program are the following:

Mathematics	9	Level D
Language	9	Level D
Reading	9	Level D

**FASHION TECHNOLOGY AND  
PRODUCTION SERVICES**  
**K500100**  
**CIP 0650040701**

### PROGRAM OBJECTIVE

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

### PROGRAM STRUCTURE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

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

### INSTRUCTION CONSISTS OF

Course No.	Course Title and Occupational Completion Points (OCPs)	Total Hours	Shop	Class Theory and Lab
CTE0000	Garment Fabrication Specialist	150		150
CTE0001	Industrial Seamstress Introduction to	150	0	150
CTE0002	Patternmaking and Entrepreneurship (OCP A)	150		150
CTE0003	Alterations Specialist AND	300		300
CTE0004	Tailor for Menswear OR	300	0	300
CTE0005	Formalwear Specialist (OCP B)	300		300

### LABORATORY ACTIVITIES

Classroom and laboratory activities are an integral part of this program and include the use of safety procedures, tools, equipment, materials and processes used in the industry.

### ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

### ENTRANCE DATES

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

### LENGTH OF PROGRAM

1050 hours Full-time 1 year

### DAY/TIME PROGRAM OFFERED

M-F 8:00 AM – 2:00 P.M

### BASIC SKILLS REQUIREMENTS

The minimum basic skills grade levels required for adult career/ technical students to complete this program are the following:

Mathematics	10	Level D
Language	10	Level D
Reading	10	Level D



## **EDUCATION AND TRAINING**

### **EARLY CHILDHOOD EDUCATION E300100 CIP 0419070910**

#### **PROGRAM OBJECTIVE**

The objective of the Early Childhood Education Program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the early childhood industry: safety, issues and developmentally appropriate practices for children through age eight.

#### **PROGRAM STRUCTURE**

The program is a planned sequence of instruction consisting of four credits/600 clock hours and four occupational completion points. The program is comprised of 120 hours of classroom instruction and 480 hours of direct work with children. Upon completion of this program and meeting all requirements, students are awarded the Early Childhood Professional Certificate (ECPC)

#### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
HEV0117 SOC 399011	Childcare Worker-1 (OCP A)	150	0	150
HEV0101 SOC 110101	Childcare Worker 2 (OCP B)	150	0	150
HEV0156 SOC 252011	Teacher Aide (Preschool) (OCP C)	150	0	150
HEV0162 SOC 252011	Pre-school Teacher (OCP D)	150	0	150

#### **LABORATORY ACTIVITIES**

Activities provide instruction in the use of manipulative equipment, language development, creative art, music, science, dramatic play, developmentally appropriate practices, brain research, classroom management and Child Development Associate (CDA) competencies.

#### **ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor and instructor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 18 years old and officially withdrawn from high school.
- Submit a Level 2 background check.

#### **ENTRANCE DATES**

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

#### **LENGTH OF PROGRAM**

600 hours      Full-time      8 months

#### **DAY/TIME PROGRAM OFFERED**

M-F      8:00 AM – 2:00 PM

#### **BASIC SKILLS REQUIREMENTS**

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

Mathematics	9	Level D
Language	9	Level D
Reading	9	Level D



**HEALTH SCIENCE****DENTAL ASSISTING  
H170106  
CIP 0351060112****PROGRAM OBJECTIVE**

The objective of the Dental Assisting Program is to prepare students to become a dental assistant by taking the Dental Assisting National Board Examination. The program meets the requirements of the Commission on Dental Accreditation of the American Dental Association and standards recommended by the Florida Board of Dentistry.

**PROGRAM STRUCTURE**

The Dental Assisting Program is a planned sequence of instruction consisting of three occupational completion points. When the sequence is followed, the program structure allows students to complete specified portions of the program for employment or remain for advanced training. The Dental Assisting Program focuses on, but is not limited to dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chair-side assisting and expanded functions, dental office emergencies, CPR, dental radiology, maintenance and asepsis of dental operatory and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry. Uniform required.

**INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
DEA0725 SOC 31-9099	Introduction to Dental Assisting (OCP A)	90	0	90
DEA0726 SOC 31-9099	Dental Technician (OCP B)	210	0	210
DEA0727 SOC 31-9091	Dental Assisting 1	465	0	465
DEA0728 SOC 31-9091	Dental Assisting 2 (OCP C)	465	0	465

**LABORATORY ACTIVITIES**

Clinical and laboratory experiences are integrated with the didactic portion of this program. Students assist in patient care.

**ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with the dept. head.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Provide a high school or GED transcript.
- Be at least 16 years old and officially withdrawn from high school.
- Pass a physical assessment.
- Attend a program orientation.

**ENTRANCE DATES**

Students may enter this program at the beginning of each trimester.

**LENGTH OF PROGRAM**

1230 hours    Full-time    13 months

**DAY/TIME PROGRAM OFFERED**

M-F 8:00 AM – 2:00 PM – Theory

**BASIC SKILLS REQUIREMENTS**

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

Mathematics	10	Level A
Language	10	Level A
Reading	10	Level A

**PATIENT CARE ASSISTANT****H170692****CIP 0351390202****PROGRAM OBJECTIVE**

The objective of the Patient Care Assistant Program is to prepare students for employment as patient care assistants and healthcare support workers. Students enrolled in this module must have previously completed or concurrently complete Articulated Nursing Assistant and Home Health Aide. These two components are incorporated within the Patient Care Assistant Program. At the completion of OCP B students are eligible to take the licensing examination for these two fields.

**PROGRAM STRUCTURE**

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. The content also includes, but is not limited to instruction in performing nursing assistant skills related to the hospital setting and providing nursing assistant care for the adult patient. Uniform required.

**INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
HSC0003 SOC 31-9099	Basic Healthcare Worker (OCP A)	90	0	90
HCP0121 SOC 31-1012	Nursing Aide/Orderly (Articulated) (OCP B)	75	0	75
HCP0332 SOC 31-1011	Advanced Home Health Aide (OCP C)	50	0	50
HCP0020 SOC 31-9099	Patient Care Assistant (OCP D)	75	0	75

**LABORATORY ACTIVITIES**

Clinical experiences where the student may practice, demonstrate and perform the procedures associated with acute hospital client care are an appropriate part of this program.

**ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor and department head.
- Be at least 16 years old and officially withdrawn from high school.
- Pass a physical assessment.
- Submit a background check.

**ENTRANCE DATES**

Students may enter this program at the beginning of each trimester. The program does not operate on an open-entry/open-exit basis.

**LENGTH OF PROGRAM**

290 hours      Full-time      6 weeks

**DAY/TIME PROGRAM OFFERED**

M-F      8:00 AM – 2:00 PM Theory/Clinical

**BASIC SKILLS REQUIREMENTS**

Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.

**PHLEBOTOMY****H170302****CIP 0351100901****PROGRAM OBJECTIVE**

The objective of the Phlebotomy Program is to prepare students for employment as phlebotomists and healthcare support workers.

**PROGRAM STRUCTURE**

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

**INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
HSC0003 SOC 31-9099	Basic Healthcare Worker (Core) (OCP A)	90	0	90
MEA0520 SOC 31-9099	Phlebotomy (OCP B)	75	0	75

**LABORATORY ACTIVITIES**

Simulation and clinical laboratory experiences are integrated with the didactic portion of this program.

**ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor and department head.
- Be at least 16 years old and officially withdrawn from high school.
- Pass a physical assessment.
- Submit a background check.

**ENTRANCE DATES**

Students may enter this program at the beginning of each trimester. The program does not operate on an open-entry/open-exit basis.

**LENGTH OF PROGRAM**

165 hours      Full-time      6 weeks

**DAY/TIME PROGRAM OFFERED**

M-F 8:00 AM – 2:00 PM  
M-R 5:00 PM – 10:15 PM

**BASIC SKILLS REQUIREMENTS**

Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.

**PRACTICAL NURSING**  
**H170605**  
**CIP 0351390100**

### PROGRAM OBJECTIVE

The objective of the Practical Nursing Program is to prepare students for employment as a licensed practical nurse (LPN). This program is licensed by the Florida State Board of Nursing (BON). Graduates are eligible to take the required examination to work as a Licensed Practical Nurse (LPN).

### PROGRAM STRUCTURE

The content of the Practical Nursing Program includes theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric and geriatric nursing, theoretical instruction and clinical experience in both acute and long-term care situations, theoretical instruction and clinical application of a vocational role and function, personal, family and community health concepts, nutrition, human growth and development over the life span, body structure and function, interpersonal relationship skills, mental health concepts, pharmacology and administration of medications, legal aspects of practicing, Basic Life Support (BLS) Course C, cardiopulmonary resuscitation (CPR) for healthcare providers, and current issues in nursing. Simulated practice and clinical experiences are included as an integral part of this program. Uniform required.

### INSTRUCTION CONSISTS OF

Course No.	Course Title and Occupational Completion Points (OCPs)	Total Hours	Shop	Class Theory and Lab
HSC0003 SOC 31-9099	Basic Healthcare Worker (OCP A)	90	0	90
HCP0121 SOC 31-1012	Nursing Aide/Orderly (Articulated) (OCP B)	75	0	75
PRN0091 SOC 29-2061	Practical Nurse (1 of 3)	285	0	285

PRN0092 SOC 29-2061	Practical Nurse (2 of 3)	450	0	450
PRN0096 SOC 29-2061	Practical Nurse (3 of 3) (OCP C)	450	0	450

### LABORATORY ACTIVITIES

Simulated practice and clinical experiences are included as an integral part of this program. Clinical experience makes up at least 50% of the total program.

### ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with counselor/dept head.
- Provide high school or GED transcript.
- Take the initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.
- Pass the Test of Essential Academic Skills (TEAS), the required entrance test.
- Pass a physical assessment.
- Submit a Level 2 background check.
- Attend a program orientation.

### ENTRANCE DATES

Students may enter this program every three months. The program does not operate on an open-entry/open-exit basis.

### LENGTH OF PROGRAM

1350 hours    Full-time    approximately  
 14 1/2 months

### DAY/TIME PROGRAM OFFERED

M-R 8:00 AM - 3:00 PM  
 M-R 5:00 PM - 10:15 PM

### BASIC SKILLS REQUIREMENTS

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

Mathematics	11	Level A
Language	11	Level A
Reading	11	Level A

***SURGICAL TECHNOLOGY***  
***H170211***  
***CIP 0351090900***

### PROGRAM OBJECTIVE

The objective of the Surgical Technology Program is to prepare students for employment as surgical technologists. This program provides students with the necessary knowledge, skills and attitudes to perform safely and efficiently in the operating room and related areas as a surgical technologist. The program includes the basic sciences, as well as related areas of study and clinical rotation.

### PROGRAM STRUCTURE

The content in the Surgical Technology Program includes communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, cardiopulmonary resuscitation (CPR), heart saver level. In a simulated surgical environment students practice preparing, setting-up and maintaining a sterile field, sterilization and disinfection procedures and preparation of supplies and equipment for surgery and patient preparation. After successful completion of this approved program, students are eligible to take the Certified Surgical Technologist Examination of the National Center for Competency Testing. Uniform required.

### INSTRUCTION CONSISTS OF

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
HSC0003 SOC 31-9099	Basic Healthcare Worker (OCP A)	90	0	90
STS0015 SOC 31-9099	Central Supply Technician (OCP B)	210	0	210

STS0010 SOC 29-2055	Surgical Technologist (1 of 3)	343	0	343
STS0011 SOC 29-2055	Surgical Technologist (2 of 3)	343	0	343
STS0012 SOC 29-2055	Surgical Technologist (3 of 3) (OCP C)	344	0	344

### LABORATORY ACTIVITIES

In a simulated surgical environment, students practice preparing, setting up and maintaining a sterile field, sterilization and disinfection procedures, preparation of supplies and equipment for surgery and patient preparation. Clinical learning experiences in an operating room and related areas are integral parts of this program.

### ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with counselor /dept. head.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.
- Pass a physical assessment.
- Submit a Level 2 background check.
- Attend a program orientation.

### ENTRANCE DATES

This program is usually offered twice a year for new students. The program does not operate on an open-entry/open-exit basis.

### LENGTH OF PROGRAM

1330 hours Full-time -14 months

### DAY/TIME PROGRAM OFFERED

M-R 8:00 AM – 3:00 PM

Theory/Clinical

### BASIC SKILLS REQUIREMENTS

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

Mathematics	10	Level A
Language	11	Level A

Reading 11 Level A

***CENTRAL STERILE PROCESSING  
TECHNOLOGY  
H170222  
CIP 0351089902***

### PROGRAM OBJECTIVE

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

### PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

### INSTRUCTION CONSISTS OF

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
HSC0003 SOC 319099	Basic Healthcare Worker (OCP A)	90		
STS0019 SOC 319093	Central Sterile Service Materials Management (OCP B)	150		

STS0013  
SOC 319093Central Sterile Processing  
Technician (OCP C)

410

### LABORATORY ACTIVITIES

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course.

### ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

### ENTRANCE DATES

### LENGTH OF PROGRAM:

650 Hours

### DAY/TIME PROGRAM OFFERED

### BASIC SKILLS REQUIREMENTS:

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:



Mathematics	9	Level D
Language	9	Level D
Reading	9	Level D

## ***HOSPITALITY AND TOURISM***

### ***PROFESSIONAL CULINARY ARTS & HOSPITALITY N100500 CIP 0412050312***

#### **PROGRAM OBJECTIVE**

The objective of the Commercial Foods and Culinary Arts Program is to prepare students for employment as in the area of commercial cooking as cooks, bakers and food preparation workers.

#### **PROGRAM STRUCTURE**

The program includes both instruction and hands-on performance in the following: food preparation and serving and identification, storage, selection and presentation of a wide variety of foods. The program also includes training in communication, leadership, human relations, employability skills and safe, efficient work practices. Uniform required.

#### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
HMV0100 SOC 352021	Food Preparation (OCP A)	300	240	60
HMV0170 SOC 352014	Cook, Restaurant (OCP B)	300	240	60
HMV0171 SOC 351011	Chef, Head Cook (OCP C)	300	240	60
HMV0126 SOC 119051	Food Service Management (OCP D)	300	240	60

#### **LABORATORY ACTIVITIES**

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

#### **ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

#### **ENTRANCE DATES**

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

#### **LENGTH OF PROGRAM:**

1200 hours      Full-time      1½ years

#### **DAY/TIME PROGRAM OFFERED**

M-F      7:00 AM - 1:00 PM (LHTC)  
M-R      5:00 PM – 10:15 PM

#### **BASIC SKILLS REQUIREMENTS:**

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

Mathematics	9	Level D
Language	9	Level D
Reading	9	Level D

***NUTRITION AND DIETETIC CLERK***  
***N300100***  
***CIP 0351310402***

### **PROGRAM OBJECTIVE**

The objective of the Nutrition and Dietetic Clerk Program is to prepare students for initial employment as diet clerks.

### **PROGRAM STRUCTURE**

The program is designed to train students to assist in various functions of food service related to patient care. The curriculum includes a combination of theory, and laboratory and clinical experiences. The diet clerk works under the supervision of a registered dietitian in a hospital or nursing home, or may work under the direction of a dietetic technician or dietary manager who is certified. With experience, the dietetic aide may assume assistant responsibilities in various units of the dietary department. Uniform required.

### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
HEV0612 SOC 29-2051	Diet Clerk (OCP A)	150	0	150
	Internship Experience	150	0	150

### **LABORATORY ACTIVITIES**

Instruction and learning activities are provided in a laboratory setting and clinical setting using hands-on experiences with the tools and materials appropriate to the program content and in accordance with current practices in the field.

Activities provide instruction in the use of diet kitchen equipment and supplies, trays, diet charts, utensils and table settings, dishwashers, storage and dietary office activities.

### **ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor and instructor.
- Be at least 16 years old and officially withdrawn from high school.
- Submit a background check.
- Pass a physical assessment.

### **ENTRANCE DATES**

Students may enter this program every four months. The program does not operate on an open-entry/open-exit basis.

### **LENGTH OF PROGRAM**

300 hours      Full-time      4 months

### **DAY/TIME PROGRAM OFFERED**

M-F      8:00 AM – 2:00 PM

### **BASIC SKILLS REQUIREMENTS**

Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.

***DIETETIC MANAGEMENT AND  
SUPERVISION  
N900100  
CIP 0420040405***

### **PROGRAM OBJECTIVE**

The objective of the Dietetic Management and Supervision Program is to prepare students for initial employment as dietetic manager.

### **PROGRAM STRUCTURE**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
FSS0095	Dietary Manager (OCP A)	150	0	150
	Internship Experience	150	0	150

### **LABORATORY ACTIVITIES**

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory

investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

### **ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor and instructor.
- Be at least 16 years old and officially withdrawn from high school.
- Complete the Dietetic Clerk Program or work in the field for a minimum of 2 years.
- Submit a background check.
- Pass a physical assessment.

### **ENTRANCE DATES**

Students may enter this program every four months. The program does not operate on an open-entry/open-exit basis.

### **LENGTH OF PROGRAM**

300 hours      Part-Time      8 months

### **DAY/TIME PROGRAM OFFERED**

T & R    4:00 PM – 8:00 PM

### **BASIC SKILLS REQUIREMENTS**

Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.

## ***HUMAN SERVICES***

### ***FACIALS SPECIALTY 1120425 CIP 0612040806***

#### **PROGRAM OBJECTIVE**

The objective of the Facials Specialty Program is to prepare students for employment as a licensed facials/skin care specialist.

#### **PROGRAM STRUCTURE**

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

#### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
CSP0266 SOC 39-5094	Facials/Skin Care Specialist	220		

#### **LABORATORY ACTIVITIES**

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

#### **ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor.
- Be at least 16 years old and officially withdrawn from high school.

#### **ENTRANCE DATES**

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

#### **LENGTH OF PROGRAM:**

260 hours    Full-time    3 months

#### **DAY/TIME PROGRAM OFFERED**

M-F    8:00 AM - 2:00 PM

#### **BASIC SKILLS REQUIREMENTS:**

Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.

***NAILS SPECIALTY***  
***1120415***  
***CIP 06120401005***

### **PROGRAM OBJECTIVE**

The objective of the Nails Specialty Program is to prepare for employment as a licensed manicurist and pedicurist.

### **PROGRAM STRUCTURE**

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

### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
CSP0016 SOC 39-5092	Manicurist and Pedicurist (OCP A)	180		

### **LABORATORY ACTIVITIES**

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

### **ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor.
- Be at least 16 years old and officially withdrawn from high school.

### **ENTRANCE DATES**

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

### **LENGTH OF PROGRAM:**

240 hours      Full-time      3 months

### **DAY/TIME PROGRAM OFFERED**

M-F      8:00 AM - 2:00 PM

### **BASIC SKILLS REQUIREMENTS:**

Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.



## **INFORMATION TECHNOLOGY**

### **COMPUTER SYSTEMS AND INFORMATION TECHNOLOGY (CSIT) Y100200 CIP 0511090107**

#### **PROGRAM OBJECTIVE**

The objective of the Computer Systems and Information Technology Program is to prepare students for employment or advanced training in a variety of occupations in the information technology field.

#### **PROGRAM STRUCTURE**

The program includes instruction in communication, leadership skills, human relations, employability skills and safe, efficient work practices. Students are prepared to take the following three industry certification exams offered by the Computing Technology Industry Association: (Comp TIA): A+, Network+ and Security+. Coverage of advanced networking concepts and competencies may also lead to Microsoft and Cisco certifications. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer.

#### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
CTS0082 SOC15-1152	Computer Systems Technician (OCP A)	300	0	300
CTS0083 SOC15-1142	Computer Network Technician (OCP B)	150	0	150
CTS0084 SOC 15-1142	Computer Networking Specialist (OCP C)	150	0	150
CTS0069 SOC 15-1122	Computer Security Technician (OCP D)	300	0	300

#### **LABORATORY ACTIVITIES**

Hands-on activities are an integral part of this program.

#### **ENTRANCE REQUIREMENTS**

- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

#### **ENTRANCE DATES**

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

#### **LENGTH OF PROGRAM**

900 hours	Full-time	1 year
	Part-time	2 years

#### **DAY/TIME PROGRAM OFFERED**

M-F 8:00 AM - 2:00 PM

#### **BASIC SKILLS REQUIREMENTS**

The minimum basic skills grade levels required for adult career/ technical students to complete this program are the following:

Mathematics	10	Level A
Language	9	Level D
Reading	9	Level D

## **TRANSPORTATION, DISTRIBUTION AND LOGISTICS**

### **AUTOMOTIVE SERVICE TECHNOLOGY 1 T400700 CIP 0647060411**

This program is offered only at Braman Automotive Training Center, 2060 N.E. 2<sup>nd</sup> Avenue Miami, FL 33127

### **PROGRAM OBJECTIVE**

The objective of the Automotive Service Technology 1 Program is to prepare students for employment and/or specialized training in the automotive industry.

### **PROGRAM STRUCTURE**

The program provides both instruction and hands-on performance of all the basic tasks for initial training for employment in the automotive service field or further training in any or all of the specialty areas. Competency in the tasks indicates to employers that the students are skilled in that area.

Competencies established by the automotive industries for industry training standards plus integration of academic requirements and training in communications, leadership, entrepreneurship, human relations, employability skills, and safe efficient, work practices account for 300 clock hours of instruction in the core curriculum.

### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
AER 0014	Automobile Services Assistor (OCP A)	300	100	200
AER 0418	Automotive Brake System Technician (OCP B)	150	75	75
AER 0453	Automotive Suspension and Steering Technician (OCP C)	150	75	75

AER 0360	Automotive Electrical/Electronic System Technician (OCP D)	300	140	160
AER 110	Engine Repair Technician (OCP E)	150	75	75

### **LABORATORY ACTIVITIES**

Shop or laboratory activities are an integral part of the Advanced Automotive Services Technology 1 Program. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

### **ENTRANCE REQUIREMENTS**

- Application
- Interview by school/Braman staff
- Valid driver license
- Take initial assessment in reading, mathematics and language
- Students must be 18 to 25 years old
- Have a high school diploma or GED
- Local background check/Pass drug test

### **ENTRANCE DATES**

Specific – no open-entry/open-exit

### **LENGTH OF PROGRAM**

1050 hours    Full-time    10 ½ months

### **DAY/TIME PROGRAM OFFERED**

M-F    9:00 AM - 2:30 PM

### **BASIC SKILLS REQUIREMENTS**

The minimum basic skills grade levels required for adult career/ technical students to complete this program are the following:

Mathematics	10	Level A
Language	9	Level D
Reading	9	Level D

**AUTOMOTIVE SERVICE TECHNOLOGY 2****T400800****CIP 0647060412**

This program is offered only at  
Braman Automotive Training Center  
2060 N.E. 2<sup>nd</sup> Avenue  
Miami, FL 33127

**PROGRAM OBJECTIVE**

The objective of the Automotive Service Technology 2 Program is to prepare students for employment and/or specialized training in the automotive industry.

**PROGRAM STRUCTURE**

The program provides both instruction and hands-on performance of all the basic tasks for initial training for employment in the automotive service field or further training in any or all of the specialty areas. Competency in the tasks indicates to employers that the students are skilled in that area.

Competencies established by the automotive industries for industry training standards plus integration of academic requirements and training in communications, leadership, entrepreneurship, human relations, employability skills, and safe efficient, work practices account for 300 clock hours of instruction in the core curriculum.

**INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
AER 0503 SOC 49-3023	Automotive Engine Performance Technician (OCP A)	300	100	200
AER 0257 SOC 49-3023	Automatic Transmission and Transaxle Technician (OCP B)	150	75	75
AER 0274 SOC 4903023	Manual Drivetrain and Axle Technician (OCP C)	150	75	75
AER 0172 SOC 49-3023	Automotive Heating and Air Conditioning Technician. (OCP D)	150	75	75

**LABORATORY ACTIVITIES**

Shop or laboratory activities are an integral part of the Advanced Automotive Services Technology Program 2. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

**ENTRANCE REQUIREMENTS**

Students must have completed Automotive Service Technology 1 at the Braman Automotive Training Center.

**ENTRANCE DATES**

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

**LENGTH OF PROGRAM**

750 hours    Full-time    7 ½ months

**DAY/TIME PROGRAM OFFERED**

M-F    9:00 AM - 2:30 PM

**BASIC SKILLS REQUIREMENTS**

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

Mathematics	10	Level A
Language	9	Level D
Reading	9	Level D

Students who successfully pass the Test of Adult Basic Education (TABE) or pass a related state, national or industry licensure exam will be considered a program completer.

***AUTOMOTIVE SERVICE TECHNOLOGY***  
***I470608***  
***CIP 0647060405***

### PROGRAM OBJECTIVE

The objective of the Automotive Service Technology Program is to prepare students for employment and/or specialized training in the automotive industry.

### PROGRAM STRUCTURE

The program provides both instruction and hands-on performance of all the basic tasks for initial training for employment in the automotive service field or further training in the specialty areas. Competency in the tasks indicates to employers that the students are skilled in that area.

Competencies established by the automotive industries for industry training standards plus integration of academic requirements and training in communications, leadership, human relations, employability skills, entrepreneurship, and safe efficient, work practices account for 300 clock hours of instruction in the core curriculum.

### INSTRUCTION CONSISTS OF

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
AER 0014 SOC49-03023	Automobile Services Assistor (OCP A)	300	100	200
AER 0110 SOC 49-3023	Engine Repair Technician (OCP B)	150	75	75
AER 0257 SOC 4903023	Automatic Transmission and Transaxle Technician (OCP C)	150	75	75
AER 0274 SOC 49-3023	Manual Drivetrain and Axle Technician (OCP D)	150	75	75
AER 0453 SOC 15-1071	Automotive Suspension and Steering Technician (OCP E)	150	75	75
AER 0418 SOC 49-3023	Automotive Brake System Technician (OCP F)	150	75	75

AER 0360 SOC 49-3023	Automotive Electrical/Electronic System Technician (OCP G)	300	105	195
AER 0172 SOC 49-3023	Automotive Heating and Air Conditioning Technician (OCP H)	150	75	75
AER 0503 SOC 49-3023	Automotive Engine Performance Technician (OCP I)	300	120	180

### LABORATORY ACTIVITIES

Shop or laboratory activities are an integral part of the Automotive Services Technology Program. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

### ENTRANCE REQUIREMENTS

- Submit an application.
- Meet with counselor/ instructor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

### ENTRANCE DATES

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

### LENGTH OF PROGRAM

1800 hours	Full-time	1¾ years
	Part-time	3 years

### DAY/TIME PROGRAM OFFERED

M-F	8:00 AM - 2:00 PM
M-R	5:00 PM – 10:15 PM

### BASIC SKILLS REQUIREMENTS

The minimum basic skills grade levels required for adult career/ technical students to complete this program are the following:

Mathematics	10	Level A
Language	9	Level D
Reading	9	Level D

***AUTOMOTIVE COLLISION  
TECHNOLOGY TECHNICIAN  
T401300  
CIP 0647060306***

This program is offered only at  
DeColores Paint and Body Shop,  
280 SW 22<sup>nd</sup> Avenue Miami, FL 33135

### PROGRAM OBJECTIVE

The objective of the Automotive Collision Technology Technician Program is to prepare students for employment and/or specialized training in the automotive body and related repairers' industry.

### PROGRAM STRUCTURE

The program provides both instruction and hands-on performance of all the basic tasks for initial training for employment in the automotive body service field or further training in any or all the specialty areas. Competency in the tasks indicates to employers that the students are skilled in that area.

Competencies established by the automotive body industries for industry training standards plus integration of academic requirements and training in communications, leadership, entrepreneurship, human relations, employability skills, and safe efficient, work practices account for 1400 clock hours of instruction in the core curriculum.

This program is a planned sequence of instruction consisting of six occupational completion points.

### INSTRUCTION CONSISTS OF

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
ARR0140	Automotive Collision Repair and Refinishing Helper/Assistant (OCP A)	150	100	50

ARR0141	Automotive Collision Refinishing Technician (OCP B)	450	335	115
ARR0312	Non-Structural Damage Repair Technician (OCP C)	300	225	75
ARR0022	Damage Analysis and Estimating (OCP D)	75	55	20
ARR0112	Automotive Collision Welding, Cutting and Joining (OCP E)	75	55	20
ARR0295	Structural Damage Repair Technician (OCP F)	350	260	90

### LABORATORY ACTIVITIES

Shop or laboratory activities are an integral part of the Automotive Collision Technology Technician Program. These activities provide instruction in the use of automotive body, service, equipment, tools, materials, and processes found in the automotive collision industry.

### ENTRANCE REQUIREMENTS

- Submit an application.
- Meet with a guidance counselor/instructor.
- Take initial assessment in reading, mathematics, and language within six weeks of entering the program.
- Be 16 years old or older and officially withdrawn from high school.

### ENTRANCE DATES

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

### LENGTH OF PROGRAM

1400 hours      Full-time      14 months  
Part-time      24 months

### DAY/TIME PROGRAM OFFERED

M-F      8:00 AM – 2:00 PM

**BASIC SKILLS REQUIREMENTS**

The minimum basic skills grade levels required for adult career/ technical students to complete this program are the following:

Mathematics	9	Level A
Language	9	Level D
Reading	9	Level D

Students who successfully pass the Test of Adult Basic Education (TABE) or pass a related state, national or industry licensure exam will be considered a program completer.



**MARINE SERVICE TECHNOLOGIES**  
**T400210**  
**CIP 0647061611**

### PROGRAM OBJECTIVE

The objective of the Marine Service Technologies Program is to prepare students for employment and/or specialized training in the marine service industry.

### PROGRAM STRUCTURE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

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

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

### INSTRUCTION CONSISTS OF

Course No.	Course Title and Occupational Completion Points (OCPs)	Total Hours	Shop	Class Theory and Lab
MTE0003	Marine Rigger (OCP A)	300	0	300

MTE0090	Outboard Engine Technician (OCP B)	300	0	300
MTE0074	Outboard Engine Diagnostics Technician (OCP C)	150	0	150
MTE0092	Inboard Gas Engine Technician (OCP D)	300	0	300
MTE0093	Drive Train Technician (OCP E)	150	0	150
MTE0056	Inboard Diesel Technician (OCP F)	150	0	150

### ENTRANCE REQUIREMENTS

- Submit an application.
- Meet with counselor/ instructor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

### ENTRANCE DATES

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

### LENGTH OF PROGRAM

1350 hours      Full-time 1 ¼ years  
 Part-time 2 ¼ years

### DAY/TIME PROGRAM OFFERED

M-F      8:00 AM - 2:00 PM  
 M-R      5:00 PM – 10:15 PM

### BASIC SKILLS REQUIREMENTS

The minimum basic skills grade levels required for adult career/ technical students to complete this program are the following:

Mathematics	9	Level D
Language	9	Level D
Reading	9	Level D

## **MANUFACTURING**

### **BIOMEDICAL EQUIPMENT REPAIR TECHNOLOGY J400100 CIP 0615040106**

#### **PROGRAM OBJECTIVE**

The objective of this program is to prepare students for employment as biomedical equipment repair technicians.

#### **PROGRAM STRUCTURE**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Manufacturing career cluster.

#### **INSTRUCTION CONSISTS OF**

<i>Course No.</i>	<i>Course Title and Occupational Completion Points (OCPs)</i>	<i>Total Hours</i>	<i>Shop</i>	<i>Class Theory and Lab</i>
AVS0095	Basic Electronics Troubleshooter (OCP A)	150		150
EER0006	Electronics Equipment Repairer (OCP B)	150		150
EER0090	Biomedical Electronics Troubleshooter I	150		150
EER0091	Biomedical Electronics Repair Technician (OCP C)	150		150
EER0092	Biomedical Imaging Equipment I	270		270
EER0093	Biomedical Imaging Equipment Technician (OCP D)	270		270

#### **LABORATORY ACTIVITIES**

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course.

#### **ENTRANCE REQUIREMENTS**

- Submit an application.
- Meet with counselor/ instructor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

#### **ENTRANCE DATES**

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

#### **LENGTH OF PROGRAM**

1140 hours    Full-time    14 months

#### **DAY/TIME PROGRAM OFFERED**

M-F    8:00 AM - 2:00 PM

#### **BASIC SKILLS REQUIREMENTS**

The minimum basic skills grade levels required for adult career/ technical students to complete this program are the following:

Mathematics	10	Level A
Language	10	Level A
Reading	10	Level A

## FACULTY LISTING (FULL-TIME)

EMPLOYEE NAME	CREDENTIALS	CONFERRING INSTITUTION	YEAR
ALEXANDER, WALTER	B.S. EDUCATION M.S. EDUCATION	INDIANA UNIVERSITY INDIANA UNIVERSITY	1980 1981
ALGAZE, STUART	B.S. PROFESSIONAL STUDIES M.S. EDUCATION	BARRY UNIVERSITY NOVA SOUTHEASTERN UNIVERSITY	1996 2003
BLACKMON, SHERIA	B.S. NURSING M.S. NURSING EDUCATION	UNIVERSITY OF PHOENIX UNIVERSITY OF PHOENIX	2003 2005
BROWNLOW, CHRISTINA	B.S. BIOLOGY M.S. SCIENCE EDUCATION	FLORIDA INTERNATIONAL UNIVERSITY FLORIDA INTERNATIONAL UNIVERSITY	1988 1989
CARCAMO, RIGOBERTO	DISTRICT CERTIFICATION CULINARY	DISTRICT CERTIFICATION	2021
DECESPEDES, CARLOS	DISTRICT CERTIFICATION APPLIANCE REPAIR	DISTRICT CERTIFICATION	2018
DELIMA, NICE	B.S. EDUCATION A.A. ARTS	BARRY UNIVERSITY MIAMI-DADE COLLEGE	2011 2004
DEPABLO, JOSE	B.S. ELECTRONIC ENGINEERING TECHNICIAN	FLORIDA AGRICULTURE & MECHANICAL UNIVERSITY	1989
DESROULEAUX, ELMIRE	DISTRICT CERTIFICATION FASHION	DISTRICT CERTIFICATION	2020
ERIRA COBOS, DIANA	B.S. OTHER PROGRAMS	FOREIGN COLLEGE/UNIVERSITY	2002
ESTIVERNE, PATRICIA	M.S. COUNSELOR EDUCATION B.S. MGMT. INF. SYSTEMS	FLORIDA INTERNATIONAL U BARRY UNIVERSITY	2009 2002
FERGUSON, VERA	DISTRICT CERTIFICATION-JOURNEYMAN	DISTRICT CERTIFICATION	2011
FERNANDEZ, ANTONIO	DISTRICT CERTIFICATION BIOMEDIC EQUIP TECH	DISTRICT CERTIFICATION	2022
FLORESTAL, JEAN GARRY	M.S. OTHER PORGRAMS	NOVA SOUTHEASTERN UNIVERSITY	1997
FRANCOIS, FREUD	M.S. COUNSELING / GUIDANCE	SAINT THOMAS UNIVERSITY	1997
FRANÇOIS, MARIETTE	B.A. BUSINESS EDUCATION	FOREIGN COLLEGE /UNIVERSITY	1986
GONZALEZ, HENRY	DISTRICT CERTIFICATION AUTOMOTIVE BODY	DISTRICT CERTIFICATION	2020
GONZALEZ, NURA	B.S. DIETETIC & NUTRITION M.S. FAMILY/CONSUMER SCIENCES	FLORIDA INTERNATIONAL UNIVERSITY FLORIDA INTERNATIONAL UNIVERSITY	1984 2001
GOODMAN, TAMIYAL	B. A. OTHER PROGRAMS	UNIVERSITY OF NORTH FLORIDA	1999
GRAY, SHARON	ED.S. CURRICULUM AND INSTRUCTION M.S. TECHNICAL EDUCTION B.S. HUMAN RESOURCES/ADMINISTRATION A.A. ARTS	BARRY UNIVERSITY BARRY UNIVERSITY UNIVERSITY OF PHOENIX UNIVERSITY OF PHOENIX	2013 2002 2013 2011
HERNANDEZ, LEONEL	DISRICT CERTIFICATION QUANTITY FOODS	DISTRICT CERTIFICATION	2009
HOLLINGER, TERESA	DISTRICT CERTIFICATION, NAILS SPECIALTY	DISTRICT CERTIFICATION	2009
JOSEPH, ROBERT	DISTRICT CERTIFICATION COMMERICAL ART	DISTRICT CERTIFICATION	2016
KARAYAN, JOHN	B.S. MATHEMATICS	WASHINGTON UNIVERSITY	1989
LEWIS, SHAUNTAE	B.S. HEALTH SERVICES ADMINISTRATION	BARRY UNIVERSITY	2017
LOSADA, RICARDO	DISTRICT CERTIFICATION GAS ENGINE REPAIR	DISTRICT CERTIFICATION	2016
LOTITO, RICHARD	DISTRICT CERTIFICATION AUTO MECHANIC	DISTRICT CERTIFICATION	2011
LOUISSAINT, SAINT CYR	H.S. DIPLOMA	ELIZABETH HIGH NEW JERSEY	1982
MARTI, SERGIO	B.A. PHYSOLOGY	UNIVERSITY OF FLORIDA	1985
MARTINEZ-DECASTRO, MARIO	B.S HUMAN RESOURCES M.S. TESOL PH.D. LEADERSHIP	SAINT-THOMAS UNIVERSITY NOVA SOUTHEASTERN UNIVERSITY BARRY UNIVERSITY	1994 1999 2009

<b>MARTINEZ, PENELOPE</b>	M.S. MENTAL HEALTH COUNSELING B.S. PSYCHOLOGY	CARLOS ALBIZU UNIVERSITY CARLOS ALBIZU UNIVERSITY	2019 2006
<b>MENDOZA, GLORIA</b>	B.S. NURSING	FAR EASTERN UNIVERSITY, PHILLIPINES	1980
<b>NELSON CALIXTE, NADIA</b>	M.S. OTHER PROGRAMS OF GRAD.	BARRY UNIVERSITY	2013
<b>OSBORNE, CHANTAL</b>	B.S. ENGLISH A.A. ARTS	FLORIDA STATE UNIVERITY MIAMI-DADE COLLEGE	1994 1992
<b>PANTON GRIFFITHS, KRISHEL</b>	M.S. SOCIAL WORK M.S. OTHER PROGRAMS OF GRAD, B.S. OTHER PROGRAMS OF GRAD.	BARRY UNIVERSITY BARRY UNIVERSITY BARRY UNIVERSITY	2000 2000 1997
<b>PAUL, MARTINE</b>	M.S. COUNSELING/GUIDANCE B.S. OTHER PROGRAMS OF GRAD.	SAINT THOMAS UNIVERSITY FLORIDA STATE UNIVERSITY	2021 1997
<b>SAINT AMAND, MARJORIE</b>	M.S. OTHER PROGRAMS OF GRAD. COUSELOR EDUCATION MATHEMATICS	FLORIDA INTERNATION U SAINT THOMAS UNIVERSITY CUNY YORK COLLEGE	1999 2021 1992
<b>SANCHEZ, IMARA</b>	DISTRICT CERTIFICATION BIOLOGY	DISTRICT CERTIFICATION	2016
<b>SEJAS, ROSALYND</b>	M.S. EXCEPTIONAL STUDENT EDUCATION B.S. SPECIAL EDUCATION	NOVA SOUTHEREASTERN UNIVERSITY FOREUGB CIKK/UNIVERSITY	2013 2003
<b>SENA, YAMIILKA</b>	M.S. EDUCATIONAL LEADERSHIP B.S. OTHER PROGRAMS OF GRAD	AMERICAN COLLEGE OF EDUCATION BARRY UNIVERSITY	2013 2004
<b>SESMA, TONY</b>	DISTRICT CERTIFICATION AUTO MECHANIC	DISTRICT CERTIFICATION	2022
<b>SILVA, NELMAY</b>	PH D. EDUCATION MAJOR M.S. READING B.S. ELEMNETARY EDUCATION	NOVA SOUTHEASTERN UNIVERSITY NOVA SOUTHEASTERN UNIVERSITY FLORIDA INTERNATIONAL UNIVERSITY	2013 2008 2003
<b>SOSA, ARMANDO</b>	MS. READING M.S. EDUCATIONAL LEADERSHIP B.S. ELEMENTARY EDUCATION	NOVA SOUTHEASTERN UNIVERSITY AMERICAN COLLEGE OF EDUCATION BARRY UNIVERSITY	2009 2019 2001
<b>WHITE, LOLITA</b>	B.S. OTHER PROGRAMS OF GRAD	UNION INSTITUTE & University	1995

## FACULTY LISTING (PART-TIME)

<b>EMPLOYEE NAME</b>	<b>CREDENTIALS</b>	<b>CONFERRING INSTITUTION</b>	<b>YEAR</b>
<b>ADAMS, SERENA</b>	DISTRICT SOE	DISTRICT CERTIFICATION	2022
<b>ADAMS, TAMIKA</b>	B.S. POLITICAL SCIENCE	UNIVERSITY OF SOUTH FLORIDA	2001
<b>ADDISON, AYASHA</b>	DISTRICT CERTIFICATION FOOD SERVICE	DISTRICT CERTIFICATION	2020
<b>ALLEN, HERCULES</b>			
<b>BARRERA, ROBERT</b>	DISTRICT CERTIFICATION CUSTODIAL SERVICES	DISTRICT CERTIFICATION	2021
<b>BENNETT, SHEREESE</b>	B.S. NURSING	FLORIDA ATLANTIC UNIVERSITY	2010
<b>BIEN AIME, HERNA</b>	B.S. INTERNATIONAL RELATIONS	FLORIDA INTERNATONAL UNIVERSITY	2014
<b>BRUNSON ALONSO, JUANITA</b>			
<b>CEPEDA, ELDA</b>	B.S. ELEMENTARY EDUCATION A.A. ELEMENTARY EDUCATION	UNION INSTITUTE & UNIVERSITY BROWARD COMMUNITY COLLEGE	2008 2007
<b>CHERY, GABRIEL</b>	B.S. PROFESSIONAL STUDIES M.S. INFORMATION TECHNOLOGY	BARRY UNIVERSITY BARRY UNIVERSITY	1992 2010
<b>CLAUDE, EDWIN</b>	B.S. MS. EDUCATION	FLORIDA INTERNATIONAL UNIVERSITY NOVE SOUTHEASTERN UNIVERSITY	1998 2005
<b>COCHRAN, BERTHA</b>	ED. S EDUCATIONAL LEADERSHIP M.S. READING B.S. ELEMENTARY EDUCATION	NOVA SOUTHEASTERN UNIVERSITY FLORIDA INTERNATIONAL UNIVERSITY FLORIDA INTERNATIONAL UNIVERSITY	1998 1972 1972

COMEAU, CYNTHIA	M.S. OTHER PROGRAMS B.S. OTHER PROGRAMS	FLORIDA INTERNATIONAL UNIVERSITY FOREIGN COLLEGE/UNIVERSITY	1988 1999
COTHIERE, ROBERT	B.A. FRENCH LAW M.S. EDUCATION	THE STATE UNIVERSITY OF HAITI THE CITY UNIVERSITY OF NEW YORK	1974 1984
DAVIS, PAMELA	SPECIALIST READING M.S. SPECIAL EDUCATION B.S. BUSINESS ADMINISTRATION	BARRY UNIVERSITY SAINT THOMAS UNIVERSITY BARRY UNIVERSITY	2011 2006 1999
DUNCAN, MINERVA			
EDMONDS, ANDRICA	M.S. NURSING	NOVA SOUTHEASTERN UNIVERSITY	2014
ESCOBOSA ADAMES, ABADIA	MS. PSYCHOLOGY	CARLOS ALBIZU UNIVERSITY	1999
FLEURIMOND, RACHELLE	DISTRICT CERTIFICATION COMPUTER SCIENCE	DISTRICT CERTIFICATION	2020
FRANCOIS, NASHUWANDA			
GARCIA, MANUEL	DISTRICT CERTIFICATION A/C & HEATING MECHANICS	DISTRICT CERTIFICATION	2019
GOMEZ, TATIANA	M.S. ESOL-ENG FOR SPEAK OF OTHER LANG B.S. ENGLISH	CARLOS ALBIZU UNIVERSITY FLORIDA INTERNATIONAL UNIVERSITY	2015 2012
GONZALEZ, ANGELA	M.S. OTHER PROGRAMS B.S. OTHER PROGRAMS	BARRY UNIVERSITY BARRY UNIVERSITY	1996 1992
GONZALEZ GONZALEZ, ONEIDA	B.S. SPE LEARN DI WITH CLIN TEACH	FOREIGN COLLEGE/UNIVERSITY	1989
HALL, EDLINE			
HENRIQUEZ, PIERRE	B.S. COMPUTER SCIENCE B.S. OTHER PROGRAMS	NY CUNY BROOKLYN COLLEGE NY CUNY BROOKLYN COLLEGE	2004 2004
INGRAM, CLIFFORD	B.S. ELEMENTARY EDUCATION	BARRY UNIVERSITY	2004
JASMIN, ROSE	B.S. OTHER PROGRAMS	CUNY MEDGAR EVERS COLLEGE	1994
JOSE, JEAN	M.S. MANAGEMENT – FINANCE M.S. MANAGEMENT – MANAGEMENT B.S. ACCOUNTING – MANAGEMENT	ADELPHI UNIVERSITY ADELPHI UNIVERSITY CUNY BERNARD BARUCH	2007 2007 2001
KOVACS, ALEXANDER	DISTRICT CERTIFICATION AUTO MECHANIC	DISTRICT CERTIFICATION	2016
LAFLEUR, MIDERGE	PH D EDUCATION MAJOR M.S. EXCEPTIONAL STUDENT EDUCATION B.S. ELEMENTARY EDUCATION	NOVA SOUTHEASTERN UNIVERSITY BARRY UNIVERSITY BARRY UNIVERSITY	2013 2006 2004
LEONIDAS, GRADY	B.S. CRIMINAL JUSTICE	MIAMI-DADE COLLEGE	2016
LEONIDAS, RONIDE			
LEVASSEUR, MARIE ANGE	M.S. SOCIAL WORK B.S. OTHER PROGRAMS	BARRY UNIVERSITY BARRY UNIVERSITY	2000 1997
LOUIS, MICHEE			
LUCIEN, JACQUES	B.S. OTHER PROGRAMS OF GRAD.	FOREIGN COLLEGE/UNIVERSITY	1987
MENOS, GABRIELLE	B.S. OTHER PROGRAMS OF GRAD.	FLORIDA INTERNATIONAL UNIVERSITY	2004
MIMS, RONDA			
MONCK, PETER	M.S. ENGLISH EDUCATION B.S. OTHER PROGRAMS B.S. ENGLISH EDUCATION	NEW YORK UNIVERSITY CUNY BROOKLYN COLLEGE CUNY BROOKLYN COLLEGE	1972 1971 1971
NAISSANCE, BEATRICE	M. S. READING B.S. INTERDISCIPLINARY STUDIES A. A. ARTS	FLORIDA MEMORIAL UNIVERSITY FLORIDA INTERNATIONAL U MIAMI-DADE COLLEGE	2020 2017 2004
OTERO, LAURA	A.A. EXCEPTIONAL EDUCATION B.A. VARYING EXCEPTIONALITIES M.S. READING	MIAMI DADE COMMUNITY COLLEGE NOVA SOUTHEASTERN UNIVERSITY UNIVERSITY OF MIAMI	1999 2004 2007

<b>PATTERSON, GIL</b>	B.S. INDUSTRIAL EDUCATION A.A. ASSOCIATE – ARTS	FLORIDA INTERNATIONAL UNIVERSITY MIAMI-DADE COLLEGE	2004 197
<b>POITIER, SIDNEY</b>	M.S. SOCIAL WORK	BARRY UNIVERSITY	1989
<b>RENAUD, WILNER</b>			
<b>REYES, ONEIDA</b>	B.S. MGMT. INF. SYSTEMS	SACRED HEART UNIVERSITY	1979
<b>RIPERT, MAGALIE</b>	ESOL	STATE ISSUED CERTIFICATION	2019
<b>SANCHEZ MADRIGAL, EVILIO</b>	READING	STATE ISSUED CERTIFICATION	2019
<b>SANCHEZ, CECILIA</b>	M.S. MATH EDUCATION B.S. CHEMICAL ENGINEERING	NOVA SOUTHEASTERN UNIVERSITY FOREIGN COLLEGE/UNIVERSITY	2012 1981
<b>SELJAS, ANTHONY</b>	B.S. ENGLISH	FOREIGN COLLEGE/UNIVERSITY	1992
<b>SESMA, TONY</b>			
<b>VAVAL, MARIE</b>	DISTRICT CERTIFICATION AGRICULTURE	DISTRICT CERTIFICATION	2012



# **Miami-Dade County Public Schools**

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Dr. Lubby Navarro	Vice-Chair
Mr. Roberto Alonso	Member
Ms. Lucia Baez-Geller	Member
Dr. Dorothy Bendross-Mindingall	Member
Ms. Monica Colucci	Member
Mr. Daniel Espino	Member
Dr. Steve Gallon III	Member
Ms. Luisa Santos	Member
Ms. Andrea Pita Mendez	Student Advisor

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Dr. Jose L. Dotres

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Mr. Reginald J. Fox, Administrative Director  
Dr. Susana Mauri, District Director  
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Mr. J. Garry Florestal	Vice-Principal
Dr. Starsheema Greene	Assistant Principal
Ms. Yamilka Sena	Assistant Principal
Dr. Nelmay Silva	Assistant Principal
Ms. Shauntae Lewis	Business Manager
Mr. Kenyada Ragin	Administrative Assistant III