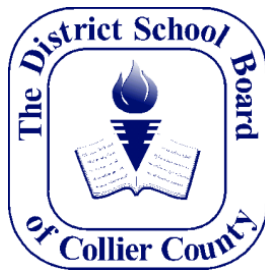




CATALOG & HANDBOOK



iTECH

Immokalee Technical Center

2011-2012



239-658-7080

www.itech.edu

508 N. 9th Street - Immokalee, Florida 34142

Dr. Kamela Patton
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

Julie Sprague, Chair
Roy M. Terry, Vice Chair
Patricia M. Carroll, Member
Barbara Church, Member
Kathleen Curatolo, Chair

Report Number:

08151101

Coordinated by:

Dorin Oxender

This report has been prepared by The District School Board of
Collier County

Additional copies, if available, may be obtained by writing:

Collier County Public Schools
Immokalee Technical Center
3702 Estey Avenue
Naples, FL 34104

No person in this district shall, on the basis of race, national origin, sex, disability, marital status, religion, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in employment conditions or practices conducted by The District School Board of Collier County.

Vision

All students will complete school prepared for ongoing learning as well as community and global responsibilities.

For questions or complaints (adults) regarding the Educational Equity Act, Title IX, Section 504 (Rehabilitation Act), or the Americans with Disabilities Act, contact Allun Hamblett, Deputy Chief Administrative Officer/District, (239) 377-0351. For questions or complaints (students) regarding the Educational Equity Act, Title IX, or The Age Discrimination Act of 1975, contact Dr. Diedra Landrum, Coordinator of School Counseling, (239) 377-0517. For questions or complaints (students) regarding Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Van Hylemon, Coordinator, Psychological Services, (239) 377-0521. The address for the above contacts is: The District School Board of Collier County, 5775 Osceola Trail, Naples, FL 34109. of Collier County, 5775 Osceola Trail, Naples, FL 34109.



WELCOME

Our staff is committed to providing you with the most outstanding career training available. We hope your attendance in the educational program of your choice will make it possible for you to achieve success in your career goals.

This catalog is intended as an aid to potential students and students attending the Immokalee Technical Center (subsequently referred to as iTECH in this document). It contains general information regarding programs, policies and procedures. The catalog is revised and posted online each year. Previous editions are considered void.
(Revised 07/2010)

LOCATION

508 N. 9th Street, Immokalee, FL 34142

(239) 377-9900

www.iTECH.edu

MISSION STATEMENT

The mission of Immokalee Technical Center is to provide rigorous and relevant real-world educational experiences using both traditional and distance learning models to qualify students for employment and career advancement.

PHILOSOPHY AND BELIEFS

iTECH is a postsecondary institution designed primarily to provide certificate and workforce development training for adults and for high school sophomores, juniors and seniors.

iTECH was established to provide technical instruction in high demand occupations. Therefore, we actively seek to forge partnerships with business and industry. We believe that by doing so, we can more closely align our offerings with local employment opportunities.

HISTORY

In 2002, the Bethune Education Center in Immokalee was approved by the [Council on Occupational Education](#) as a branch campus of Naples' Lorenzo Walker Institute of Technology. Vocational certification programs were offered in the areas of business technology, computer systems technology, health science, and security officer training.

In the spring of 2008, the name of the branch campus was changed to Immokalee Technical Center (iTECH).

In the fall of 2008, five additional post-secondary programs were added for dual enrollment high school juniors and seniors. These programs include Architectural Drafting, Automotive Service Technology, Building Construction Technology, Commercial Foods and Culinary Arts, and Early Childhood Education.

In January, 2009, all iTECH programming moved to a new state-of-the-art facility at 508 N. 9th Street.

In March, iTECH was fully accredited by the Commission of the [Council on Occupational Education](#).

iTECH
Immokalee Technical Center

ACCREDITATION

Accredited By:

- Commission of the Council on Occupational Education

Dr. Gary Puckett

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Phone (770) 396-3898 or (800) 917-2081

Fax (770) 396-3790

- Southern Association of Colleges and Schools
- The National Center for Construction Education and Research (NCCER)

Approved By:

- Florida Board of Nursing
- Florida Department of Business and Professional Regulations
- Department of Children and Families – Little Indians Preschool
- State Approving Agency for Veteran's Training



Council on Occupational Education

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POLICIES AND GENERAL INFORMATION

CAMPUS SAFETY

DRUG PREVENTION PROGRAM

The following drug prevention policy that prohibits the use of illicit drugs and alcohol has been adopted and implemented for iTECH students who are taking one or more classes for any kind of academic credit.

Definition of Illicit Drugs and Alcohol

A “Controlled Substance” means a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drugs, or any other substance defined as an illegal controlled substance in the Florida Statutes. An “Alcoholic Beverage” means beer, wine, liquor, or any beverage containing alcohol or an intoxicant of any kind.

Policy

The Collier County School Board has a zero tolerance policy against unlawful possession, use, or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities.

A student shall not possess, sell, deliver, use, transmit, distribute, solicit, conspire to sell or obtain or be under the influence of a controlled substance or an alcoholic beverage while on school property or within 1000 feet of the school, or while attending any school function. Any student who agrees, plans, or conspires with another student or person to commit an act described in this rule is guilty of conspiracy. Any student who commands, encourages, hires or requests another student or person to engage in conduct violating this rule is guilty of solicitation. Possession of paraphernalia normally associated with the use of controlled substances, counterfeit drugs, “roach clips”, roll papers, pipes, beer cans, beer bottles, liquor, alcoholic beverages (including non-alcoholic wines and beers such as O’Doul’s) and “flasks” is expressly forbidden. The manufacturing, possession, and/or use of fake identification or driver’s licenses which are used to purchase illegal substances or alcoholic beverages are also a violation of this rule.

This rule also applies to misuse or distribution of legal drugs whether

prescription or over-the-counter and the use of any items in order to attain an altered state. School personnel have the right to confiscate any items included in this rule. School personnel have the right to search individuals, lockers and personal property where there is a reasonable suspicion that the individual may possess items covered under this rule. Metal detectors and specially trained animals such as drug detecting dogs may be utilized in these searches.

Sanctions

iTECH will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law) in violation of alcohol and drug policies.

The Principal will impose the most severe consequence in dealing with students who violate this policy on school property, on school sponsored transportation, or during school sponsored activities.

Prior to taking such action against any student, the Principal and School Board shall assure that appropriate due process procedures are followed. If a student committing one of the offenses outlined is in a program for exceptional students, excluding gifted students, the school personnel will follow School Board Policy.

HARRASSMENT/DISCRIMINATION

iTECH has a zero tolerance towards harassment/discrimination based on age, color, disability, ethnicity, gender, linguistic differences, national origin, marital status, race, religion, or sexual orientations which are violations of School Board policies and civil rights laws and statutes. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and is not limited to: racial slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts, denigrating or hostile written or graphic material posted or circulated in the workplace or school. The term “harassment” includes sexual misconduct which consists of sexual advances, requests for sexual favors or inappropriate verbal, non-verbal or physical contact of a sexual nature, which creates an intimidating, hostile, offensive or abusive environment, or physically threatens an individual, or behavior which interferes with

the right to get an education or to have access to or to participate in school programs or activities. Any student or employee who engages in such harassment/discrimination shall be subject to disciplinary action including, but not limited to, suspension or expulsion, in accordance with the Florida Statutes, the Florida Administrative Code and the CCPS Code of Student Conduct. Students should report any harassment toward them to the administration.

1. Reporting of a complaint will not adversely affect the reporting student's status, extracurricular activities, grades or work assignments.
2. This policy shall be enforced on and off school property whenever school employees have jurisdiction over students.
3. Violation of the sexual misconduct policy is grounds for disciplinary action and may also result in criminal penalties.

For further information please call or write:

Coordinator of Psychological Services
Department of Student Services
5775 Osceola Trail
Naples, FL 34109
(239) 377-0505

Or

Christy Kutz
Department of Student Services
5775 Osceola Trail
Naples, FL 34109
(239) 377-0517

LOITERING

Students are not to loiter in parking lot whether inside or outside of vehicles.

SAFETY/SECURITY

Campus maps with clearly marked emergency exits as are posted in each

program area and administrative department. In the event of an accident or other medical emergency, an administrator or the receptionist should be notified to call 911. An evacuation plan is posted in each classroom/lab and drills are held on a regular basis.

Automated External Defibrillator (AED) units are available on the iTECH campus:

- iTECH, building 1, 1st floor, main lobby
- iTECH, building 2 Conference Center hallway

Students who witness or are hurt in an accident must immediately notify school authorities or seek help from school staff.

Each program area contains an emergency first aid kit as well as MSD Sheets and where applicable eyewash stations. Instructional units on safety practices are incorporated into the course of study for all technical programs. Students are expected to demonstrate safe practices as part of the learning process.

We are vitally concerned about the safety and well-being of our students, prospective students, staff, and visitors. ITECH constantly reviews and revises its safety and security policies and procedures to maintain the nearly crime free environment that we enjoy.

A campus safety and security report that describes these policies is distributed to students, staff, and is available to prospective students and visitors. It may also be viewed online at www.iTECH.edu. Statistics for the past three years can be viewed at the Office of Postsecondary Education Campus Security Statistics website address: <http://ope.ed.gov/security>.

Security cameras have been installed in specific areas of the campus.

REPORTING CRIMES & ACTS OF VIOLENCE

Any witness or victim of a crime or act of violence should report it to a school official immediately. Victims should also contact the local law enforcement agency to report any crime. 911 should be called in any event of an emergency.

STUDENT RIGHTS

DIRECTORY INFORMATION

Under provisions of CCPS School Board Rule 25/02 and the National Defense Authorization Act, directory information may be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of armed forces, etc.) and to postsecondary programs to inform students of educational programs available to them. However, directory information shall not be released for commercial use such as mailing lists for solicitation purposes. At the time of registration a student has the opportunity to opt out of having their information released.

GRIEVANCE PROCEDURES

If a student or applicant feels he/she has been unfairly treated, he/she may appeal any policy or procedure. First, the student is to discuss the matter with his/her program instructor. If the conflict still exists, the student should then talk with a workforce education advisor and financial representative, as appropriate. If the conflict persists, the student may submit a written request to the workforce education advisor for a Grievance Committee meeting. Since the purpose of the Grievance Committee is to make an impartial decision regarding a student complaint, the composition of the committee should be as follows: instructor, workforce education advisor, non-related administrator, and two or more non-related instructors. If the conflict is still unresolved, the next appointment is with the Principal. After the Principal's review, the student may appeal the decision in writing to the School District's Chief Instructional Officer.

The institution ensures timeliness of its responses to students' requests and will respond to a request within 24 business hours.

If a student feels his or her concerns have not been satisfied at the local level, the student is free to write to the following address, which is the accrediting body for the school:

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

STUDENT PRIVACY & RECORDS

The use of student records is strictly governed by Federal Law, State Regulations, and The District School Board of Collier County Board Policy. The use and disposition of records at ITECH are controlled by a CCPS publication entitled "Guidelines for Educational Records."

The Family Educational Rights and Privacy Act (FERPA) affords parents or guardians of minor students and adult students over 18 years of age certain rights with respect to the student's education records. These rights include:

1. **The right to inspect and review the student's education records within 30 days of the day the school receives a request for access.** A student should submit to the appropriate school official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the school to amend a record should write the principal, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing, as well as provide additional information regarding the hearing procedures.

3. **The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent the FERPA authorizes disclosure without consent.** The school discloses education records without a student's prior written consent under the FERPA exception for disclosures to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or Grievance Committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for ITECH. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.** Please contact the Coordinator of Student Services, 5775 Osceola Trail, Naples, FL 34109 for further information. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

SUBPOENAS FOR STUDENT RECORDS

School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these

records must be accomplished in a lawful and timely manner. If a student (18 years old or older) or the parents/guardians of a minor student object to the release of subpoenaed records, an objection to a subpoena for non-party production must be filed or a protective order must be obtained from a court of competent jurisdiction. After school receipt of proper notification, the subpoenaed records will be produced as demanded on the 10th working day following the service of the subpoena if an injunction is not granted.

STUDENT RESPONSIBILITIES

CONDUCT/DISCIPLINE

All students are expected to adhere to the CCPS Code of Student Conduct which can be found in its entirety in any administrator's office and at www.iTECH.edu.

iTECH programs are not compulsory; therefore, few disciplinary problems are expected. Appropriate disciplinary action will be taken in accordance with school policy if a student chooses not to follow the established school rules and regulations. When student conduct is inconsistent with required behavioral and attendance standards, the student will go through a referral process as follows:

- 1st Offense: Instructor – verbal warning, documented
- 2nd Offense: Referral to Advisor for written warning/letter
- 3rd Offense: Referral to Administrator - contract
- 4th Offense: Referral to administrator for possible temporary dismissal or withdrawal

Adult students' funding agents may be contacted beginning with the second offense. Dual enrollment students' parents/guardians and home school will be contacted beginning with the second offense.

A student may be suspended and/or expelled, or involuntarily withdrawn from classes for violation of attendance or behavior rules, as outlined in this handbook and/or the CCPS Code of Student Conduct.

Students who are administratively withdrawn due to behavioral problems

may be permitted to reenroll in the adult education program based on the Grievance Policy.

The following rules are a summary of selected rules in the Student Code of Conduct and the iTECH Catalog. Please refer to either document for a more detailed list of rules and expectations. These rules are to serve as a guide; they are not inclusive.

Students are reminded that *participation in all programs is voluntary and their conduct must be consistent with required behavioral and attendance standards. Failure to observe these rules may result in administrative withdrawal from the program.*

1. Students are expected to wear name tags and to identify themselves and the program they are attending to staff members, if asked.
2. Adult students must have an iTECH parking decal to park on campus. Students may not park in spaces designated for iTECH businesses or employees. Dual enrollment students must park in the IHS parking lot and walk to iTECH.
3. Students are expected to comply with the written or verbal directions of all school personnel.
4. Students are expected to report to classes on time and remain for the entire class time.
5. Students are expected to attend classes consistently. Failure to attend on a regular basis may result in the student's withdrawal from the program. (See specific attendance policies.)
6. Students are expected to respect the rights and property of other students, visitors and staff, at all times when on campus. The following things will not be permitted: (a) discriminatory slurs; (b) sexual harassment; (c) vulgar or profane language or gestures; loud, disruptive talk; providing false and defamatory information.
7. Use of tobacco products on school property is strictly prohibited.
8. Trash must be placed in trash cans or the appropriate recycling bins.

9. Defacement of school property is a violation of school board policy. All students are expected to refrain from behavior which is damaging to school property.
10. Food and beverages are not permitted inside classrooms unless otherwise authorized. This includes gum, candy, and snacks.
11. No weapons of any kind are permitted.
12. Students are expected to dress appropriately for a school/work environment.
13. Possession or use of illegal substances or alcohol is prohibited at all times.
14. Cheating, plagiarism, or alteration of grade reports may result in student withdrawal from the program.
15. Personal telephones or other electronic devices must be set on "vibrate" mode during class hours, and these devices may **not** be used in classrooms unless otherwise authorized. In extraordinary situations, students who anticipate an emergency phone call should consult with the instructor **in advance** to avoid disciplinary action for unauthorized use of a phone.
16. Adult students and high school dual enrollment students are to refrain from interacting with each other except when under the supervision or direction of an iTECH staff member.

ACADEMIC INTEGRITY

Honesty and integrity in accomplishing one's own work during a course of study are highly regarded and are traits necessary to complete the course of study.

Academic dishonesty by a student is a violation of the academic behavior standards and may be grounds for dismissal. Cheating of any sort shall not be tolerated and any occurrences of cheating shall become a permanent part of the student's record.

The common forms or types of cheating or inappropriate sharing of facts

and information are as follows:

- Receiving or providing the answer to a test question through written, visual, oral means or communication devices.
- Use of or unauthorized possession of an examination or course related material.
- Using “cheat sheets,” notes, or other concealed information.
- Altering or changing answers on the test or scantron answer sheet.
- Passing answers or information to other students.
- Any attempt/intention of obtaining test materials.
- Presenting as your own material obtained by someone else’s efforts and used for an examination or course material.
- Deliberately using or having appropriated another’s work without any indication of the source or failing to properly credit ideas or material taken from another and used or conveyed as the student’s own work, i.e., plagiarism.

Disciplinary Action

- Any student found “cheating” will be immediately asked to turn in his/her paper. The paper shall receive a grade of zero, and the student may be asked to leave the classroom for the remainder of the class day and will be counted as absent.
- Student shall meet with the coordinator, department chair, instructor and/or workforce education advisor within next three (3) scheduled class days for conference and review of circumstances. Upon review of the circumstances by the above, the student may be dropped from the program and may not be permitted to re-enter an iTECH program for one (1) year. The student may be required to repeat any courses in which the test and/or cheating covered and any other re-admission requirements that the program may have.
- Any student found having in his/her possession any tests, answer keys or another student’s work shall receive a zero for that course work

and shall be required to repeat that section of course work and demonstrate mastery of the objectives. If same student has a second offense of the same, the student shall be immediately dropped from the program and shall not be permitted to re-enter an iTECH program.

ACADEMIC PROGRESS

Students must maintain minimum standards of achievement for the program or course in which they are enrolled. If standards are not met, the student shall be placed under financial aid warning for the following payment period. Students receiving financial aid must meet these minimum standards to be eligible for payments. These standards include:

1. **ATTENDANCE:** Students must be progressing at a rate that will enable them to complete their program within 150 percent of the program length as set forth in the State Curriculum Frameworks. This requirement may be modified by a 504 Plan or other extenuating circumstances documented in a students’ cumulative folder.
2. **GRADES:** Students in non-health science programs must maintain an overall grade of “C”. Health science students must maintain an overall average of “B”. A student who withdraws from a course prior to successfully completing at least 80% of the course competencies will receive a rating of Unsatisfactory, or a rating of Incomplete. Any noncredit remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion. The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%.
3. **COMPETENCIES:** Students must complete at least 80% of the competencies/assignments; therefore, if a student’s work is satisfactory, but he/she is behind in completing the program’s competencies/assignments, he/she cannot be reported as meeting minimum standards of achievement.
4. **CONDUCT:** A student must exhibit conduct that contributes to a cooperative, productive atmosphere, and that is consistent with

policies and rules in the Collier County Public Schools (CCPS) Code of Student Conduct, and other ITECH policies.

5. RETENTION / PROMOTION OF HEALTH SCIENCE STUDENTS:

The standards used to judge academic progress are cumulative and include all periods of the student's enrollment. Applicable transfer courses will be counted as well, so that transfer students are not given more time than other students to meet satisfactory academic progress standards.

ATTENDANCE: CAREER CERTIFICATE PROGRAMS

Ability to Benefit

The Florida Legislature mandates that each adult student enrolled in a certificate program must meet minimum basic skills (reading, mathematics, and language) levels before receiving a certificate of completion. (In some programs, substitute testing and certification may meet this requirement.)

The Florida Department of Education has established minimum grade level standards for each of the certificate programs. In most cases, students who desire to enter these programs must take the Tests of Adult Basic Education (TABE) and score within two grade levels of the required standard within the first six weeks of entering the program. Students not meeting the grade level requirements are given the opportunity to upgrade their skills in order to achieve the required grade levels prior to completion of their program. Students will not receive their certificate of completion until they have met exit TABE scores (unless exempt).

Students benefit most from training at ITECH by attending classes on a regular basis. Positive work habits here will extend into a working career. Absences, tardies and checkouts will be made a part of a student's permanent record.

Class Attendance

Students are expected to attend as many class meetings as possible to gain the maximum benefit from the instructional program. A student who misses six consecutive class meetings may be withdrawn from that course. Although many adult students have competing demands for their time, such as child care, jobs and other family responsibilities, continued patterns of excessive absence shall be grounds for administrative withdrawal. Excessive absence is defined in this case as absence or tardiness so repetitive as to impede the learning progress for that student in the judgment of the instructor. Students under the age of eighteen may not be absent or leave earlier than their scheduled time without parental permission.

Excused Absences

Since iTECH is a clock hour school based on attendance, iTECH does not recognize excused absences, except for religious holidays and jury duty. Students should contact the workforce education advisor in emergency situations and every reasonable effort will be made to assist the student in completing the program.

Emergency Leave of Absence

iTECH may grant a student a leave of absence for a legitimate unforeseen circumstance during which the student is not considered withdrawn. Students receiving Veterans' benefits and some Health Science students are not eligible for a leave of absence. The following conditions must be met:

- The student must notify the instructor and submit to the workforce education advisor a written request for a leave of absence with a valid reason for the period of absence.
- The written request should be made in advance. If an emergency situation prevents prior approval for a leave of absence, the written request must be submitted as soon as possible.

The workforce education advisor will review the request with the instructor and financial aid advisor before submitting it to administration for final approval.

In most situations, the school will grant only one leave of absence to the

student in any 12-month period. Any leave of absence will not exceed a total of 180 days in any twelve month period. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993.

Students will not receive tuition reimbursements or credits for an approved leave of absence. If a student's leave of absence is approved, the student is considered enrolled at the school. For students receiving financial aid, the clock hours accrued during the approved Leave of Absence will not apply to his/her Pell Grant disbursement. If the leave is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from school as of the last day of attendance.

The student will not receive tuition reimbursements or credits for an approved leave of absence. If a student's leave of absence is approved, the student is considered enrolled at the school. For students receiving financial aid, the clock hours accrued during the approved Leave of Absence will not apply to his/her Pell Grant disbursement. If the leave is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from school as of the last day of attendance.

Jury Duty

The student should contact his or her instructor immediately upon receiving a jury duty summons. Students need to provide documentation for an excused absence to be granted.

Make-Up Time

Make-up time may be arranged if appropriate to the curriculum and recommended/approved by administration.

Military Service

A student enrolled in a postsecondary course shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the course at a later date without penalty or withdrawing from the course with a full refund. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military

service. For more information contact the Student Services Office or see [F.S. 1004.07](#).

Probation - Academic

Any student who does not meet minimum standards of academic achievement during an academic year, while continuously enrolled, may be placed on probation and counseled by the instructor.

Any student who fails to meet the minimal requirement of any section of a course, whether classroom or clinical, will be placed on probation and must demonstrate mastery of that section of the course prior to the end of the next instruction unit or may be withdrawn from the program.

A student involved in a critical incident from which serious deficiencies in judgment, practice or ethical behavior may be inferred, may be referred for possible action, which may include permanent separation from any program.

For Students on Financial Aid: Students who are not meeting the standards of satisfactory academic progress will be placed on financial aid warning. During the warning period, the student still will be eligible for a tuition deferment and payment. If the student achieves satisfactory academic progress standards during the following payment period, the financial aid warning status will be removed.

If satisfactory academic progress is not achieved during the warning period, the student may be terminated from the financial aid program. If financial aid is terminated, all outstanding fees will be the student's responsibility. As always, a student who does not agree with an unsatisfactory rating received may present his/her concerns through the Grievance Policy process.

Students will receive an evaluation at the end of each semester. The Financial Aid Office will also request an evaluation at the end of each payment period.

Probation-Conduct

Occasionally, students may be placed on probation for displaying

inappropriate professional behavior. A student placed on this type of probation cannot receive financial aid for any full-time program until the probationary status is lifted by the appropriate administrator.

Tardies

Students are expected to arrive and be prepared to begin class work at the designated class start time. Students who arrive later than or are not prepared to begin class work at the designated class start time are considered tardy. Tardiness will result in loss of attended hours and will be assessed in thirty (30) minute increments, rounded up to the nearest half hour. After five (5) tardies per semester, the student may be referred to the workforce education advisor for appropriate discipline, up to and including dismissal.

ATTENDANCE: ADULT GENERAL ED (AGE) PROGRAMS

Understanding that adults enrolled in Adult General Education (AGE) Programs strive to improve their skills yet also have responsibilities to their families and their employers, CCPS provides the opportunity for students to commit to a weekly number of hours that they can spend in English Language Learner (ELL) classes, Adult Basic Education (ABE) courses, General Education Development (GED) preparation, and Applied Academics for Adult Education (AAAE – formerly known as VPI).

A variety of learning environments is available to each student in the way of structured classes, on-line distance learning, and open lab opportunities. Excessive absences, based on the hours committed to study, are defined according to the number of days per week a class meets within a term. The following attendance-related withdrawal policies apply to the different learning environments:

In class

Withdrawal procedures will be started for students who accumulate six (6) consecutive absences. The reasons for the absences are not relevant to this policy; an absence is an absence. Teachers and coordinators will monitor student sign-in sheets to ensure that all students are signing in. Our system is designed to automatically withdraw students when the six

instructional days of absence have been accumulated. The withdrawal date is calculated on the first date of the 6 day absence sequence.

Non-Traditional classes

Non-Traditional classes include on-line, distance learning and open lab. Teachers and coordinators will monitor the student management system of all online courses to ensure that students are logging in and/or checking in with the instructor regularly and do not go six instructional days without doing so. Distance learning and open lab courses will maintain interactive communication with students at least once every two weeks. Students who do not return for assignment review at least once within a two-week period (equivalent to 6 instructional days) will be withdrawn immediately.

Re-Entry Procedures

In accordance with Florida Department of Education procedures, a withdrawn student's enrollment in an Adult General Education class may be reactivated in the same class, if space is available. Multiple re-entries into the same class should be reviewed by the site program coordinator and review of "attendance commitment hours" should be conducted to meet the current needs of the student. If necessary, a student should be scheduled into a different learning environment or a reduction of class hour's commitment should be considered.

CELL PHONES

Cell phones and other electronic communication device\s (ECDs) must be set on "vibrate" mode during class hours, and these devices may **not** be used in classrooms unless otherwise authorized. In extraordinary situations, students who anticipate an emergency phone call should consult with the instructor **in advance**.

Students may not use cell phones or other ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

COMPUTER NETWORK USE

Electronic Communication Use Policy

The network is provided by CCPS to enable students and employees to conduct instructional or district research and communication with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Communication on the network is public in nature. Students are responsible for abiding by all of the terms and conditions of the Student Network and Internet Acceptable Use and Safety. (Board Policy 7540.03)

Network users will:

- be polite and shall not use profane language and/or symbols in their communications to others.
- keep their own or anyone else's personal address, phone number, or password confidential.
- not access or download any obscene, pornographic material or material which advocates violence toward other people.
- recognize that information stored on the network, including electronic mail (e-mail), is not private.
- use only the account authorized by iTECH or the Instructor.
- use the computer/network in a manner that does not disrupt the use of the network by other users.
- not harm or destroy iTECH equipment or data of other users including the uploading or creation of computer viruses.
- follow copyright laws according to School Board Policy No. EGAAA.

DRESS CODE

iTECH's mission is to prepare students for employment. The school's dress code has been developed with this in mind and correlates with the CCPS Code of Student Conduct. Students are required to dress neatly, to

be clean and well groomed and to wear clothing that is appropriate for the occupation for which they are training. In some programs, students are required to wear uniforms and/or safety apparel (see a Workforce Education Advisor or program instructor for detailed information).

Caps or hats that are part of the school uniform may be worn in lab areas only. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.

Uniform Requirements

Students should be appropriately dressed for the training program in which they are enrolled. Grooming standards, prohibition of jewelry or cologne and perfume, and the wearing of protective gear are mandatory and dictated by the nature of the student's program.

The programs listed below require students to wear a uniform every day.

- Automotive Technology
- Commercial Foods and Culinary Arts
- Cosmetology
- Heavy Equipment Mechanics
- Nursing Assistant
- Practical Nursing
- Home Health Aide

SMOKE AND TOBACCO FREE ENVIRONMENT

Smoking Prohibited Near School Properties: Florida Statute 386.212:

Smoking or the use of any type of tobacco product is not allowed on the iTECH campus, including in or around parked vehicles. The use or possession of tobacco products, lighters or matches by students is prohibited on school grounds, in school buildings, or at any school-sponsored activity. Violation of this policy by any student shall result in appropriate disciplinary action.

GENERAL INFORMATION

ARTICULATION

The ability of ITECH students to articulate or transfer to other institutions of higher education to further their studies is of vital importance. Information on statewide articulation agreements can be found at http://www.fldoe.org/workforce/dwdframe/artic_frame_psav2aas.asp

We continually seek additional partnerships and articulation agreements to best serve our students. Please visit the ITECH web site www.iTECH.edu or see a workforce education advisor for more information.

iTECH RETAIL STORE

The iTECH retail store is located in the iTown Café near the coffee shop. Students will be able to purchase various items, such as, school supplies, flash drives and iTECH merchandise at a reasonable price.

iTECH BOOK STORE

Our book store is entirely on-line and can be located through our website or at www.iTECHbookstore.textbookx.com. Students may purchase their books from there or use the ISBN number provided at the website to purchase their books elsewhere.

CERTIFICATE OF COMPLETION

The awarding of a Certificate of Completion is governed by the Florida Department of Education and is based on successful completion of the requirements of the program, including applicable basic skills (TABE) scores. Certain industry certification tests may be used to meet the basic skills requirements acceptable – See workforce education advisor for details.

CHANGE OF ADDRESS OR NAME

Students are required to report name, address, and telephone changes to Student Services. Students receiving a Pell Grant must also report these changes to the Financial Aid Office.

CHILD CARE - VPK

iTECH's Little Indians Preschool offers a quality program with wrap-around care for four-year-olds (VPK), and for two-to-three-olds. Our preschool, which is approved by the Department of Children and Families, provides a caring and safe environment for the children of our full-time students/parents while they are in class.

Little Indians Preschool learning environment and curriculum is based on the latest research or school readiness as mandated by the State of Florida.

In both the VPK and Toddler Rooms, students experience sharing and conversation time; stories, songs, and finger plays; creative art activities and crafts; games and large muscle activities; science and nature activities; celebrations of birthdays, holidays and multicultural events; and exposure to a variety of concepts appropriate to the developmental level of each child.

Little Indians Preschool is open on CCPS school days, including early release days.

COMPLETION RATE

iTECH's completion rate calculated for 2008-2009 was 100 percent; placement 88.24 percent per COE report submitted December 3, 2009. This rate includes students who left with marketable skills. Students and other interested persons may obtain more details on the calculation of completion rates from the Workforce Education Advisor / Employment in the Student Services Department.

DISABILITY SERVICES

As an Equal Access/Equal Opportunity institution, ITECH assures

students who self-identify and have a documented disability equal access to all programs, activities and services, as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA). Specialized counseling, modifications and accommodations are provided by trained staff in the Student Services Department. Specialized individual assistance is provided in the following areas:

- Evaluation/Assessment
- Testing Accommodations
- Career Counseling
- Equipment Accommodations
- Financial Aid App. Process
- Enrollment/Registration
- Employability Skills
- Agency Referrals
- Job Placement
- Program Accommodations
- Job Retention Skills

DUAL ENROLLED HIGH SCHOOL STUDENTS AND ADULT STUDENTS

Adult students and dual enrolled iTECH students are to refrain from interacting with each other except when under the supervision or direction of an Immokalee Technical Center staff member. Violation of this provision may result in immediate removal from the program.

EMERGENCY CLOSINGS

When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies make it impossible or unsafe to open any or all of the schools in the county, the Superintendent of Schools shall have the power to close any school so

affected. When classes are cancelled, the announcement shall be made through the news media or P.A. system.

FIELD TRIPS

Students under the age of 18 must complete a field trip release form prior to taking a field trip.

FINANCIAL AID

Financial aid assists students in meeting their cost of attendance. Most financial aid is need-based for students in eligible programs. Students may obtain information about these programs and how to apply for them from the Financial Aid Office.

Financial Assistance Programs:

- Farmworker Jobs and Education Program of Florida – Assists migrants and seasonal farm workers and their families with educational costs.
- Federal Supplemental Educational Opportunity Grant (FSEOG) – Supplements the neediest Pell Grant recipients with additional funding.
- Florida Children’s Forum (TEACH) – Provides Early Childhood Education students with funds to pay a portion of tuition and book costs.
- Pell Grant – Provides federal Title IV funds to assist qualified students with costs of attendance, based on financial need, in approved programs.
- Refugee Adult Education (Project STRIVE) - provides financial support to eligible refugees and asylees enrolled in occupational skills training classes at ITECH. Expenses covered include tuition, books, supplies, uniforms, and testing fees. English classes are also available.
- Workforce Development Assistance (WDA) – Provides financial

assistance in the form of tuition and lab fee scholarships to eligible students.

- Workforce Investment Act (WIA) – Assists low income individuals, welfare recipients including those receiving food stamps, and dislocated workers with educational costs such as books, uniforms, testing fees. In addition, some child care and travel expenses may be covered. WIA may pay the initial tuition costs, but participants are required to apply for the Pell Grant.
- Veterans' Benefits – Approved by the Bureau of State Approving Agency of the Florida Department of Veterans' Affairs – Upon enrollment, veterans and veteran's dependents are required to pay all regular fees and charges. Once certified in an approved program by the Veterans Administration, the student receives a monthly educational allowance.
- Vocational Rehabilitation – May pay educational and supportive services costs for students with disabilities that present an impediment to employment.
- FWEP – Florida Work Experience Program – Provides part-time employment (usually on campus) for students who are eligible. Participants are required to apply for the Pell Grant.

Scholarships:

- Bright Futures - In 1997, the Florida Legislature created the Florida Bright Futures Scholarship Program. This Florida Lottery-funded scholarship rewards students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida. Scholarship recipients are awarded 75% of tuition and lab fees. For more information on this scholarship program, visit the website at <http://www.floridastudentfinancialaid.org/SSFAD/bf/> or call 1-888-827-2004.
- Institutional and Community Based Scholarships - Financial aid applicants will be considered for institutional and community scholarships which are generally applied toward tuition and lab

fee payments. These scholarships are generally need-based. For more information on these scholarships, contact the Financial Aid Office.

- Private Scholarships - Some scholarships are awarded to students with financial need and/or who have demonstrated high scholastic achievement. Donors may have their own application process and criteria for awarding these scholarships. For information and application forms, contact the Financial Aid Office.

FINANCIAL OBLIGATIONS

All financial obligations must be fulfilled before a student will receive any documents, certificates, or transcripts from ITECH, or be allowed to register or re-enroll.

FLORIDA PREPAID COLLEGE PROGRAM

iTECH accepts the Florida Prepaid College Program certificate. This certificate indicates that a student's education has been prepaid at a guaranteed fixed rate. Students should bring their certificates to the Financial Aid Office for processing at least six (6) weeks prior to the start date of class. Prepaid certificates cover tuition only and do not include lab fees, books, uniforms or other costs of attendance.

FOOD FACILITIES

The iTOWN café is located in building two, with the entrance on N. 9th Street. The students in the Commercial Foods and Culinary Arts Program provide breakfast and lunch for an affordable cost to the student body, faculty, staff, and the general public. This service is a component of the course curriculum and serves as part of the students' practical training. Vending machines are also available.

Food and drinks are NOT permitted in classrooms or lab areas except for water in clear containers. Food and drinks will be permitted for special events with administrative approval.

GRADUATION

Upon completing program competencies, students receive a Certificate of Completion. ITECH graduation, commencement, and convocation exercises are held once a year; in May/June to commemorate this achievement. All students are encouraged to participate in these activities as scheduled.

IDENTIFICATION BADGES

Students will receive one ID badge upon enrollment, which will be valid for the length of the program in which the student is enrolled. The cost of a replacement badge is \$5.00. The ID badge must be worn above the waist and be visible at all times. Badges may not be lent to others and should be reported immediately when lost.

ILLNESS/INJURIES

Instructional units on safety practices are incorporated into the course of study for all vocational programs. Students are expected to demonstrate safe practices as part of the learning process. Emergency first aid supplies are kept in each classroom, laboratory, and shop. An Automated External Defibrillator (AED) unit is available in the main lobby of ITECH and in the entrance to the conference center.

INSURANCE

All adult students must purchase accident insurance, because this coverage is not provided by CCPS nor ITECH for the classroom, lab, clinical setting or at off campus school related activities. There are exclusions to the Accident Insurance plan offered at iTECH through an independent company. Students are encouraged to read the policy closely.

Students are responsible for medical costs associated with treatment from an accident incurred from classroom, lab, clinical setting or off campus school related activities.

Information regarding the purchase of school accident insurance will be provided during registration or from a workforce education advisor.

INTERNSHIPS

One of the most valuable experiences our students can have is an internship, because it allows them to gain practical experience in the workplace while earning academic credit at the same time.

An iTECH internship typically takes place toward the end of a student's program of study. Students report to work at a cooperating business or a community service or government agency for approximately two to four weeks.

The business or agency supervises the student intern and communicates with the instructor. iTECH Internship time sheets become the record of attendance, and the performance evaluation is used to calculate the student's grade. Direct communication with the instructor to supplement these documents is always welcome as well.

Most iTECH internships are unpaid work experiences, but some employers have provided a stipend to assist with travel expenses. If the student intern is offered a paying job at the conclusion of the internship, that's great; but employment is not necessarily the goal of every internship.

To help students receive needed experiences and to allow business and industry to fulfill their essential cooperative training role, iTECH will promote and emphasize educational cooperative programs which integrate the school curriculum and work experience.

LEAVING CAMPUS

Adult students may leave campus for lunch provided this is done within the allotted time. Students should notify their instructor if leaving the campus.

LOST AND FOUND

Any lost item found on campus should be turned into the Receptionist located in the main office. Students may contact the Receptionist to claim lost items.

PARKING AND DRIVING

The operation of a motor vehicle is controlled by various regulations and laws for the safety of all concerned and should be viewed as a privilege.

Law enforcement officers and school officials working with Canine units periodically conduct unannounced checks of vehicles on school property. By entering the campus, the person in charge of any vehicle consents to search of the vehicle, with or without cause by school official or police officers. Search may include passenger compartment, trunk and all containers, locked or unlocked, in or on vehicle.

In order to facilitate an orderly and safe campus, the following regulations relating to parking and driving will be enforced:

- All vehicles, including motorcycles, must be registered with iTECH and must display an official iTECH parking permit.
- Students may park in any parking space EXCEPT those designated as RESERVED, VISITOR, CUSTOMER or HANDICAPPED.
- Vehicles parked in Handicapped spaces are subject to civil fines as well as iTECH consequences.
- The use of the parking lot is restricted to arrivals and departures.
- Pedestrians shall have the right of way on campus.
- Vehicles shall not be driven in a careless manner; vehicles will not exceed 15 M.P.H. on campus.
- Loud music is prohibited.
- Health Science students at off-campus clinical sites are to park ONLY in areas designated for student parking

- Dual enrollment students from Immokalee High School must park in the IHS lot and walk to iTECH.

The following violations can result in a tow-away at owner's expense:

- Failure to display an iTECH parking permit.
- Vehicle parking in a designated reserved, visitor or handicapped space not displaying an authorized decal/permit. The current Assistant Principal is especially vigilant about having vehicles towed from her parking space.
- Parking in roadways, fire lanes, and no parking zones.

The School Board of Collier County is not responsible for damage to or loss from automobiles or other vehicles parked or operated on school property.

REFUND POLICY

- 100% refund of tuition and lab fees if class is canceled by administration.
- 100% refund of tuition and lab fees minus \$30.00 will be given to a student who withdraws prior to the start of a class or within drop/add period (the first five business days of the first meeting day of the class). No refunds after drop/add period (5 business days).
- No refunds for continuing workforce education classes less than four weeks in length.
- No refunds for books, insurance, materials, supplies or any other associated costs or fees.
- No refunds will be made until all financial obligations have been cleared.
- Refunds, when due, are made within 30 days:
 - of the last day of attendance if written notification has been provided to ITECH by the student, or
 - from the date ITECH terminates the student or

determines voluntary withdrawal by the student.

Refund Policy for TITLE IV FUNDS (PELL GRANT)

The return of Title IV funds policy applies when a student who has received or whose account has been credited with Pell Grant funds withdraws, drops out, is expelled, or otherwise fails to complete the program. The calculation of Title IV funds is based on the amount of time attended in the payment period. Through the 60% point, a pro rata schedule is used. After the 60% point, a student has earned 100% of the funds scheduled to be received. Students are responsible for any outstanding financial obligations. For more information, contact the Financial Aid Office.

STUDENT CLUBS AD ORGANIZATIONS

iTECH provides opportunities for students to become members of the student organizations listed below. These organizations may be an integral part of the curriculum and are organized to aid in leadership and social skill development.

- Future Builders of America
- National Technical Honor Society (NTHS)
- Skills USA

SUSPENSIONS AND INVOLUNTARY WITHDRAWALS

Students may be suspended and/or expelled, or involuntarily withdrawn from classes for violation of attendance or behavior rules as outlined in this document and/or CCPS Code of Student Conduct. A copy of the CCPS Code of Student Conduct is maintained in any administrators' office and may be reviewed by students on request, or may be viewed online at www.iTECH.edu.

TRANSCRIPTS

Official copies of a student's transcript will be released only upon written

request.

The request must be signed by the student and it must include:

- Student name
- Name of iTECH program attended
- Student ID number or social security number
- Address of the school /business to which the transcript should be sent.

Transcripts are furnished free to the Florida Board of Cosmetology and the Florida Board of Nursing.

Additional transcripts will be supplied for a fee of \$5.00 each, payable to the Immokalee Technical Center.

TRANSFER POLICY

From Other Schools

The transfer of students into ITECH from other schools is handled on an individual basis. Any student desiring to transfer into a certificate program will follow the regular admission policies. The Advisor will evaluate the transcript from the previous program to determine advanced standing as appropriate.

When the student who is transferring receives veterans' benefits, the instructor will also determine an equivalent number of hours to be credited to the student's program of study.

Any person desiring a transfer into the Cosmetology program will also need to submit an official transcript of hours, services, and all test (written and performance) grades allowed to transfer into the State of Florida. No credit will be given for training more than five (5) years prior to entry.

Inter-Program

When a student transfers from one program to another within ITECH, the receiving instructor evaluates the progressive record from the previous program to grant the student advanced standing, whenever possible, for competencies previously met.

VISITORS/CHILDREN ON CAMPUS

Florida law requires that all visitors to public schools be screened. To ensure the safety of our students and campus all visitors are required to check in at the receptionist desk with a valid photo ID. Please be aware that the screening is strictly for Sexual Offenders/Predators and no other legal offenses. Public Safety Information Act 1997 – Sex Offender/Sexual Predator Laws require all sexual offenders/predators to register with the Florida Department of Law Enforcement (FDLE). The public may access this information at 1-888-357-7332 or <http://offender.fdle.state.fl.us/offender>

All visitors will receive a temporary name badge from the front receptionist. While on campus, the badge must be visibly worn at all times. The badge will be returned to the receptionist before leaving campus. Visitors during class time will be admitted only when visiting for curricular purposes.

Students are not permitted to bring children into classes with them or to permit children to wander unsupervised in any area of the campus.

WEAPONS, FIREARMS, DANGEROUS INSTRUMENTS, AND CONTRABAND

A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon, instrument capable of inflicting bodily harm, incendiary device, (including counterfeit devices) or any other contraband materials. Examples of such devices include, but are not limited to: knives, razor blades, box cutters, firearms, bullets, pellet or B-B guns, gun replicas, stun guns, clubs, chemical agents (e.g., pepper spray and mace), chains, black-jacks, fireworks, bombs or bomb replicas.

School authorities have the right to confiscate the above items and to search individuals when there is a reasonable suspicion that the individual may be in possession of such items. Possession and/or use of any such item by a student shall be grounds for recommendation for expulsion.

Further, per the School Board Zero Tolerance policy, possession of a firearm or weapon (as defined in the above paragraph) on school campus or within 1000 ft. of the school or at any school sponsored activity shall

result in an automatic recommendation for expulsion from the CCPS and possible criminal penalties.

In addition, the Gun-Free Schools Act, which was enacted on October 20, 1994, states that State law requires local educational agencies to expel from school for a period of not less than one full calendar year a student who is determined to have brought a firearm to school.

WITHDRAWAL

An adult student who plans to withdraw from a course prior to completion should notify the instructor, or a workforce education advisor or workforce education advisor / employment. This is a very important procedure for veterans in order to comply with Veterans' Administration directives. It is also a necessary step for financial aid recipients and Workforce Investment Act (WIA) participants.

PROGRAM ADMISSIONS AND REGISTRATION

The programs of instruction at iTECH are designed to assist individuals in gaining the skills and knowledge that they need to obtain employment or to advance in their current occupations.

1. **Vocational Certificate Programs** lead to at least one occupational completion point.
2. **Adult General Education Programs** provide instruction in basic skills for career preparation, English Language proficiency, and GED preparation.
3. **Continuing Workforce Education Courses** are career-specific training courses that do not result in a Vocational Certificate, Applied Technology Diploma, or a Vocational Degree.
4. **Apprenticeships Programs** are for students who have entered into an agreement with a participating employer that provides paid employment, 2,000 hours of on-the-job-training, and 144 hours of related training each year.

RESIDENCY FOR TUITION PURPOSES

iTECH's tuition rates are regulated by the State of Florida. These rates are lower for students who can establish "Florida Residency for Tuition Purposes."

Students are classified as Florida residents or nonresidents for tuition purposes as outlined by the [Florida Statutes](#). To qualify as a Florida resident for tuition purposes, a student must have established legal residence in Florida and must have maintained legal residence in Florida for at least 12 months immediately prior to the first day of class. Exceptions to this criterion are noted in [1009.21, 2 \(a\), 10 of Florida Statutes](#).

Summary of Residency Rules

Required: Two (2) documents from the list of approved residency documents

These documents must establish that the applicant (or the parent of a dependent applicant), has resided in the state of Florida for the 12 consecutive months prior to enrollment at iTECH.

The documents must be dated, issued, or filed at least 12 months prior to the first day of enrollment.

At least one of the two residency documents must be from the *Tier 1* list.

Students under age 24 must either provide a parent/guardian's residency documents or prove that they are INDEPENDENT and provide their *own* residency documents.

Required to establish INDEPENDENCE

- Marriage license or divorce decree
- Military Discharge Papers (DD214)
- Proof of at least \$10,957 income **not** including financial aid/scholarships; applicant may not be claimed on anyone else's tax forms
- Have a dependent child and proof of DCF aid

- Be certified as INDEPENDENT by an iTECH Advisor

TIER 1 RESIDENCY DOCUMENTS– at least one of the two required documents must be from the Tier 1 list

- Florida Driver's License
- Florida Vehicle Registration
- Florida Voter Registration Card
- Florida Vehicle Registration Card
- Proof of Florida Homestead Exemption
- Transcripts from a Florida high school for multiple years
- Proof of purchase of a permanent home in Florida that is occupied as a permanent residence (e.g. warranty deed)
- Paystubs showing at least 30 hours per week in Florida for the previous 12 consecutive months on official company letterhead from the employer verifying the previous twelve (12 consecutive months of employment in Florida.

TIER 2 RESIDENCY DOCUMENTS

- Benefit histories from Florida agencies or public assistance programs covering the required 12-month period
- An official state, federal, or court document showing legal ties to Florida for the required 12-month period
- Florida professional or occupational license
- Florida incorporation documents at least 1 year old
- Proof of membership in a Florida-based charitable organization, such as a church, or a professional organization – on letterhead, verifying the 12-month membership period
- Utility bills and proof of 12 consecutive months of payments

- A lease or rent agreement and 12 consecutive months of payments
- Declaration of domicile in Florida, issued 12 months before enrollment date

FOREIGN STUDENTS

Foreign students are allowed to register, enroll and study at ITECH/ if they have valid status as defined by the U.S. Citizenship and Immigration Service. Proper documentation proving valid status must be shown at time of registration.

ADMISSIONS – CERTIFICATE PROGRAMS

Most of iTECH's certificate programs are full-time day programs. While admissions requirements for the individual programs vary, most require applicants to take a TABE test or provide proof of an associate's degree or higher from a regionally accredited U.S. College.

To see additional, program-specific admission requirements, refer to the program section in this catalog or stop by our Student Services Office and visit one of iTECH's Workforce Education Advisors. Workforce Education Advisors are available to answer your questions on Monday through Thursday from 8:00 a.m. to 3:30 P.M.; and on Friday from 8:00 A.M. to 2:45 P.M.

Admissions Procedures:

- Meet with a Workforce Education Advisor
- Provide documentation to establish Florida Residency for Tuition Purposes.
- Complete an iTECH Application Form.
- Pay a \$30 non-refundable application fee
- Open-Access Programs: Schedule and take the TABE test, or show proof of an associate's or higher degree from a regionally accredited U.S. college or university.
- Heavy Equipment Mechanics: In addition to TABE, applicants must take the Bennett test and meet with an iTECH administrator for an

interview

- Practical Nursing: In addition to TABE, applicants must take the TEAS test, write an essay, and meet with iTECH staff for an interview
- Consult with a workforce education advisor after testing for interpretation of scores and specific program information.

RE-ADMISSIONS CERTIFICATE PROGRAMS

Readmission to Open-Access Programs

Student readmission for certificate programs, with the exception of health science programs, is based on the availability of space in the program and the earliest date that all entrance requirements are met. The applicant must:

- Re-enter within one year of withdrawal date and contact the appropriate Workforce Education Advisor to determine specific requirements for readmission into the program.
- Complete registration form and pay applicable semester tuition/fees, and other costs due to iTECH.

Readmission to Heavy Equipment Mechanics

Readmission to Heavy Equipment Mechanics requires prior approval of the Instructor and the Principal or his designee.

Readmission to Practical Nursing

- Students must re-apply within one year of drop date if transfer credit is desired. This is related to changes in technology and content that may occur after student has withdrawn if greater than one year.
- Phasing back and repeating areas of theory and/or clinical instruction will be on a space-available basis and requires a meeting with the Health Science Director.
- After a student has been readmitted once to any Health Science Program, any subsequent readmissions require permission from the Principal after the student has waited one year. The third admission

to a program requires the student to start the program from the beginning.

- Prior to readmission to Practical Nursing, student must take the pharmacology drug calculations exam and score at least 90%. If 90% is not achieved student will be readmitted beginning with the pharmacology portion of the program on a space available basis.
- Students must meet exit level TABE scores prior to readmission.

Health Science Transfer Credit

Students transferring from another health science program within the State of Florida must meet the following:

- Student must meet with the Workforce Education Advisor with official transcripts from former school.
- Student will be asked to perform clinical competencies before being admitted to ITECH programs to assure level of clinical ability. The instructor of the desired program will evaluate skill proficiency and make recommendations.
- Student must be transferring from a school with accreditation and licensing the same or higher than ITECH.
- Practical Nursing and Articulated Certified Nursing Assistant transfer students must be transferring from a State of Florida approved program and must provide proof that HIV/AIDS content has been successfully completed.
- Licensed Certified Nursing Assistants must provide proof of completion from a Board approved program within the last 2 years to be given credit for the 165 hours of program study. Otherwise, the 165 hours must be repeated in an approved program.
- Student must meet exit level TABE score prior to transfer to all year-long programs.

REGISTRATION - CERTIFICATE PROGRAMS

Students who have been accepted into an iTECH Certificate program must complete the registration process by submitting a registration form and all tuition/fees/other costs that are due to iTECH by the specified deadline.

Returning students as well as new students must complete this process each semester or payment period.

Students who do not complete the registration and payment process by the stated deadline risk losing their place in class to students on a waiting list.

Students may not attend class until tuition and fees are paid.

Student Registration: Financial Aid Payments

Students who register with financial aid should personally deliver their award letters or payment vouchers to iTECH, or at least verify with iTECH staff that the process is complete.

Most agencies consider it the student's responsibility to monitor and finalize the financial aid process.

New Students: Register by the Date Specified in Acceptance Letter

- Complete the registration form
- Pay all tuition/fees/other costs due to iTECH. *If extenuating circumstances make this impossible, contact a Workforce Education Advisor prior to the registration deadline.*
- Meet any program-specific registration requirements that are included in the letter of acceptance (e.g. specific immunizations for Health Science students, background screening for Early Childhood Education students).
- Attend an orientation on or before the first day of class.

Returning Students: Register No Later Than 2 Weeks Before Class Starts

- Complete a registration form

- Submit all tuition/fees/other costs due to iTECH no later than two weeks before class starts. *If extenuating circumstances make this impossible, contact a Workforce Education Advisor prior to the registration deadline.*

New Students – Waiting List

Students who are accepted pending an opening in their program will be added to a waiting list and notified when space is available in their program of choice.

TESTS OF ADULT BASIC EDUCATION (TABE) for CERTIFICATE PROGRAMS

Most certificate programs require that entering students without an associate or higher degree from a regionally accredited U.S. college or university take the Tests of Adult Basic Education (TABE) prior to registration.

TABE is a computerized reading, mathematics, and language basic skills exam, which takes approximately three hours to complete. The TABE is offered Monday through Thursday at 8:45 a.m. You must register in advance with student services and complete an application and pay a \$30 non-refundable fee (voided after 30 days) prior to taking the TABE.

Retesting: If a prospective student does not achieve the Florida Department of Education (DOE) exit requirements on the initial test the student will:

- Complete a minimum of 12 hours in an *Applied Academics for Adult Education* course through traditional or distance learning;
- be recommended for retesting by the instructor, after completion of remediation.
- Pay a fee of \$5 per section of the TABE Test

Basic Skills Exit Requirements:

The Florida Legislature mandates that each adult student enrolled in a

certificate program must meet minimum basic skills (reading, mathematics, and language) levels before receiving a certificate of completion for the program.

The Florida DOE has established the minimum grade level standards for each of the certificate programs. In most cases, students who desire to enter these programs must take the TABE and score within two grade levels of the required standard prior to entering the program (unless exempt).

After entering the program, students not meeting the exit grade level requirements are given the opportunity to upgrade their skills in order to achieve the required grade levels prior to completion of their program. Students will not receive their certificate of completion until they have met exit TABE scores (unless exempt).

RESIDENCY STATUS

Students are classified as Florida residents or nonresidents for tuition purposes as outlined by the [Florida Statutes](#). To qualify as a Florida resident for tuition purposes, a student must have established legal residence in Florida and must have maintained legal residence in Florida for at least 12 months immediately prior to the first day of class. Exceptions to this criterion are noted in [1009.21, 2 \(a\), 10 of Florida Statutes](#).

Evidence of Florida residency may include one or more of the following documents with applicable establishment date:

- Proof of purchase of a permanent home in Florida
- Florida vehicle registration
- Professional/occupational license in Florida
- Florida driver's license
- Florida voter's registration card
- Declaration of domicile

FOREIGN STUDENTS

Foreign students are allowed to register, enroll and study at ITECH/ if they have valid status as defined by the U.S. Citizenship and Immigration Service. Proper documentation proving valid status must be shown at time of registration.

CONTINUING WORKFORCE EDUCATION - ADMISSIONS

Short-term, part-time courses designed to meet the needs of industry and the communities are offered. Continuing workforce education classes provide students with an opportunity to supplement their present job skills or to explore a new career. Most classes are offered in the evenings. See program schedule for class listing and times. For tuition purposes students must meet Florida residency status.

ADMISSION PROCEDURES FOR CONTINUING WORKFORCE EDUCATION COURSES

Students may register in person. Applications are available at the ITECH student services desk.

- Complete an application
- Pay required tuition. (It is recommended that the students register in advance in order to secure a space in the class.)

iTECH reserves the right to change dates, times and fees and cancel continuing workforce education classes due to low enrollment.

ADULT GENERAL EDUCATION (A.G.E.) PROGRAMS – TUITION AND ADMISSIONS

Adult General Education courses provide instruction to help adults learn academic skills necessary to become successful in their career choices and

in their communities.

These programs include General Educational Development (GED) preparation; English for Speakers of Other Languages (ESOL); Applied Academics for Adult Education (AAAE); and Adult Basic Education (ABE). Refer to the program section of this catalog for additional information.

AGE classes are held at the following times:

- Day Classes: 8:00 A.M. to 2:15 P.M. Monday - Friday
- Evening Classes: 6:00 P.M. to 8:45 P.M. Monday - Thursday

Tuition for AGE Programs

Tuition for AGE programs is due each semester:

- \$30 per semester for students who have established Florida Residency for Tuition Purposes,
- \$120 per semester for non-residents

See RESIDENCY FOR TUITION PURPOSES for more information on the documentation required to qualify for the \$30 resident's fee.

This block tuition covers all AGE courses taken in the Collier County School District during a given semester.

There are three semesters in the CCPS academic year:

- Fall: August 22- January 13
- Winter: January 18 to June 6
- Summer: Varies by location

ADMISSION PROCEDURES FOR AGE PROGRAMS

New Students: AGE courses will be filled on a space-available basis. If no space is available in a class, students will be added to a waiting list and contacted when there is an opening in their program of choice.

Returning Students: Students who are enrolled in an AGE program (ESOL/ELL, GED, ABE, AAAE) may secure space in the program for the next semester by completing the enrollment process and paying the block tuition fee by the date indicated on the Academic Calendar. Students will be reminded of this date in classes.

Day Program: Students interested in a day program should come to the Student Services Office between the hours of 8:00 A.M. and 3:00 P.M. Monday through Friday. If no space is available in a class, students will be added to a waiting list and contacted when there is an opening in their program of choice.

Evening Program: Students may register for evening classes on Monday through Thursday from 1:00 P.M. until 8:00 P.M.

Students applying for admission to AGE programs must:

- Provide documentation of residency for tuition purposes and pay the \$30 tuition
OR
Pay \$120 tuition
- Sign a residency affidavit and complete a registration packet.
- Attend class/orientation
- Sign up for the CASAS test (ESOL classes)
OR
TABE test (GED, ABE, AAAE classes).

STUDENT SERVICES

CAREER AND PLACEMENT SERVICES

A Workforce Education Advisor is available at ITECH to assist current and former students in finding job opportunities, though placement is not guaranteed. Instructors also assist students in finding job opportunities.

Specialized individual assistance is provided in the following areas:

Career Assessment: Is available for those interested in choosing programs or focusing career interests. Staff will provide feedback on the assessment results and help you to understand the steps to making a career decision.

Career Counseling: Job placement assistance from the Workforce Education Advisor / Employment is available to all students. Individual appointments may be scheduled with our professional staff to discuss any career development issue from choosing a program or career, to changing careers, to finding full-time or part-time employment.

Career Resources: Printed and computerized resources on career planning and job search topics are available. Topics include career exploration, occupational outlook, salary, employment correspondence, and networking.

Job Placement Center: Printed and computerized resources on career planning and job search topics are available. Topics include career exploration, occupational outlook, salary, employment correspondence, and networking.

EMPLOYMENT ASSISTANCE

Resume Critique: Handouts are available to guide students and alumni in drafting resumes and employment correspondence. Individual appointments can be scheduled with our Workforce Education Advisor / Employment to have completed drafts critiqued.

Job Listings: The Workforce Education Advisor maintains a list of contact persons in a variety of employment fields. Full-time and part-time jobs are posted on the iTECH facebook page and the employment opportunity boards located in Student Services Department. Internet access is also available to search for positions locally, regionally, and nationally. See the Workforce Education Advisor / Employment for referrals to employment services.

Employer Literature/Application File: Company recruitment literature, videos, and applications are kept on file in the Workforce Education Advisor / Employment's office. This information is helpful for those preparing for job interviews or investigating employment opportunities. When a student decides to leave a program either by completion, employment, or for other reasons, the student should make an appointment with the Workforce Education Advisor for an exit interview. Since placement assistance continues after a student leaves a program, it is important that each student meet with the Advisor.

FINANCIAL AID

The Financial Aid program is designed to help eligible students with educational expenses such as tuition and fees. The amount of financial aid a student receives is determined by the funding source and the student's financial need. Eligibility requirements include:

- Be a citizen or eligible non-citizen with valid Social Security number.
- Enroll in an eligible program.
- Qualify for financial need through [FAFSA](#) and ITECH process.
- Maintain satisfactory academic progress once enrolled.

For more information and applications, contact the Financial Aid Office.

SPECIALIZED STUDENT SERVICES

The school offers vocational education for students with disabilities, which is a job development/job placement program designed to assist special needs students. The program helps students make the transition from school to work. Modifications and accommodations are available to students with disabilities. Specialized individual assistance is provided in the following areas:

- Agency Referrals
- Career Counseling
- Enrollment/Registration
- Equipment Accommodations
- Financial Aid Application Process
- Job Placement
- Testing Accommodations
- Job Retention Skills

Individuals must qualify by self-identifying and providing documentation of a disability such as: a learning disability, deafness, a physical disability, a visual impairment, an emotional/mental health disability, a mental impairment, or ADD.

VETERANS' EDUCATIONAL BENEFITS

ITECH is approved by the State Approving Agency for Veterans' Training under the Department of Veterans Affairs.

The following steps are required to initiate and continue eligibility for applicable veterans' educational benefits:

Veteran/eligible dependent will contact the Financial Aid Advisor well in advance of enrollment to complete and process appropriate application forms.

Veteran/eligible dependent will apply for and enroll in an approved

ITECH vocational certificate program and pay all regular fees and charges.

Financial Aid Advisor will certify the veteran/eligible dependent's entry into ITECH vocational certificate program with submission of an Enrollment Certification form along with application forms, as applicable. Transcripts from previous postsecondary educational / training will be reviewed, and if applicable, will be credited toward the student's current program as appropriate.

Department of Veterans Affairs will determine eligibility and entitlement to benefits. Payments are generally paid monthly and mailed directly to the veteran or eligible dependent.

Veteran/eligible dependent is responsible for reporting changes in enrollment and/or interruption/termination of attendance by contacting the Financial Aid Advisor.

Financial Aid Advisor will monitor for standards of progress and will provide consequences to any unsatisfactory standards of progress.

For more information about Veterans Education Benefits, please call the VA toll-free telephone number: 1-888-442-4551.

ABSENCES

Veteran/eligible dependent may be allotted the equivalent of no more than 10% per semester for absences, per school policy. Additional attendance policies may exist for specific programs and are available from the applicable department. Tardiness will result in loss of attended hours, per school policy.

ITECH does not recognize excused absences. Students should contact the Workforce Education Advisor for guidance on emergency situations. Leave of absence is not applicable for students receiving veterans' benefits.

If the veteran/eligible dependent exceeds the allotted 10% absences, or if the student is absent for seven (7) or more consecutive scheduled class days, the student will be withdrawn from the class enrollment. If the veteran/eligible student desires to re-enter the class, the veteran/eligible dependent student's name will be placed at the end of any existing

waiting list for re-entry the next semester or next available opening. The veteran/eligible student may appeal this process through the Grievance Policy.

SATISFACTORY ACADEMIC PROGRESS

Veteran/eligible dependent must maintain minimum standards of achievement for their programs each semester, per school policy. The standards include:

ATTENDANCE: Students must be progressing at a rate that will enable them to complete their program within 150 percent of the program length as set forth in the State Curriculum Frameworks.

GRADES: Students in non-health science programs must maintain an overall grade of "C". Health science students must maintain an overall average of "B". A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. Any noncredit remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion. The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%.

COMPETENCIES: Students must complete at least 80% of the competencies and assignments. Therefore, if a student's work is satisfactory, but he/she is behind in completing the program's competencies and assignments, he/she cannot be reported as meeting minimum standards of achievement.

CONDUCT: Exhibiting conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Student Conduct and Discipline Code and other ITECH policies.

Veteran/eligible dependent will receive an evaluation every semester to keep them informed. A copy of the report will be placed in the student's permanent file. Additionally, veteran/eligible dependent's academic progress and attendance will be monitored monthly.

The veteran/eligible dependent who does not meet minimum standards of

progress on a monthly basis will be placed on academic probation and counseled by the instructor. A student who does not agree with probationary status may present his/her concerns through the Grievance Policy. If the veteran/eligible dependent does not achieve satisfactory academic progress standards during the probationary period, the student will be terminated for unsatisfactory progress.

A veteran/eligible dependent whose educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one semester has elapsed. The school may recertify the student only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program

TECHNICAL PROGRAMS

COMPUTER AND BUSINESS TECHNOLOGY

ACCOUNTING OPERATIONS

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Bookkeeper and Accounting Assistant. Students develop bookkeeping principles that emphasize classifying, recording, summarizing numerical data and making computations to compile and keep financial records. When registering, students must register for the complete program.

OTA0040 - Information Technology Assistant - (150 hours):

This course provides a basis of current business and information systems and trends and to introduce students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications.

ACO0040 -Accounting Clerk - (300 hours):

This course emphasizes double-entry accounting; methods and principles of recording business transactions; preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities and changes in equity; preparation of financial statements; voucher systems; cash receipts; petty cash; payroll records; and internal control systems.

ACO0041- Accounting Associate - (300 hours):

This course continues the application of accounting principles to various entities. The content includes methods for determining the cost of merchandise inventory, general ledger account analysis, the aging process, depreciation, and financial statement interpretation, analysis of transactions, correcting entries and tax forms.

ACO0042- Accounting Assistant - (150 hours)

This course provides a capstone of accounting principles with the use of commercial accounting software. The content includes the accounting cycle through proprietorships, partnerships and corporate accounting. Other areas of emphasis will include payroll, tax forms and investment management.

Career Opportunities: Accounting Clerks, Auditing Clerks, Bookkeepers, Clerical positions in specialized areas such as law, medicine, engineering, real estate, government, education, and small business, Inventory Clerks, and Payroll Clerks.

Program Length: 900 hours

Schedule: Fall and Spring – M-F; 8:00 a.m. – 2:15 p.m.

Approximate Cost: \$3,286

Registration Requirements: Students must take the Tests of Adult Basic Education (TABE). In lieu of the TABE test, applicants who possess a college degree at the associates in applied science level or higher may submit proof of a U.S. college degree from a regionally accredited institution.

Basic Skills Exit Requirements: Reading-9, Math 9, Language 9 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

COMPUTER SYSTEMS TECHNOLOGY

Program content includes, but is not limited to, installation, programming, operation, maintenance and servicing of computer systems; and diagnosis and correction of operational problems in computers arising from mechanical, electrical, or electronic malfunctions. Preparation for Comptia's A+ Certification and the NET+ certification exams are included in this program. When registering, you must register for the complete program.

EEV0501 – End User Support Technician (450 hours):

This course includes fundamentals of software and hardware, customer relations, communication skills, and employability skills.

EEV0502 – PC Electronics Installer (150 hours):

This course includes basic laboratory practices, electronic fundamentals, and basic math and science as they relate to electronic devices.

EEV0503 – Computer Support Specialist – PC Technician (300 hours):

This course includes configuring and troubleshooting computer systems and peripheral equipment.

EEV0506 – Field Service Technician – LAN Technician (300 hours):

This course includes learning network fundamentals and installing, configuring, and troubleshooting network equipment systems.

EEV0508 – Digital Electronics Technician (450 hours):

This course includes advanced computer concepts, advanced operating systems and entrepreneurship principles.

Career Opportunities: Job opportunities include Data Processing Equipment Repairers and Computer Service Technicians. Upon graduation the student will be able to install, modify, and make minor repairs to microcomputer equipment and prepare systems for delivery. Graduates may also provide technical assistance or training to users.

Program Length: 1650 hours

Schedule: Fall and Spring – M-F; 8:00 a.m. – 2:15 p.m.

Approximate Cost: \$7,365

Registration Requirements: Students must take the Tests of Adult Basic Education (TABE). In lieu of the TABE test, applicants who possess a college degree at the associates in applied science level or higher may submit proof of a U.S. college degree from a regionally accredited institution.

Basic Skills Exit Requirements: Reading 9, Math 10, Language 9 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

Prepare for Industry Certification Exams in Cisco, CCENT & CCNA, CompTia A+ & Server+.

LEGAL ADMINISTRATIVE SPECIALIST

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Legal Secretary. When registering, students must register for the complete program.

OTA0040 – Information Technology Assistant (150 hours):

This course is designed to provide a basis of current business and information systems and trends and to introduce students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications, so they may be used as communication tools for enhancing personal and workplace proficiency in an information-based society.

OTA0041 – Front Desk Specialist (300 hours)

This course is designed to assist with administrative and general office duties in a support capacity and to develop proficiency in using the advanced features of software programs to perform office-related tasks. It also explores and expands the core competencies in the areas of personal and professional development and promotes application of higher-level office procedures, tasks and communication skills through the use of technology.

OTA0042 – Administrative Support (150 hours):

This course develops an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles. In addition, detail on appropriate leadership and supervision techniques, customer service strategies, ethics, business law concepts, and different types of insurance are emphasized.

OTA0050 – Legal Administrative Specialist (450 hours):

This course provides the legal office functions and responsibilities to accomplish job objectives and uses technology to increase legal office support productivity, to include: legal terminology, preparation of legal documents, specialized legal software, maintaining and utilizing a legal reference library, transcription of legal documents and knowledge of the various types of law practices.

Program Length: 1050 hours

Schedule: Fall and Spring – M-F; 8:00 a.m. – 2:15 p.m.

Approximate Cost: \$3,959

Registration Requirements: Students must take the Tests of Adult Basic Education (TABE). In lieu of the TABE test, applicants who possess a college degree at the associates in applied science level or higher may submit proof of a U.S. college degree from a regionally accredited institution.)

Basic Skills Exit Requirements: Reading 10, Math 10, Language 10 (unless exempt)

Career Opportunities: Legal Secretary, Litigation Secretary, Law Library Clerk, Legal Document Processors, Legal Office Clerks, Legal Records Clerks, Judicial Clerks.

Certificate

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

MEDICAL ADMINISTRATIVE SPECIALIST

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Medical Secretary. The content includes the use of technology to develop communication skills, higher level thinking skills, and decision making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents. When registering, you must register for the complete program.

OTA0040 – Information Technology Assistant (150 hours):

This course is designed to provide a basis of current business and information systems and trends and to introduce students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications, so they may be used as communication tools for enhancing personal and workplace proficiency in an information-based society.

OTA0041 – Front Desk Specialist (300 hours):

This course is designed to assist with administrative and general office duties in a support capacity and to develop proficiency in using the advanced features of software programs to perform office-related tasks. It also explores and expands the core competencies in the areas of personal and professional development and promotes application of higher-level office procedures, tasks and communication skills through the use of technology.

OTA0631 – Medical Office Technologist (300 hours)

This course includes performing specialized medical office procedures including health insurance, verification, billing and collections and scheduling auxiliary services, preparing medical documents, maintaining and utilizing a medical reference library, and transcribing medical documents.

OTA0651 – Medical Administrative Specialist (300 hours):

This course provides a capstone of medical office functions, to include medical terminology, medical emergency management procedures and medical document transcription.

Program Length – 1050 hours;

Schedule - Fall and Spring, 8:00 A.M. to 2:15 P.M. Monday - Friday

Approximate Cost - \$4,100

Registration Requirements: Students must take the Tests of Adult Basic Education (TABE). In lieu of the TABE test, applicants who possess a college degree at the associates in applied science level or higher may submit proof of a U.S. college degree from a regionally accredited institution.

Basic Skills Exit Requirements: Reading 10, Math 10, Language 10 (unless exempt).

Career Opportunities: Medical Secretary, Unit Secretary, Medical Office Clerks, Medical Insurance Secretary and Medical Records Clerk.

Certificate

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

MULTIMEDIA DESIGN

The Multimedia Design program focuses on producing the conceptual, technical, and visual design skills required to create multimedia applications and environments. Students will learn professional applications for many programs, including Adobe, digital video editing, etc. Hands-on projects will provide essential skills in working in a broad range of media. When registering, students must register for the complete program.

OTA0040 – Information Technology Assistant (150 hours):

This course includes overview of information systems, workplace communications, management, mathematics and finance, job readiness and career development, network/software support, web design, information technology and software applications.

GRA0005 – Multimedia Production Assistant (150 hours):

This course includes characteristics of various types of presentations, identification of presentation materials and marketing mediums, design characteristics, and knowledge of copyright laws, graphic and other file formats.

GRA0006 – Multimedia Junior Designer (450 hours)

This course includes web page design, HTML commands, WYSIWG editor, web design and web animation software usage

GRA0007 – Multimedia Designer (300 hours):

This course includes using presentation software and equipment and using video editing software and equipment.

GRA0008 – Multimedia Producer (150 hours):

This course includes creating a self-running presentation with synchronized audio and conversion of presentation slides into streaming ASF files for web use, planning interactive projects for use in a kiosk/computer-based training, authoring software use to create projects, collaboration, and work-based learning experiences.

GRA0009 – Multimedia Specialist (150 hours):

This course includes creating a digital resume and digital portfolio and marketing multimedia production skills for employment.

Program Length – 1350 hours

Schedule - Fall and Spring, 8:00 A.M. to 2:15 P.M. Monday - Friday

Approximate Cost –\$5,248

Registration Requirements: Students must take the Tests of Adult Basic Education (TABE). In lieu of the TABE test, applicants who possess a college degree at the associates in applied science level or higher may submit proof of a U.S. college degree from a regionally accredited institution.

Basic Skills Exit Requirements: Reading 10, Math 10, Language 10 (unless exempt)

Career Opportunities: Media Specialist, Web designer, Audio-Video Engineer

Certificate

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

HEALTH SCIENCE

NURSING ASSISTANT (ARTICULATED)

Program content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, gerontology, nutrition, health and safety, nursing skills and employability skills. Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified registered nurse instructor. Clinical and simulated laboratory learning experience must correlate with didactic instruction.

The State of Florida Nursing Assistant Certification Exam must be taken within three (3) months of program completion in order to work.

HSC0003 – Basic Healthcare Worker - (90 hours)

This course is an introduction to the health professions and is a state mandated requirement for all health occupation programs. Emphasis is placed on communication skills as well as legal and ethical responsibilities for the health professional. Students learn to respond to emergency situations, infection control procedures including bloodborne pathogens, computer literacy, confidentiality issues and employability skills.

HCP0121 – Nurse Aide and Orderly - Articulated (75 hours)

This course is designed to prepare students to assist residents in a long-term care facility with the activities of daily living. It is inclusive of classroom, lab and clinical experiences.

Career Opportunities

Completion of this program will enable the graduate to apply to take the Nursing Assistant/Nurse Aide Certification Exam for certification in Florida. Employment opportunities exist in nursing homes, rehabilitative centers and nursing agencies as nursing assistants, nursing aides and orderlies.

Program Length

165 hours, including 90-hour Health Science core and 40 hours of clinical experience with not less than 20 hours in a long-term care facility.

Approximate Cost – \$1,322

Admissions Requirements

TABE Test (or proof of exemption)

- Minimum age requirement
- Student accident and liability insurance policy
- Accredited high school diploma or GED
- Physical on iTECH form. This physical includes immunization information as well as general physical health
- Florida Department of Law Enforcement (FDLE) Background Check and Drug Screen per iTECH policy. This policy is available upon request
- Current Cardiopulmonary Resuscitation (CPR) card with basic life support for Health Care Provider from one of the approved organizations – to be maintained throughout the program
 - [American Heart Association](#) - Basic Life Support for Health Care Providers
 - [American Red Cross](#) - Professional Rescuer
 - Check online for information regarding classes in our area.

Certificate

A certificate is awarded to students who successfully complete the program's competencies.

Upon completion, the student is prepared to take the Florida State Nursing Assistant Certification Exam.

PRACTICAL NURSING

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

HSC0003 – Basic Healthcare Worker (90 hours)

This introduction to the health professions is a state-mandated requirement for all health occupation programs. Emphasis is placed employability skills; communication skills; and legal and ethical responsibilities for health professionals. Students also learn emergency response and infection control procedures.

HCP0121 – Nurse Aide and Orderly - Articulated (75 hours):

This course is designed to prepare students to assist residents in a long-term care facility with the activities of daily living. It includes classroom, lab, and clinical experiences.

PRN0091 – Practical Nurse 1 of 3 (285 hours)

This course includes computer literacy as well as verbal and written communication required for nursing; ethical responsibilities; human growth and development; aseptic techniques; anatomy and physiology; physical comfort and safety functions, and personal patient care.

PRN0092 – Practical Nurse – 2 of 3 (450 hours):

This course includes nursing procedures, medication administration, nutrition principles, nursing principles regarding care for medical/surgical/oncology patients, the principles of infection control, and care for pre-operative and post-operative patients.

PRN0096 – Practical Nurse – 3 of 3 (450 hours)

This course includes bio-psycho-social support; nursing principles regarding care for maternal/newborn patients, pediatric patients, and geriatric patients; and organizational skills and employability skills specific to practical nursing.

Career Opportunities

Completion of this program enables the graduate to apply to take the National Council for Licensure Exam (NCLEX). Passing this exam allows graduates to become licensed to practice nursing in a variety of settings and/or be granted advance standing in many R.N. programs. Career opportunities for licensed practical nurses include employment in hospitals, clinics, extended care facilities, rehab centers, doctor's offices, home healthcare agencies, and hospice or private duty.

Day Program

Program Length – 1350 hours including not less than 675 clinical hours in different clinical areas and sites;

- Schedule - Fall and Winter, M-F; 8:00 a.m. to 2:40 p.m.

Approximate Cost – \$6,079

Admissions Requirements

TABE Test (or proof of exemption)

TEAS Test demonstrating ability to benefit from the program

- Interview
- Written essay on selected topic
- Minimum age requirement
- Student accident and liability insurance policy
- Accredited high school diploma or GED
- Physical on iTECH form. This physical includes immunization information as well as general physical health
- Florida Department of Law Enforcement (FDLE) Background Check and Drug Screen per iTECH policy. This policy is

available upon request

- Current Cardiopulmonary Resuscitation (CPR) card with basic life support for Health Care Provider from one of the approved organizations – to be maintained throughout the program
 - [American Heart Association](#) - Basic Life Support for Health Care Providers
 - [American Red Cross](#) - Professional Rescuer
 - Check online for information regarding classes in our area.

Basic Skills Exit Requirements

Reading 11, Math 11, Language 11(unless exempt)

Applicants requesting credit for the 90-hour health science core or the 165 hour nursing assistant portion or Practical Nursing must have: (1) provided official documentation of completion of an articulated nursing assistant program from a regionally accredited school, (2) be currently working as a nursing assistant or have completed ITECH's articulated nursing assistant program

Certificate

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

HOME HEALTH AIDE

Program content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, gerontology, nutrition, health and safety, nursing skills and employability skills. Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified registered nurse Instructor. Clinical and simulated laboratory learning experience must correlate with didactic instruction.

HSC0003 – Basic Healthcare Worker (90 hours)

This course is an introduction to the health professions and is a state mandated requirement for all health occupation programs. Emphasis is placed on communication skills as well as legal and ethical responsibilities for the health professional. Students learn to respond to emergency situations, infection control procedures including blood borne pathogens, computer literacy, confidentiality issues and employability skills.

HCP0330 – Home Health Aide (75 hours)

This course is designed to activate skills of daily living. It is inclusive of classroom, lab and clinical experiences.

Program Length

165 hours, including 90-hour Health Science core and 40 hours of clinical experience with not less than 20 hours in a long-term care facility.

Approximate Cost – \$1322

Admissions Requirements

TABE Test (or proof of exemption)

- Minimum age requirement
- Student accident and liability insurance policy
- Accredited high school diploma or GED
- Physical on iTECH form. This physical includes immunization information as well as general physical health
- Florida Department of Law Enforcement (FDLE) Background Check and Drug Screen per iTECH policy. This policy is available upon request
- Current Cardiopulmonary Resuscitation (CPR) card with basic life support for Health Care Provider from one of the approved organizations – to be maintained throughout the program
 - [American Heart Association](#) - Basic Life Support for

Health Care Providers

- [American Red Cross](#) - Professional Rescuer
- Check online for information regarding classes in our area.

Certificate

A certificate is awarded to students who successfully complete the program's competencies.

Upon completion, the student is prepared to take the Florida State Nursing Assistant Certification Exam

PERSONAL AND HUMAN SERVICES

COMMERCIAL FOODS CULINARY ARTS (NEW)

Students practice the skills for this program by working and learning in the iTOWN Café, which serves breakfast and lunch Monday through Friday on regular school days. It focuses on broad, transferable skills and stresses demonstration of the following elements of the Commercial Foods and Culinary Arts industry: cooking and baking techniques; planning; management; finance; technical and product skills; labor issues; community issues; and health, safety, and environmental issues.

HMV0100 – Food Preparation (300 hours)

Students will learn to use and care for commercial culinary equipment in the state-of-the-art iTOWN Café kitchen. They will follow state health and safety guidelines as they read, follow, and prepare recipes. Students will identify a personal career path as they demonstrate a positive work ethic, personal integrity, and employability skills such as punctuality, dependability, appropriate appearance, and maintaining positive relationships in the workplace.

HMV0170 – Cook, Restaurant (300 hours)

Students will apply the principles of nutrition as they demonstrate creativity and quality in menu planning, and in advanced cooking and baking techniques. Duties will include front-of-the-house tasks working with customers in the iTOWN Café. Back-of-the-house skills will expand to include food identification, selection, purchasing, receiving, storing, and inventory tasks. Students will use oral and written skills in creating, expressing, and interpreting information required in the food service industry.

HMV0171 – Chef/Head Cook (300 hours)

Students will demonstrate buffet food preparation skills which will include preparing for and serving food at daytime and evening events in iTech's Conference Center. Specific skills for this course include the preparation of: (a) fruit and vegetables; (b) dairy, egg, and starchy products; (c) stock, soups, and sauces; (c) meat, poultry, and seafood; (d) bakery goods and desserts.

HMV0126 – Food Service Management (300 hours)

Students will use information technology tools as they develop a business plan and demonstrate the ability to incorporate guidelines, laws, and regulations for the food service industry. They will focus on management skills that include: (a) cost-control techniques to maximize profitability; (b) analysis of work roles of teams, departments, and organization; (c) comparison of restaurant menus; (d) development and preparation of menus for customers on special diets.

Program Length: 1200 hours

Schedule: Fall and Winter; Monday – Friday; 8:00 a.m. to 2:15 p.m.

Approximate Cost: \$4,152

Career Opportunities

Short-order Cook, Line Cook, Restaurant Cook, Prep Cook, Baker's Helper, Salad Maker, Server

Admissions Requirements

- Tests of Adult Basic Education (TABE) Test or proof of exemption
- Accident Insurance

Basic Skills Exit Requirements

Reading 9, Math 9, Language 9 (unless exempt)

Certificates

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

COSMETOLOGY (NEW)

Course Progression for Students Entering the Program in the 2010-2011 Academic Year

Students practice the skills for this program by working and learning in the classroom and in *iSalon*, a new upscale salon that is open to the public on regular school days. Program content includes, but is not limited to, communication skills, leadership skills, human relations skills and employability skills, safe and efficient work practices, Florida cosmetology law and rules, acquisition of knowledge of cosmetology and its related chemistry, and development of skill in performing the manipulative techniques required in the practice of cosmetology.

CSP0009 – Grooming/Salon Services, Facials & Nails (225 hours)

Students will begin in the classroom learning about State Board of Cosmetology requirements, safety practices, and cosmetology laws and regulations. Throughout the program, students will learn and practice competencies in employability, communication, math and science skills required to succeed in industry. They will gradually move to the *iSalon* setting for demonstrations and practice in the following: (a) manicuring and pedicuring (b) applying artificial nails and nail wraps; (c) facials and related massage; (d) makeup; and (d) preparing hairpieces, wigs and hair attachments in performing haircuts on a mannequin or client.

COS0002 – Cosmetologist and Hairdresser (300 hours)

Students will identify shampoo/hair conditioners and scalp treatments, evaluate scalp and hair needs and communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses. They will demonstrate application of shampoo, manipulations and rinsing. Students will also identify and perform hair shaping (cutting); illustrate ways in which geometric shapes can be combined in performing haircuts on a manikin or client; and practice communicating the strategies necessary to meet individual client needs.

COS0003 – Cosmetologist and Hairdresser (300 hours)

Students will perform “wet set” using principles of design (i.e. hair sculpturing, rollers and fingerwaves). They will set up equipment and

perform thermal styling while utilizing knowledge of anatomy, angles, planes and laws of color in "combing-out" various hairstyles. Students will also demonstrate hair braiding techniques, and they will practice styling individual hairpieces and incorporating, attaching and blending hairpieces into the desired hairstyle.

COS0009 – Cosmetologist and Hairdresser (300 hours)

Students will study the analysis of hair and the selections of approximate solutions practice competencies in permanent waving/ reconstruction curl/chemical relaxing. They will learn about all types of hair coloring and bleaching, the performance of predisposition test, and selection of correct supplies and equipment. As students approach program completion, they will spend additional time in the classroom setting preparing for the Florida Board of Cosmetology Licensure Exam.

Career Opportunities

Technician, Platform Artist, Instructor, Salon Owner or Manager, Perm Specialist, Color Specialist, Hair Cutter, Hair Stylist, Consultant, Facial or Nail Specialist, Sales, Makeup Artist, Cosmetologist.

Program Length

1200 hours; absences do not count toward the total hours required

Schedule: Fall and Winter, Monday—Friday, 8:00 a.m. to 2:15 p.m.

Approximate Cost: \$4,711

Application Requirements

TABE Tests of Adult Basic Education (or proof of exemption)

Basic Skills Exit Requirements

Reading 9, Math 8, Language 8 (unless exempt)

Certificates

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

Prepare for Florida State Board of Cosmetology exam.

NAILS SPECIALTY

Students practice the skills for this program by working and learning in the new, upscale iSalon. Content includes safe and efficient work practices, Florida Cosmetology law and rules, acquisition of knowledge of cosmetology specialist nails and the related chemistry, bacteriology, anatomy and physiology, development of skills in performing the manipulative techniques required in the practice of cosmetology specialist nail. Instruction and learning activities are provided in a laboratory setting using hands-on experiences with chemicals, implements, and equipment appropriate to the program's content and in accordance with safety and sanitation practices in the trade.

CSP0015 – Manicurist and Pedicurist (240 hours):

Content includes nail structure and disorders of the nails; proper selection and use of equipment, implements, cosmetics and materials in giving a plain manicure and pedicure; and preparation of the manicure table. Practice of safety rules when shaping nails and giving hand and arm massage along with techniques in nail wrapping and sculptured nails are included.

Career Opportunities

This program prepares students for employment as cosmetology specialists in nails, pedicures and nail extensions. Instruction is designed to qualify students for employment upon successful completion of the program and obtaining a registration from the State Board of Cosmetology.

Program Length: 240 hours

Schedule: To Be Determined

Approximate Cost: \$1,199

Certificate

A certificate is awarded to students who successfully complete the program's competencies.

EARLY CHILDHOOD EDUCATION

Students will practice the skills for this program by working and learning in the Little Indians Pre-School, as gain experience preparing lessons and teaching toddlers in the two-to-three-year old classroom and in the VPK classroom/lab. Instructional activities provide practice in every aspect of early childhood education, including the areas of fostering large and small muscle development, social, emotional, and school readiness.

HEV0117 – Child Care Worker (45 hours)

This course covers the competencies in the 30 hours of DCF mandated training: State and Local Rules and Regulations; Health, Safety, and Nutrition; Identifying and Reporting Child Abuse and Neglect; Child Growth and Development; and Behavioral Observation and Screening. It also includes the 10 hour Preschool Appropriate Practices course and five hours of literacy training. Also included are components on communication, leadership, and relationship skills, methods of guidance, professionalism, career opportunities in the profession, community resources, and the development of an emergent reading and writing program including literacy activities.

HEV0101 - Child Care Teacher Aide (105 Hours)

Students will acquire competence in basic curriculum development, child development theories, factors that influence development, and planning and implementing a variety of developmentally appropriate activities for infants, toddlers, and preschoolers.

HEV0156 - Preschool Teacher (300 Hours)

Students will continue to gain skill in curriculum planning and child development theories as they design a variety of developmentally appropriate activities for toddlers and preschoolers. Students will acquire competence in understanding school-age children and children with special needs. Classroom management techniques, creating optimum environments for all children, and developing appropriate curriculum are also emphasized.

HEV0162 – Child Care Development Specialist (150 Hours)

This course prepares students to be a child development specialist. Students will acquire competence in the areas of mentoring, developing the ability to motivate children, recognizing cultural differences when planning activities, and including children with special needs. There is an emphasis on professional development including locating information on recent developments in brain research and current trends in Early Childhood Education.

Career Opportunities

Child Care Worker, Child Care Center Instructor.

Program Length

600 hours; absences do not count toward the required total

Schedule

Fall and Spring – M-F; 8:00 a.m. – 2:15 p.m.

Approximate Cost

\$2,371

Application Requirements

TABE (unless exempt)

Basic Skills Exit Requirements

Reading 9, Math 9, Language 9 (unless exempt)

Certificates

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

ECPC Certificate for students who meet DCF guidelines.

TRANSPORTATION AND INDUSTRIAL EDUCATION

DRAFTING

Students will use traditional and computer assisted drawing techniques to develop a portfolio that demonstrates mastery of architectural, civil, mechanical, and structural drafting. The portfolio will include multi-level residential and commercial buildings complete with materials lists, cost estimates, and pictorial representations. Civil drawings will demonstrate an understanding of the relationship of structures to topography, utilities, drainage, and highways. The portfolio will also include drawings that indicate mastery of the relationship and tolerances of mechanical and structural materials used in construction.

TDR0070 – Blueprint Reader (150 hours) OCP A:

Apply basic drafting skills, fundamental computer skills, multi-view drawings, sectional views, auxiliary drawings, and basic dimensioning application.

TDR0370 – Drafting Assistant (450 hours) OCP B:

Practice pictorial drawings, surface development preparations, and basic architectural drawings. Develop an understanding of civil drawings; and computer aided drawings.

TDR0775 –Drafting Industries 1 (150 hours):

Prepare computer-aided multi-level residential drawings that orient the structure to the plot, street, sidewalk, and utility lines. Include and label specialty features (pool/patio/spa/gazebo), a basic landscape plan, and exterior views represented through isometric and oblique drawings.

TDR0776 –Drafting Industries 2 (150 hours) OCP C:

Apply CAD techniques to multi-view, dimensioned drawings with accompanying bill of materials. Prepare computer-aided 3D mechanical drawings. Prepare drawings including plans for foundation, basic residential electrical plan, HVAC, and plumbing.

TDR0570 – Architectural Drafter (150 hours) OCP D:

Complete architectural drawings of a commercial building that complies with codes and ordinances. Include schedules and cost estimates; produce pictorial drawings; prepare color presentation pictorial drawings and dynamic presentation zoom and/or walk-through views.

TDR0874 –Civil Drafter (150 hours) OCP E:

Prepare drawings to include: traverse; street layout; range, section and township; and map drawings. Prepare computer aided map details that demonstrate an understanding of basic surveying and mapping procedures, prepare basic and advanced civil drawings including topography, utilities, drainage, and highways.

TDR0777 – Mechanical Drafter (150 hours) OCP F:

Prepare advanced mechanical drawings including fasteners, cam, gear, and spring calculations and drawings. Prepare production drawings for multiple fastening, assembly, and installation processes; pneumatic/hydraulic drawings; and tool drawings.

TDR0875 – Structural Drafter (150 hours) OCP G

Prepare advanced architectural drawings using standard practice manuals and other technical data for the use on steel, reinforced concrete, and timber, complete with fastening and connection details, and an advance bill for ordering materials.

Career Opportunities: A well-developed portfolio that demonstrates sound drafting skills can open the doors to employment opportunities in architectural, civil, mechanical, and structural drafting.

Program Length: 1500 hours

Schedule: Fall and Spring, 8 A.M. to 2:15 P.M. Monday - Friday

Approximate Cost: \$4,706

Registration Requirements: Students must take the Tests of Adult Basic Education (TABE). In lieu of the TABE test, applicants who possess a college degree at the associates in applied science level or higher may submit proof of a U.S. college degree from a regionally

accredited institution.

Basic Skills Exit Requirements: Reading-9, Math 10, Language 9 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

AUTOMOTIVE SERVICE TECHNOLOGY

This program focuses on broad, transferable skills and stresses understanding and demonstration elements of the automotive industry skills tested by the National Institute for Automotive Service Excellence (ASE). Shop or laboratory activities are an integral part of this program.

AER0014 – Automobile Service Assistor (300 hours)

Equipment, skills and safety regulations; routine maintenance and consumer services; math, communication, employability, and basic science skills as related to the automotive industry/

AER0110 – Engine Repair Technician (150 hours)

Diagnosis and repair for the general engine, cylinder head and valve train, engine block, and lubrication and cooling systems.

AER0257 – Automatic Transmission and Transaxle Technician (150 hours)

Operation and servicing of automatic transmission/transaxle, adjustment and in-vehicle transmission/transaxle repair, including oil pump and converter, gear train, shafts, bushings, case friction units and reaction units.

AER0274 – Manual Drivetrain and Axle Technician (150 hours)

General diagnosis and repair for drive train, clutch transmission, transaxle diagnosis, drive and half shaft universal and constant-velocity joint, rear

axle, ring and pinion gears, differential case assembly and limited slip differential, drive axle shaft and four-wheel drive/all-wheel drive.

AER0453 – Automobile Suspension and Steering Technician (150 hours)

This course includes diagnosis and repair for general suspension and steering systems, front and rear suspensions, wheel alignment, adjustment, and miscellaneous service, wheel and tire.

AER0418 – Automotive Brake System Technician (150 hours)

This course includes operation and servicing of automotive brake systems, drum brake, operation of disc brake, operation of power assist units, wheel bearings, parking brakes, electrical, and antilock brake system.

AER0360 – Automotive Electrical/Electronic System Technician (300 hours)

This course includes diagnosis and repair for electrical/electronic components as related to power train, battery, starting system, charging system, lighting systems, gauges, warning devices, driver information systems, horn and wiper/washer and accessories.

AER0172 – Automotive Heating and Air-Conditioning Technician (150 hours)

This course includes diagnosis and repair for air-conditioning system, refrigeration system component compressor, compressor clutch, evaporator, receiver/drier, condenser, heating and engine cooling, air-conditioning operating systems and related controls, refrigerant recovery, recycling and handling.

AER00503 – Automotive Engine Performance Technician (300 hours)

Diagnosis and repair of: computerized engine controls; ignition systems; fuel, air induction, positive crankcase ventilation and exhaust systems; intake air temperature controls; early fuel evaporation controls; and evaporative emissions controls.

Career Opportunities: Lube Technician, Assistant Mechanic, Brake Technician, Transmission Technician, Automotive Technician, Engine Repair Technician, Engine Performance Technician

Program Length: 1800 hours

Schedule: Fall and Winter; Monday – Friday; 8:00 a.m. to 2:15 p.m.

Approximate Cost: \$8,004

Admissions Requirements

Tests of Adult Basic Education (TABE) or proof of exemption
Proof of accident and liability insurance.

Basic Skills Exit Requirements

Reading 9, Math 10, Language 9 (unless exempt)

Certificates

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

HEAVY EQUIPMENT MECHANICS

This program is a planned sequence of instruction consisting of nine occupational completion points. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Heavy Equipment Industry. The content includes but is not limited to, the following: maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance. The course content will also include training in communication, leadership, human relations and employability skills; and safe efficient work practices. Shop or laboratory activities are an integral part of this program.

DIM0101 – Diesel Engine Mechanic/Technician Helper (150 hours)

This course is designed to teach diesel engine entry-level job skills. Topics include diesel engine components, engine performance and cycle of operation, proper use of basic precision and special tools, engine

systems lubricating oils, and diesel fuels. Special emphasis will be placed on safety procedures, accident prevention, and mathematics for diesel technicians, employability skills, and entrepreneurship.

DIM0102 – Diesel Electrical and Electronics Technician (300 hours)

This course is designed to teach the basic operation of all electrical components. Emphasis will be placed on identifying tracing, and troubleshooting basic electrical circuits, the theoretical and practical knowledge of lead-acid batteries, alternators, and starters, reading wiring diagrams, basic DC theory, and lighting systems. Special emphasis will be placed on electrical safety procedures and electrical shock prevention.

DIM0103 – Diesel Engine Preventative Maintenance Technician (150 hours)

This course is designed to teach entry-level skills on diesel engine maintenance, troubleshooting and maintenance procedures. Emphasis will be placed on checking the engine and components, the cab and the hood including the instruments and controls, electrical and electronics, frame and chassis. Special emphasis will be placed on safety and manufacturers maintenance procedures.

DIM0104 – Diesel Engine Technician (300 hours)

This course is designed to teach entry-level job skills in the overhaul and repair of heavy-duty truck engines and the related components. Topics include the diagnosis and repair of the engine, cylinder head and valve train, lubrication system, cooling system, air induction and exhaust system, fuel system, and the brake system. Special emphasis will be placed on safety and manufacturers overhaul procedures.

DIM0105 – Diesel Brakes Technician (300 hours)

This course is designed to teach entry-level skills in the function and basic operations of a mechanical hydraulic brake system and the identification of the various values and components critical to effective system operation. Brake inspection, service, repair, and adjustments will be performed with special emphasis placed on manufacturers safety procedures.

DIM0106 – Diesel Heating and Air Conditioning Technician (150 hours)

This course is designed to teach entry-level skills in the operation and repair of heavy-duty truck air conditioning and heating systems. Topics include A/C system performance checks, discharging cleaning and recharging vehicle cab heater system checks, functions and operation. All safety procedures must be adopted when working with or around A/C systems and refrigerants.

DIM0107 – Diesel Steering and Suspension Technician (150 hours)

This course is designed to teach entry-level skills in the maintenance and repair of heavy-duty trucks, steering and suspension systems. Topics include servicing of wheels, bearing hubs, seals and tire alignment and procedures for tractors and trailers. Special emphasis will be placed on manufacturers alignment procedures.

DIM0108 – Diesel Drivetrain Technician (150 hours)

This course is designed to teach entry-level job skills in the operation and maintenance of heavy-duty truck clutches, standard and automatic transmissions. Topics include troubleshooting, diagnostic checks, removal, inspection, installation, and adjustments. All procedures will be performed with special emphasis placed on manufacturers' safety procedures.

DIM0110 – Diesel Power Train Technician (150 hours)

This course is designed to teach entry-level job skills in the operation and maintenance of heavy-duty truck track systems. Topics include troubleshooting, removal, inspection, rebuilding, overhaul, and replacement drive shafts, universal joints, track assemblies, and differentials. All procedures will be performed with special emphasis on safety and employment qualifications.

Career Opportunities: The program is structured to meet the needs of the industry in the Southwest Florida area, however the skills attained will transfer to other areas of the state.

Program Length: 1800 hours

Schedule: Fall and Winter; Monday-Friday; 8:00 a.m. to 2:15 p.m.

Approximate Cost: \$8,766

Admissions Requirements

Tests of Adult Basic Education (TABE) or proof of exemption
Bennett Assessment
Proof of accident and liability insurance

Basic Skills Exit Requirements

Reading 9, Math 9, Language 9 (unless exempt)

Certificates

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

BUILDING CONSTRUCTION TECHNOLOGY

This program is a planned sequence of courses of two occupational completion points that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and/or careers in the Architecture & Construction Industry. The program provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture & Construction Industry.

BCV0400 – Building Construction Helper (450 hours)

This course includes instruction in activities such as the safe use of construction tools, machines, and equipment; basic carpentry; masonry; concrete; architectural plans; consumer information; employability skills; leadership skills; and materials and techniques. Students will participate

in activities designed to provide a foundation of knowledge and basic skills related to the CORE standards of the National Center for Construction Education and Research, plus they will conduct activities that will provide them with a foundation of knowledge for Health, Safety and the Environment.

BCV0401 – Building Construction Technician – 1 of 2 (300 hours)

This course is designed to provide a more in-depth program of study and hands-on activities related to the technology of designing, planning, and constructing a structure. The student will learn to draw a plan of a construction project, estimate costs, develop a basic understanding of ethics, state codes, and legal responsibilities. The student will be expected to perform basic carpentry techniques; construction tasks relating to carpentry, electrical, plumbing, roofing, wall, and floor finishing; and express knowledge of heating and air conditioning systems.

BCV0402 – Building Construction Technician – 2 of 2 (300 hours)

This course is designed to have the student demonstrate the knowledge of previously learned material in activities involving the troubleshooting, repair, and installation of various areas of the Building Construction Industry. The student will acquire a basic knowledge of HVAC systems, plumbing, electrical, and construction site preparation. The student will also be expected to demonstrate the importance of employability and business skills.

Career Opportunities

Carpenter, Concrete Finisher, Electrician, HVAC Technician, Mason, Painter, Plumber, and Pipefitter,

Program Length: 1050 hours

Schedule: Fall and Winter; Monday-Friday; 8:00 a.m. to 2:15 p.m.

Approximate Cost: \$3,554

Admissions Requirements

Tests of Adult Basic Education (TABE) or proof of exemption

Proof of accident and liability insurance

Basic Skills Exit Requirements

Reading 9, Math 9, Language 9 (unless exempt)

Certificate

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.

ADULT EDUCATION PROGRAMS

ENGLISH LANGUAGE LITERACY (ELL or ESOL)

Immokalee Technical Center's ELL program is designed to teach students to speak, read, and write English fluently so that they may enter the job market, study to earn a GED, and/or enroll in vocational certificate training programs geared toward employment in high wage, high demand occupations.

Students are taught Florida Department of Education approved standards by State certified teachers in an inviting classroom-laboratory setting using state of the art technology along with printed materials. Group instruction and conversational English sessions, as well as individualized self-paced assignments and computerized lessons enable students to learn English with ease. Informative programs hosted by guest speakers from business and industry, government, civic groups, and private non-profit organizations stimulate the course content and provide students the opportunity to meet and interact with community leaders.

Program Length: The length of time is determined by individual need and persistence.

Program Schedule: The day program runs Monday through Friday and has four different schedules. Students may choose the schedule that best meets their needs. Evening classes are in session Monday through Thursday from 6:00 p.m. to 9:00 p.m.

Program Pre-requisites: Adults and out-of-school youth 16 to 18 years of age may enroll in the ELL Program. Individuals must attend an orientation and complete the Comprehensive Student Assessment Systems test (CASAS) to determine appropriate class placement.

Program Cost:

Residents for Tuition Purposes: \$30 "block" tuition per semester.

Non-Residents: \$120 per semester

The same \$30 or \$120 applies to all Adult General Education courses a student takes in a semester. The \$30 block tuition is not pro-rated; the fee is \$30 at the beginning of the semester, in the middle of it, and toward the end of the semester.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

Immokalee Technical Center's GED program is designed to prepare students to pass the GED examination and earn their high school diploma. Florida State certified teachers instruct students in reading, language arts, essay writing, science, social studies, and mathematics using curriculum approved by the Florida Department of Education. Students learn in a friendly classroom-laboratory environment with state of the art technology and up to date texts in all subject areas. Small and large group instruction, individualized self-paced assignments, and computerized lessons all focus on the competencies students must know to be successful on the GED exam. A GED fast-track program is available to those who qualify.

Program Length:

The length of time is based on students' academic achievement and efforts in the program.

Program Schedule:

The day program runs Monday through Friday and has four different schedules. Students select the schedule that best suits their lifestyle. Evening classes run Monday through Thursday from 6:00 p.m. to 8:30 p.m.

Program Pre-requisites: The GED program is open to individuals 16 years of age and older. School age youth must be officially withdrawn from the K-12 system. Persons wanting to enroll in the GED program must complete a registration and take the Tests of Adult Basic Education to determine appropriate class placement.

Residents for Tuition Purposes: \$30 “block” tuition per semester.

Non-Residents: \$120 per semester

The same \$30 or \$120 applies to all Adult General Education courses a student takes in a semester. The \$30 block tuition is not pro-rated; the fee is \$30 at the beginning of the semester, in the middle of it, and toward the end of the semester.

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

Immokalee Technical Center’s AA AE program provides a venue for students to enhance their academic skills in reading, mathematics, and language in order to meet or exceed Florida Department of Education grade level requirements so that they may successfully complete a vocational certificate program and gain employment in a high wage, high demand occupation.

Students receive an individualized prescription plan and work at their own pace targeting specific competencies. In an inviting classroom-laboratory setting, students participate in small group instruction, one-on-one tutoring, and computer assisted learning. Skills Assessment Modules and a variety of printed materials augment the learning process.

Program Length: The length of time is determined by individual need

and persistence.

Program Schedule: The day program is in session Monday through Friday and has four different schedules. Students may choose the timeframe that best meets their needs. Evening classes are in session Monday through Thursday from 6:00 p.m. to 8:30 p.m.

Program Pre-requisites: The VPI program is open to individuals 16 years of age and older who desire to enter and complete a vocational certificate program. Persons will be referred to the VPI Program by a Student Services advisor after taking the Tests of Adult Basic Education.

Residents for Tuition Purposes: \$30 “block” tuition per semester.

Non-Residents: \$120 per semester

The same \$30 or \$120 applies to all Adult General Education courses a student takes in a semester. The \$30 block tuition is not pro-rated; the fee is \$30 at the beginning of the semester, in the middle of it, and toward the end of the semester.

APPRENTICESHIP PROGRAMS

MASONRY

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

Career Opportunities: Graduates are prepared for employment as brick masons or bricklayers.

FACULTY AND STAFF

ADMINISTRATION

- OXENDER, Dorin.....Principal
M.Ed., Florida Gulf Coast University
B.S., Central Michigan University
- KIRKLAND, Troyanne.....Assistant Principal
Ed.D. University of Central Florida
M.Ed. University of South Florida
B.A. Florida State University
A.A. Butte Community College, California
- WILLIAMS, Gerald.....Coordinator
B.A., University of South Florida
A.A. Edison Community College

STUDENT SERVICES

- IACOVONE, Nancy.....Advisor/Placement
M.S., Canisius College of Buffalo
B.A., Canisius College of Buffalo
- KENNER, KarynAdvisor/Dual Enrollment
M.A. University of Sarasota
B.A., University of South Florida
- RANCY, AniccaAdvisor/Financial Aid
M.S. Nova Southeastern University
B.S. International College
A.A. Edison Community College

FACULTY

- ABDO, Christopher.....Culinary Arts
Culinary Arts Degree-New England Culinary Institute
- ANTONIA, Michele.....Adult Education
M.ED. California University of Pennsylvania
B.S. California University of Pennsylvania
- BATES, Allison.....Early Childhood Education
B.S., Florida State University
- CARRAWAY, Brian.....Computer Systems Technology
B.S. East Carolina University
- CUSACK, Helene..... ELL Education
M.A., University of South Florida
M.A. New Mexico State University
B.A. New Mexico State University
- DETTIS, JohnnaDirector of Nursing
MSN. Florida State University
MPH. University of South Florida
BSN. Medical College of Virginia
ARNP-C. University of Alabama
- HERNANDEZ, Jaime.....Multimedia Design
B.A. University of South Florida
A.A. Edison College
- JACOBSON, Barbara.....Business Technology
B.S. University of Minnesota, Duluth
Voc. Cert. University of Minnesota, Duluth
A.A. Mesabi Community College

- LOZANO, Delia.....Cosmetology
 Sunstate Academy of Hair Design. Fort Myers Florida
 Cosmetology License, State of Florida
 Cosmetology Salon Business License
- MOMINEE, Katherine.....ELL Education
 B.A. Ohio Northern University
- MOON, John..... Drafting & Building Construction
 Minneapolis Community and Technical College
 General Contractors License #CGC1505159
- MOORE, ROBERT.....Heavy Equipment Mechanics
 B.A. St. Martins University
 A.A. Penn State University
 Certified Engine Instructor, Caterpillar Inc.
- RAMSEY, Paulette.....Health Science
 R.N. Cleveland Metropolitan General Hospital
 A.R.N.P. University of Virginia
 B.A. Sweet Briar College
 M.S. Longwood College
- WALL, Phillip.....Automotive Service Technology
 A.S.E. Master Mechanic
- WOODS, Lana.....Health Science
 B.A. University of Manitoba
 B.S.N. University of Manitoba

FACULTY (Part-Time)

Part-time faculty are contracted on a course or semester basis. Current information regarding names and credentials of those faculty members is available upon request.



August 22	Semester 1 classes begin
August 29	Tuition refund deadline
September 5	Labor Day Holiday – No School
September 29	Early Release - School Improvement
October 11	Early Release – School Improvement
October 24	No School -Teacher Work Day
October 25—31	Enrollment Window—Second Quarter
November 2	Early Release – School Improvement
November 11	Veteran’s Day - No School (possible hurricane make up)
November 18	Financial Aid PRIORITY Deadline for Semester 2
November 21 - 25	Thanksgiving Holiday – No School
December 12	Financial Aid Deadline for Semester 2
December 22-Jan 3	Winter Break
January 4	Returning Students—Last Day for Payment with Guaranteed Program Availability
January 4	No Classes—Staff Development
January 5	Waiting List Enrollment Begins—Space Available Basis
January 13	Early Release – School Improvement
January 13	Semester 1 Classes end
January 16	Dr. Martin Luther King Holiday – No School
January 17	No Classes – Teacher Planning
January 18	Semester 2 Classes begin
January 25	Tuition refund deadline
February 8	Early Release – School Improvement
February 20	President’s Day – No Classes
March 6	Early Release – School Improvement
March 23	No Classes – Teacher Planning
March 26—30	Enrollment Window—3rd Quarter
April 2 - April 6	Spring Break
April 26	Early Release – School Improvement
May 28	Memorial Day Holiday – No School
June 6	WDIS Winter Term Ends
June 6	Semester 2 Classes End – Early Release

