



# LAKETECH

Lake Technical College

"A Career  
in a Year!"

2024 - 2025 CATALOG





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## ***Lake Technical College***

2001 Kurt Street  
Eustis, Florida 32726  
352-589-2250  
[www.laketech.org](http://www.laketech.org)

## ***Institute of Public Safety***

1565 Lane Park Cut-Off  
Tavares, Florida 32778  
352-742-6463  
[www.laketech.org/ips](http://www.laketech.org/ips)

## ***Instructional Service Centers***

Lake Technical College – Clermont  
1250 North Hancock Road  
Clermont, FL 34711 – 352-589-2250

Lake Technical College – Lake County Animal Shelter  
12280 County Road 448  
Tavares, FL 32778

Lake Technical College - Transportation Innovation Hub  
950 Captain Haynes Road  
Tavares, FL 32778

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Lake Technical College is accredited by  
The Commission of the Council on Occupational Education  
The Commission on International and Trans-Regional-Accreditation  
Cognia

Welcome to Lake Technical College! For almost 60 years Lake Technical College has provided high- quality workforce education for thousands of today's business owners, managers, and employees who have gone on to be successful both personally and professionally. Lake Tech is a nationally recognized career and technical education leader and we look forward to preparing you for success in the career path of your dreams.

Lake Tech faculty, staff, and administrators are committed to the success of every student, and are dedicated to making your experience enjoyable and rewarding. Our career-technical certificate and applied technology diploma programs work in partnership with local business and industry partners to ensure Lake Tech graduates are employment ready and have solid skill and knowledge to articulate into additional educational opportunities if they desire. Lake Tech students are well-prepared for their chosen career with both technical and workplace skills by the time they graduate. In addition, we offer Integrated Education Training programs, GED® preparation, academic remediation, and adult ESOL classes to help all students reach their full potential.

Success is our tradition and our college has a legacy of student success! Your choice to enroll at Lake Tech is a wise investment in your future and we sincerely thank you for choosing us.

Great opportunities await you at Lake Tech!



DeAnna D. Thomas  
Executive Director

# Lake Technical College Board of Directors

Richard D. Keith, Chairperson  
Carl “C.A.” Vossberg, IV, Vice-Chairperson  
Charles Broadway, Member  
Jerry Cobb, Member  
Isaac B. Deas, II, Ed.D, Member  
Mickey G. Gauldin, P.E., Member  
Timothy Morris, Member  
Bonnie Onofre, Member

## Lake Technical College Administration

DeAnna Thomas, M.A., Executive Director  
Melissa Stephan, M.Ed., Director of Curriculum and Instruction  
Tonya Hefley, M.Ed., Director of Operations  
Kimberly Frazier, M.A., Senior Administrator

### **MISSION**

The mission of Lake Technical College is to be an integral component of the economic growth and development in our communities by offering a variety of high quality career-education and training opportunities.

### **VISION**

*To be the premier provider in a collaborative effort  
for workforce development in our communities.*

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*Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.*

**2024-2025 STUDENT CALENDAR  
LAKE TECHNICAL COLLEGE**

**Full-Time Student Calendar based on 7.5 hour day = 1162.5 Hours  
(Licensure, lock-step, and short-term programs may use a modified calendar.)**

Date	Description
August 12 August 30	First Day of Classes (Monday) Non-Student Day – Teacher Work Day (Friday)
September 2	Student Holiday – Labor Day (Monday)
October 11 October 14	Non-Student Day – Teacher Professional Development Day (Friday) Classes Resume – Quarterly Start (Monday)
November 11 November 25-29	Student Holiday – Veterans’ Day (Monday) Student Holiday – Thanksgiving Break (Monday-Friday)
December 23-31	Student Holiday – Winter Break (Monday-Friday, Monday-Tuesday)
January 1-3 January 6 January 20	Student Holiday Continued – Winter Break/New Year’s Day/Teacher Work Days (Wednesday-Friday) Classes Resume – Quarterly Start (Monday) Student Holiday – Martin Luther King, Jr. Day (Monday)
February 17	Student Holiday – Presidents’ Day (Monday)
March 7 March 10-14 March 17	Non-Student Day – Teacher Work Day (Friday) Student Holiday – Spring Break (Monday-Friday) Classes Resume – Quarterly Start (Monday)
April 18	Non-Student Day (Friday)
May 26	Student Holiday – Memorial Day (Monday)
June 12	Last Day of School (Thursday)

*Storm Make-up Days will be determined as needed*

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## LAKE TECHNICAL COLLEGE

The Lake Technical College\* (Lake Tech and/or LTC) main campus is located in central Florida at 2001 Kurt Street, Eustis, 32726, 352-589-2250, and was known for many years as Lake County Area Vocational Technical Center. LTC's extension campus, the Institute of Public Safety Complex (IPS), is located at 1565 Lane Park Cutoff, Tavares, 32778, 352-742-6463. The IPS firing and driving range is located in close proximity to IPS at 13000 Frankie's Road, Tavares, 32778. LTC is a public postsecondary education institution as defined by Florida State Statute 1000.04(2).

In 1963 the Lake County School Board (LCSB) requested approval from the Florida Department of Education to build a vocational center. In the fall of 1965, state and federal construction funds were received under the Vocational Education Act of 1963. While waiting for a facility to be built, Cosmetology, Auto Mechanics and Business Education programs began in the fall of 1966 in Leesburg, Florida.

In July 1968 the main campus construction was completed on the present 37½-acre site. Construction for the IPS extension campus began in 1992 and was completed in 1994. IPS is located on two separate properties and includes state-of-the-art firing and driving ranges as well as classroom facilities for Firefighter, Law Enforcement Officer and Correctional Officer (BRTP) programs. LTC's campuses have grown to encompass 231,548 square feet.

In a joint venture with Lake Sumter State College, Lake Technical College opened an Instructional Service Center in Clermont in April of 2016. Lake Technical College – Clermont is located on the campus of Lake Sumter State College (LSSC) at 1250 North Hancock Road, Clermont, Florida. Practical Nursing, Paramedic, and adult general education programs are currently available at this location.

In January 2018, the Center for Advanced Manufacturing, located at the main campus, was opened to prepare students for careers in many aspects of manufacturing and to honor and recognize the 300 plus local manufacturers in Lake County.

In January 2021, Lake Technical College opened Veterinary Assisting at the Lake County Animal Shelter's new location. The program is housed at 12280 County Road 448 in Tavares.

In continuing to serve the needs of Lake County, Lake Tech partnered with the City of Tavares to open the Lake Technical College - Transportation Innovation Hub in Tavares. In August of 2024, Diesel Systems Technology and Master Automotive Service Technology programs moved to the new location.

Currently, LTC offers over 32 postsecondary certificate programs, short-term training, ESOL, GED Prep, and a variety of other services to the community. LTC services cities, towns and communities in Lake County and the Central Florida area. Students from other areas of the state and nation are also served.

### ***Mission***

The mission of Lake Technical College is to be an integral component of the economic growth and development in our communities by offering a variety of high quality career-education and training opportunities.

### ***Vision***

To be the premier provider in a collaborative effort for workforce development in our communities.

### ***Governance***

Lake Technical College became a public conversion charter school in July 2004 and is governed by its Board of Directors under the sponsorship of the LCSB as authorized by Florida School Law 1002.34. In addition, LTC relies on guidance from program advisory committees in order to provide industry-standard training that addresses the needs of business, industry and the community.

#### **Lake Technical College Board of Directors**

**Richard Keith**, Chairperson, Fire Chief - City of Tavares

**Carl "C.A." Vossberg, IV**, Vice-Chairperson, President of Electron Machine Corporation

**Charles "Chuck" Broadway**, Chief of Police, Clermont Police Department

**Jerry Cobb**, Owner of Cobb's Triangle Tractor

**Isaac B. Deas, II, Ed.D.**, Consultant



**Mickey G. Gauldin, P.E.**, Former Director of Customer Services Eastern Division of Sumter Electric Cooperative, Inc.

**Timothy Morris**, Owner of Ernie Morris Enterprises

**Bonnie Onofre**, Assistant Vice President of Orlando Health & Chief Nursing Officer of Orlando Health South Lake Hospital

### ***Philosophy***

- We believe in education and work.
- We believe in careful assessment of abilities and interests so that all students may formulate realistic occupational goals.
- We believe in equal access to training programs and in providing comprehensive support services.
- We believe in providing an active learning environment that develops technical skills, academic skills and effective work habits.
- We believe in continuous program and curriculum revision based upon input from employers, advisory committee members, concerned citizens, students and school personnel.
- We believe in innovative teaching methods that prepare students to meet industry standards.
- We believe in lifelong learning, responsible citizenship and promoting individual self-worth to help our students become productive citizens in today's global society.

### ***Accreditation***

Lake Technical College is accredited by the following organizations: The Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350, 770-396-3898, [www.council.org](http://www.council.org); The Commission on International and Trans-Regional Accreditation, 1866 Southern Lane, Decatur, Georgia, 30033; Cognia, 11000 University Pkwy, Bldg. 78, room 117B, Pensacola, Florida, 32514, 850-474-2801.

Various programs are certified by the following program-specific accrediting bodies: Commission on Accreditation of Allied Health Education Programs, Florida State Board of Nursing, Bureau of Emergency Medical Services of Florida Department of Health, Florida Criminal Justice Standards and Training Commission, Florida Fire Academy, American Culinary Federation and Florida State Board of Cosmetology.

All programs offered at LTC are approved and regulated by the Florida Department of Education.

### ***Academic Overview***

Lake Tech offers a variety of programs and classes in the following five categories.

**Career and Technical Education** is designed to train students for entry-level employment. Clock hour credit earned in Career and Technical Education certificate programs may transfer for credit to other postsecondary institutions.

A Certificate of Completion and/or licensure eligibility is issued to each student who successfully completes the competencies and meets the basic skills grade level for the Career and Technical Education program in which the student is enrolled. Recognition of Achievement certificates showing the number of hours successfully completed are awarded for Continuing Workforce Education and fee-based classes.

Lake Technical College uses a two-semester calendar, with the fall semester for most programs lasting from mid-August through December and the spring semester starting in January and ending the middle of June. Short programs and licensure programs may start earlier or later than this schedule. The school calendar is correlated where possible with the LCSB K-12 calendar for the convenience of adult students who are also parents of school-aged children. However, all holidays do not correlate and the spring semester is extended through June. These exceptions are necessary in order to provide sufficient instructional hours to meet required program lengths as set forth by the Florida Department of Education (FLDOE) curriculum frameworks.

As a postsecondary institution, Lake Technical College is part of Florida's statewide course numbering system. The major purpose of this system is to facilitate the transfer of certificate program course credits among participating institutions. (This system pertains only to Career and Technical Education certificate programs.) For more information, see the "Transfer Credit" section in this catalog.

**Adult Education** includes Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), GED preparation and Academic Skills Building (ASB). Instruction is provided to help adults learn academic skills necessary to become

successful in their educational and/or career choice. Integrated Education and Training (IET) is provided through the Pathways Plus Program (P3), which provides an opportunity for some GED students to concurrently work towards completing the State of Florida High School Diploma along with a specific career and technical education postsecondary program

**Corporate and Community Training** provides short-term, not-for-credit training on a part-time basis to enable students to supplement their present job skills, to explore a new career, or just for fun. These courses operate weekly, both on- and off campus.

### ***Staff Information***

#### **Executive Leadership:**

DeAnna Thomas, Executive Director  
Melissa Stephan, Director of Curriculum & Instruction  
Tonya Hefley, Director of Operations  
Kimberly Frazier, Senior Administrator

#### **Leadership:**

Amy DiNella, Assistant Director of Finance  
Jack Miller, Facilities Manager  
Samantha Hayes, Dean of Student Services  
TBA - Director of Satellite Campus Operations

#### **Faculty:**

All full-time faculty hold Florida teaching certificates. In addition, the majority of faculty hold bachelor's degrees or higher. Non-degreed faculty are experts within their field validated by years of industry experience and certification. Career-technical faculty have a minimum of five years' experience in their field or a bachelor's degree and two years' experience in-field. All full time faculty, upon employment, participate in a new teacher orientation which is designed to support teachers' professional growth. The foundational principles of the program are the Florida Educator Accomplished Practices and the Professional Educator Competence for certification. All faculty maintain close working relationships with industry partners and stay abreast of industry trends through active industry-specific advisory committees. A list of full and part-time faculty for certificate programs may be found in the back of this catalog.





## Admissions/ Registration

Lake Technical College makes every effort to meet the needs of both enrolled students and those interested in program offerings.

Applicants may apply online at [www.laketech.org](http://www.laketech.org) or in person in the Admissions Office, Career advisors are available for educational and career counseling Monday, 8:00 a.m. to 6:00 p.m. Tuesday through Thursday 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. until 11:00 a.m. Summer hours and scheduled holidays may differ.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

Lake Technical College is not an international school and as such does not accept students with an M-1 visa status. Students must be United States Citizens or Permanent Residents in order to enroll in career and technical education programs.

### ***Career and Technical Education***

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the essential tasks of the chosen program. Documentation of the completion of a high school diploma or its equivalent may be required for some programs. As identified in the Master Plan of Instruction, some programs may specify additional admission requirements.

Lake Technical College accepts high school diplomas from recognized institutions within the United States educational system that hold accreditation from a regional, national, or specialized accreditation body that is in turn recognized by the U.S. Secretary of Education. Official transcripts may be required. LTC also

accepts a State of Florida High School Diploma or a General Education Development (GED®) credential diploma. The diploma must be recognized by GED® Testing in Washington D.C. Students who complete secondary education in a home school setting are required to submit the Home School Affidavit form which can be obtained in the Admissions Office. Supporting documentation may be required as to diploma type and the institution's accreditation. The student is responsible for providing this information to the Admissions/career advisor prior to enrollment.

In most programs, qualified new students are accepted several times a year on a space-available basis. Start dates are available in the course schedule which is published at [www.laketech.org](http://www.laketech.org). Career Dual Enrollment (CDE) is available to eligible high school students. The registration process is noted in the CDE application which is available on the website.

A Basic Skills Assessment may be required prior to acceptance into programs. These tests include, but are not limited to, the Test of Adult Basic Education (TABE), CASAS GOALS, the Test of Essential Academic Skills (TEAS), and the Basic Abilities Test (BAT). Fees for these evaluations are non-refundable, and are good for thirty days from the date of payment.

Admissions procedures for certificate programs are:

- Complete an LTC online application.
- Take the basic skills examination, if required.
- Meet with a career advisor.

To finalize enrollment:

- Contact the Financial Aid Office (if financial assistance is needed).
- Students requesting disability accommodations should self-disclose the disability and must provide supporting documentation.
- Provide official transcripts as required.
- Register in the Admissions Office for programs available on the main campus and instructional service centers; Register at the Institute of Public Safety office for Florida Law Enforcement Academy, Correctional Officer (BRTP) and the Firefighter/Emergency Medical Technician (EMT) – Combined programs.
- Pay the registration fee, tuition, and program fees in the Business Office for main campus programs or in the Institute of Public Safety main office for Florida Law Enforcement

Academy, Correctional Officer (BRTP), and Firefighter/EMT – Combined programs.

- Pay online through the Quick Pay button at [www.laketech.org](http://www.laketech.org).

Students are also strongly encouraged to attend a Program Information Session or contact the program instructor prior to their first day of class with any questions.

A career advisor will review all student applications, explain admission requirements, and recommend program placement based on student interest, aptitude, training, and space availability.

In the event classes are full, qualified student applicants will be enrolled according to specific priorities as established by LTC. Preference will be given to veterans of the Armed Forces of the United States who separated under honorable conditions if that person's enrollment is directly related to present employment or to securing employment.

### ***Testing Requirements***

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy applicants, take a state mandated basic skills evaluation prior to enrollment. Basic skills evaluation scores must be valid at the time of enrollment. Testers must be 16 years of age or older.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Assessment instruments meeting this requirement include:

Per 2020, FS 1008.30 – Common placement testing for public postsecondary education and Rule 6a-10.040 (eff. 2/16/21)

No expiration date:

- Test of Adult Basic Education (TABE), Forms 11 and 12, 2017;
- Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series, 2019;
- 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score as required in Rule 6A-6.0201, F.A.C (eff. 3/23/16), has been attained on each test.

Good for 2 years from the date of testing:

- A common placement test where a minimum score has been achieved pursuant to Rule 6A-10.0315, F.A.C.(eff. 9/24/19);
- PERT, SAT (The College Board), ACT, Next Generation, ACCPLACER (The College Board)

Per 2020, FS 1004.91, FS 1008.30, and the 2021 CTE Basic Skills Assessment Technical Assistance Paper – Requirements for career education program basic skills include programs 450 hours or more.

- An adult student with a disability may be exempted. (per Rule 6a-10.040(eff. 2/16/21), FS 1004.02(6)(eff. 2020) – must follow LTC policy and process);
- A student who possesses a college degree at the associate in applied science level or higher;
- Any student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. (Graduated 2007+)
- A student who is serving as an active duty member of any branch of the United States Armed Services;
- A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled;
- An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446;
- A student who demonstrates readiness for public postsecondary education pursuant to s. 1008.30 (see testing chart below) and applicable rules adopted by the State Board of Education. If a student has met or exceeded standard scores in one area of one test, another test may be used to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test;
- A student who was previously tested and referred to developmental education at a Florida College System (FCS) institution college may be reported as meeting basic skills requirements once they successfully complete the required developmental education and will not need to be retested.
- Students enrolled in school district or FCS institution law enforcement training academies are not subject to basic skills exit requirements



in s. 1004.91 F.S. or Rule 6A-10.040 F.A.C. The Florida Department of Law Enforcement (FDLE) has designated the Florida Basic Abilities Test (FBAT) for use with these students; please refer to s. 943.17(6), F.S., for more information. Any candidate wishing to enter a law enforcement academy that either (i) is a veteran as classified in section 1.01(14), F.S., or (ii) holds an associate degree or higher from an accredited college or university is not required to take the Law Enforcement Basic Abilities Test. Please note that veteran is defined as being honorably discharged from military service. No other discharge classifications qualify.

Applicants transferring appropriately leveled TABE, CASAS GOALS, GED® test sections, or other common placement tests must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if the document provided by the outside testing center is in a sealed envelope.

Florida Law Enforcement Academy and Correctional Officer (BRTP) students are required to take the BAT as per Florida Department of Law Enforcement (FDLE) requirements.

In addition to a basic skills evaluation, Practical Nursing and Firefighter/Emergency Medical Technician - Combined applicants must take the TEAS.

Emergency Medical Technician applicants only take the TEAS.

Picture identification, such as a valid driver's license, is required. Walk-in testing days are Mondays and Wednesdays, at 8am and 1pm. Appointments are also available Monday through Friday; testing days and times are subject to change. Please call 352.589.2250 for an appointment and to confirm or visit [www.laketech.org](http://www.laketech.org) for more information. Children may not be brought to the testing area or left alone on campus. Scores may be obtained from a career advisor.

### **Testing Availability and Cost**

Assessment Center appointments are available Monday - Friday and walk-ins (no appointment necessary) are available from 8:00 a.m. to 1:00 p.m. on Mondays and Wednesdays. Students must check in at the College lobby prior to testing. The fee for the Basic Skills Test is \$25.00, BAT is \$39.00 (paid at [pearsonvue.com](http://pearsonvue.com)), and TEAS is

\$90.00. Testing fees must be paid prior to testing in the Business Office. This Business Office is open Monday 7:45a.m. – 6:00p.m., Tuesday–Thursday 7:45a.m. – 4:00p.m., and Friday 8:00a.m. – 11:30a.m. All fees are non-refundable, and are good for 30 days. Individuals taking the TABE or CASAS GOALS for purposes other than LTC enrollment will be charged \$50.00 for testing.

### **Remediation of Basic Skills**

Students who do not meet the basic skills exit scores set by the Florida Department of Education for their program must begin attending remediation classes prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the ASB faculty member. Lake Technical College follows vendor guidelines for all retesting. Students with an approved early testing waiver may be permitted to test early. It is highly recommended students meet state mandated basic skills requirements by the time they have completed 50% of their program. Students who do not meet state mandated basic skills exit scores may not receive a certificate of completion as per Florida Department of Education rules.

Some basic skills test scores are good for two years and must be valid at the time of enrollment. Basic skills test scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of each semester. Continuous enrollment applies to attendance in a single program.

### **Disability Waiver for the Basic Skills Evaluation**

LTC provides waivers to students with disabilities as defined in Section 1004.02(6) of the Florida Statutes to meet the career basic skills grade levels required for completion of career and technical programs as described in rule 6A-10.040(2).

A LTC student with a documented disability, who is registered for remediation through adult education, and has completed 90% of the competencies of a career and technical program of study with a cumulative grade point average of at least 80% or higher, may petition to receive a waiver for the basic skills exit exam after attempting to pass it on at least two occasions.

### **Prerequisites for Requesting an Exemption of the Basic Skills Exit Requirement**

1. The student must have completed 90% of the competencies in the career and technical program of study with a cumulative GPA of 80% or higher;
2. Student must have the recommendation of the program instructor;
3. Student must have documentation on file in the special populations staff's office showing the student's disability substantially interferes with his/her ability to pass the basic skills exit requirements;
4. Student must have taken a basic skills evaluation two times before petitioning for an exemption.

### **Process to Request a Basic Skills Waiver**

1. Students will complete a Basic Skills Waiver Request Form after meeting the requirements listed above. The Forms are available from the special populations staff. A Basic Skills Waiver committee will convene to deliberate the waiver request. The Committee may consider the following:
  - a. The student's documented disability;
  - b. The student's achievement in the career and technical program of study;
  - c. The student's remediation effort to satisfy the basic skills exit requirement;
  - d. The student's job opportunities and any other pertinent data.
2. The Committee shall approve or disapprove the student's request for a Basic Skills Waiver based on majority vote.
3. The Basic Skills Waiver committee may include the following LTC officials:
  - a. The Dean of Student Services
  - b. Program administrator
  - c. Student Success Counselor
  - d. special populations staff
  - e. Adult Education Coordinator
4. Documentation of a student's petition for a waiver of the basic skills exit requirement shall be maintained by the College for audit purposes. LTC may report a student with a Basic Skills Waiver as a program completer.

Whenever the committee denies a student's petition for a waiver of the basic skills exit requirement, the student may appeal the decision to the Executive Director of LTC. The student must file a written appeal within 30 days of receiving the written notification of disapproval. The Dean of Student Services shall render a decision in writing to the student within 30 days after receiving the appeal.

### ***Career Dual-Enrollment***

Career Dual Enrollment (CDE) is an option for high school students to enroll in post-secondary courses to earn elective or vocational credit toward high school graduation requirements and to receive hours toward a career and technical program certificate. Students receive two additional quality points on their weighted GPA for courses successfully completed within the program (6.0 on a 4.0 scale), except for Cosmetology.

To participate in CDE, a student must:

- Be at least 16 years of age and in the 11th or 12th grade. Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.
- Have a viable career-technical goal.
- Have a minimum of a 2.0 unweighted GPA and be on target for graduation. All students are strongly encouraged to have passed all state required test/exams prior to dual enrollment.
- Have good attendance and discipline records.
- Have basic skills scores within 2 grade levels of state mandated exit requirements for completion of the program.
- Have completed a program shadow in the program of choice.

Achievement of these eligibility requirements must be documented prior to a student's enrollment in a CDE program.

Tuition and some fees for CDE students are waived\*\*; some fees are the student's responsibility. Fees assessed may include lab kit, insurance, drug screen, uniforms, etc. Students attending public secondary schools are provided books at no charge. Students attending private schools or home education must purchase books. Uniforms are required. Financial assistance is not available for CDE students.

CDE Applications are accepted for the fall and the spring terms. Testing and program shadow must be completed prior to the deadline for each term. Spaces are limited and students are individually assessed based on attendance, grades, and/or application submission date. Returning CDE students must reapply each school year.

Some programs have specific requirements such as age, possession of a valid driver's license, full time only enrollment, etc. The specifics are noted

on the online CDE application. Contact Admissions for details.

## ***Work-based Activities***

### **In-School Shop/lab Activities Customer Service Experiences**

On campus customer service experiences, like all other LTC work-based learning activities, focus on the objectives of developing and apply “real world” experience using the knowledge and skills attained in the program and providing objective input from potential employers or customers of program graduates. Customer service, which is incorporated in Accounting Operations, Administrative Office Specialist, Automotive Collision Repair and Refinishing, Welding Technology, Cosmetology, and other programs, involves the public and is an important component of each program. Students are under the direct supervision of the program instructor(s).

Because customer service activities are an integral part of the CTE program and completed in the program classroom/lab setting, training agreements are not required. Since attendance is taken in the classroom/lab setting, additional time sheets are not required, but services and/or project completions are monitored and tracked by the instructor(s). Student evaluations include instructor evaluation and customer feedback.

To ensure consistency in recordkeeping and monitoring of customer service funds, the Board approved procedures for Customer Service listed in LTC’s Policies and Procedures Manual must be followed.

**Cooperative Education** assists students in academic, career-technical, economic and social development. There is a responsibility to the school, to the community and to industry that must be considered when accepting students into this on-the-job learning opportunity. Students must be enrolled in their last course of their program in order to participate in Co-op. In addition, basic skills exit levels must be met and the student can have no outstanding debt with the school. Students must be approved by administration for Co-op prior to beginning, including clearance through financial aid. Co-op positions may be paid or voluntary.

**Job Shadowing** is an opportunity for students to learn more about the workplace and the actual job duties expected in their chosen program. Job Shadowing must be unpaid and no more than

eight days in length per site. Longer job shadows may be considered on a case-by-case basis. Students may suggest sites and make the initial contact, but all requested job shadowing must be verified by the faculty member with the owner or supervisor of the site of the proposed job shadowing site prior to the actual job shadowing.

### **Clinical Practicum, Externship, and Internship**

Work-based experiences, such as clinical, practicum, externship and internship, are an integral part of most licensing programs. Students are required to participate in administering direct patient care under the guidance of a faculty member or preceptor as well as some observational experiences. Students are assessed in their knowledge, skills and professional skills while participating in these work-based experiences. Clinical, practicum, externship and internship sites are pre-arranged by the faculty member or department chair and are established by a contract with the facility.

## ***Corporate and Community Training***

Short-term, instructor-led, and online courses designed to meet the needs of industry and the community are offered through evening and weekend career-technical courses. Some classes may also be available during daytime hours. Students enroll to supplement their present job skills, to explore a new career, or just for fun. These courses operate weekly, both on- and off-campus. These offerings are not accredited by the Council on Occupational Education and do not qualify for Title IV financial aid assistance.

General information about courses and customized training is available under the Corporate & Community Training page at <https://www.laketech.org/corporate-community-training/> or by calling the Corporate and Community Training Coordinator at 352.589.2250, x1885. A program schedule for class listings and times is available online at <https://www.laketech.org/corporate-community-training/continuing-education> or in the lobby area at the main campus. Registration and payment are also available at this site.

Payments can be made online while registering for courses or at least a week prior to the start of the class. If a registered student is unable to attend a class, he/she should contact the Corporate and Community Training Coordinator as soon as possible.

Students may also register on campus in the Admissions Office and pay for the course in the Business Office Monday, 8:00 a.m. to 6:00 p.m., Tuesday–Thursday, 8:00 a.m. to 4:00 p.m., and Friday, 8:00 a.m. to 11:30 a.m. Students are not considered registered and their seat in the class is not secured until they make payment in the form of cash, check, money order, Visa, MasterCard, Discover, voucher, or billing letter from a business or agency. Payments can also be made online at LakeTech.org via the Quick Pay button, by mail to Lake Technical College, 2001 Kurt Street, Eustis, FL 32726, Attn: Corporate & Community Training, or preferably at <https://www.laketech.org/corporate-community-training/continuing-education>. If you previously registered for the course and then decide to pay later, you may follow the same process as before, i.e., registering at this site, and then pay online. You will not be enrolled twice.

### **Adult Education Programs**

Adult Education facilitates the learning and application of academic and career-related soft skills associated with overall success in life. It is comprised of Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), Florida High School Equivalency (GED ®) exam preparation and Academic Skills Building (ASB). These offerings are not accredited by the Council on Occupational Education and do not qualify for Title IV financial aid assistance. Adult Education classes are offered on the main campus, at various sites throughout Lake County, and online. A list of sites is available in the Admissions Office. Lake Tech also offers specialized training for adult education students that focuses on key careers to further develop education and employment opportunities. Through the Pathways Plus Program (P3), integrated education combined with career training and high school completion as well as English language learning is now available for such career and technical education programs as Heating, Ventilation, Air-Conditioning, and Refrigeration, and Professional Culinary Arts & Hospitality.

**ABE** classes are available for those individuals who need remediation in reading and/or math. This program is available days, evenings and online. Consult Admissions for qualifying scores for online classes.

**ESOL** classes are available for adult students seeking instruction in the English language. This program is available days and evenings with blended remote learning components. The

program includes practical conversational practice in pronunciation, stress, and intonation, as well as career and workforce preparation activities.

The **GED®** preparation program prepares students for the Florida High School Equivalency Test through an individualized course of study. This program is available days, evenings and online. Upon completion of study, students who pass the official GED® test will be awarded a State of Florida High School Diploma.

Pursuant to F.S. 1003.435, to qualify for the State of Florida High School Diploma via the GED® exam a candidate shall be at least 18 years of age on or before the date of the examination, except in extraordinary circumstances as provided for in rules of the district school board. Students 16 or 17 years of age and not meeting eligibility criteria may be given a waiver by the Superintendent, or designee, to take the GED® exam when extraordinary circumstances exist. Please speak with a Career Advisor in admissions, or refer to Lake County School Board's Student Progression Plan for eligibility requirements for the waiver. Although not required, students may opt to take GED ® preparatory classes at any time.

Prior to enrollment in the program, a skill level assessment of reading and math is required to determine placement for classroom instruction. The results of these tests enable faculty to determine strengths and weaknesses so as to prepare an individualized course of study for each student. Official GED ® practice tests are administered as part of the program. Students without a high school diploma who are enrolled in day career-technical programs may work concurrently toward a Florida High School Diploma while on campus. Lake Technical College is a designated PearsonVue testing site and provides GED ® testing in its Assessment Center.

**ASB** is a career and technical education support program offered days, evenings and online for students who may need to improve their skills in reading and/or math. Students are evaluated and individual study plans are written for each subject. Students work at their own pace using a variety of materials that provide continuous feedback and evaluation.

### **Admission Procedures for Face-to-Face ABE, GED, and ASB Classes**

- Complete an online school application
- Complete basic skills testing such CASAS GOALS



- Meet with a career advisor about CASAS GOALS scores
- Register in the Admissions Office
- Pay tuition in the Business Office or pay online at [www.laketech.org](http://www.laketech.org) via Quick Pay
- Attend orientation (main campus only)

Students who score below 4.0 in reading or math are strongly encouraged to enroll in the learning literacy program with the Lake County Library system. See a counselor/career advisor for more information.

### **Admission Procedures for Online ABE, ESOL, GED, and ASB Classes**

- Complete an online school application
- Complete basic skills testing such as CASAS GOALS (Students must have at least a 6.0 grade equivalency score in Reading to be eligible for the online class)
- Meet with a career advisor about CASAS GOALS scores
- Register in the Admissions Office
- Pay tuition in the Business Office
- Complete the mandatory orientation online.

Students who score below a 6.0 in reading on the CASAS GOALS will be required to enroll face-to-face or enroll with the Lake County Library system Learning Literacy program to receive tutoring. See a career advisor for more information.

### **ESOL**

- Complete an online school application
- Take the eCASAS (a test of English language reading and listening skills)
- Meet with a career advisor about scores
- Register in the Admissions Office
- Pay tuition in the Business Office

### ***GED® Testing Service***

Candidates interested in taking the GED® test must process through the **GED® Testing Service (GEDTS) Portal**, [www.GED.com](http://www.GED.com). For information on creating an account, exceptions, accommodations, canceling or rescheduling or requesting a transcript may be found at [www.GED.com](http://www.GED.com).

### ***Foreign and International Diplomas/Degrees***

Lake Technical College accepts foreign and international diplomas and degrees if they are translated into English and evaluated by a credential evaluation service. Credential

evaluation services provide objective evaluations of US equivalents of foreign education. To be accepted, a credential evaluation report must include a statement of the diploma/degree equivalent for US education.

There are several foreign credential services available to students. The agencies listed are supplied as a convenience. Each agency charges a fee for their services. Fees for the evaluation tend to range from \$150.00 to \$250.00 depending on the amount of detail required and the speed of response. The applicant is responsible for paying for the credential evaluation and translation fees.

- AACRAO Foreign Credential Evaluation Service  
One DuPont Circle NW, Suite 520  
Washington, DC 20036  
Phone: 1-202-259-3559  
<http://ies.aacrao.org/apply/>
- Global Education Group, Inc.  
2 East Congress Street, Suite 900  
Tucson, AZ 85701  
Phone: 1-520-202-7800  
[www.globaledu.com](http://www.globaledu.com)
- Josef Silny and Associates  
Miami, FL  
Phone: 1-305-273-1616  
[www.jsilny.com](http://www.jsilny.com)
- World Education Services  
New York, NY  
Phone: 1-212-966-6311 or 1-800-WES-3895  
[www.wes.org](http://www.wes.org)

It is the student's responsibility to have foreign and international diplomas and/or degrees translated into English, evaluated and delivered to LTC prior to enrollment.

Students holding foreign and international diplomas and/or degrees have the right to have their language abilities assessed to determine if their skills are sufficient to enable them to benefit from LTC's program offerings.

### ***Transfer of Credit***

#### **Transfer between Lake Technical College programs:**

Students desiring to transfer between programs at LTC must meet with a career advisor. The student will visit the desired program prior to transferring. Both the sending and receiving faculty and the Financial Aid Office, if applicable, must be

involved in the transfer. Transfers should be made as early as possible in the student's enrollment. Some programs have transferable competencies to other programs. Students may not transfer from one program to another more than once in one academic year. Students who have paid for a LTC FDLE background check for initial entry into a program will not have to repeat the background check for entry into another program as long as the check was at the same level and successfully completed within six months of application to the new program. It is the applicant's responsibility to request that the background check results be forwarded to the applied-to program and to notify a career advisor so that the fee may be waived. If questions arise concerning any student's status, administration reserves the right to require another test. See a career advisor for more information.

**Transfer among Postsecondary Institutions:**

Students transferring to LTC from another institution must file their application and supporting academic documents in the Admissions Office. Students must be in good standing at the transferring institution. Transcripts are reviewed for transfer credit and placement prior to enrollment.

All transfers are considered on an individual basis provided space is available and admission requirements are met. Student placement will be the result of mutual planning by the student, faculty member, career advisor and administration. Some licensure programs may have additional transfer requirements to ensure that licensure and certification standards are met. These requirements are set forth in program information and application packets and on the school website.

**Florida Statute 1007.24(7) states that:**

*Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the*

*previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.*

**Course credit for licensure:**

Students possessing active professional licenses or state certifications may be granted course credit. Proof of any active license must be submitted to a career advisor prior to enrollment. Lake Technical College does not grant course credit for experiential learning.

## ***Graduation***

Lake Technical College holds commencement ceremonies each year honoring all CTE and Adult Education graduates. Students walk in cap and gown attire purchased through the Business Office. Students in programs with formal uniforms such as practical nursing and culinary arts are permitted to wear their uniform with administrative approval. Students may participate in end-of-program ceremonies (i.e., Capping and Pinning) with minimal completion of requirements pending provided they obtain prior approval.

CTE students are eligible for the **graduation ceremony** once the following criteria are met:

1. On track to complete all Occupational Completion Points and/or courses by a determined deadline with a passing grade.
2. On track to complete all competencies as stated in the Master Plan of Instruction.
3. Completion of state mandated exit requirements for basic skills, if applicable.
4. Be in good standing regarding attendance (no more than 10% absences). Have all make-up time completed.
5. Completion of the application for graduation and exit interview.
6. Clearance of all monies owed.

State of Florida High School diploma recipients are those who have successfully completed GED® testing with at least the required minimum scores. These students may participate in a special graduation or celebratory ceremony offered each year.

## **Honors Recognitions**

Students who perform exceptionally well in their program are recognized in various ways. Students with near perfect attendance and progress in their programs are recognized monthly. The National Technical Honor Society is available to CTE students having completed 50% or more of the program, maintaining a 93 or better grade average with at least 90% attendance (or higher if noted in Master Plan of Instruction), and having a faculty member recommendation. The National Adult Education Honor Society is available to students meeting the NTHS criteria of attendance, cooperation and self-reliance.



## **Student Support Services**

Student Services staff focuses on the needs of the individual student and helps to bring together the resources of LTC. Lake Technical College refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, or engage in same-day recruitment and registration for the purpose of securing Service member enrollments or any other specific classification of student. The process begins with academic assessment and program advisement with a career advisor to develop a career action plan. It continues with support throughout a student's enrollment at LTC.

### **Career Advisors**

Career advisors are available to assist students with career and academic advice and financial hardship concerns. Walk-ins or appointments may be made on Monday, 8:00 a.m. to 6:00 p.m., Tuesday through Thursday, 8:00 a.m. to 4:00 p.m., and Friday, 8:00 a.m.-11:00 a.m.

### **Student Retention and Career Dual Enrollment Specialist**

LTC employs a Student Retention Specialist who works with students and faculty to track attendance, assists in developing strategies to improve attendance, and coordinates make-up time.

## **Student Success Counselor**

A Student Success Counselor is available to assist students with study skills, stress reduction, test-taking anxiety, and other challenges. Walk-ins are welcome or appointments may be made.

## **Disability Accommodations**

In order to receive disability accommodations, students must self-disclose the disability and provide documentation to the special populations staff that clearly shows evidence of a disability. The Coordinator will schedule a meeting with the student and faculty member to discuss the documented disability and applicable accommodations. Accommodations received in postsecondary education may differ from those received in secondary education and are reasonable as they relate to the industry or field.

### **Vocational Rehabilitation**

The Florida Department of Education Division of Vocational Rehabilitation sponsors eligible, disabled students who need training or retraining to secure suitable employment. For detailed information, please call 352-630-6200.

### **Division of Blind Services**

The Division of Blind Services provides special assistance for the visually impaired, which may include equipment, counseling, and medical assistance. For information, please call 407-245-0700.

### **Deaf Services**

Florida Relay Service is the communications link for people who are deaf, hard of hearing, deaf/blind, or speech impaired. Through the Florida Relay Service, people who use specialized telephone equipment can communicate with people who use standard telephone equipment. More information about Florida Relay may be found at <https://www.ftri.org/relay>.

To call Florida Relay, dial 7-1-1

## **Financial Aid**

The Financial Aid Office is designed to coordinate and consolidate financial resources and agency services to meet as many needs as possible. This office facilitates the student's ability to complete a training program and enter the workforce as a taxpaying, contributing member of society. No person or entity engaged in any student recruiting, admission activity, or making the decisions

regarding the award of student financial assistance may be provided commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid, including but not limited to Tuition Assistance funds. Policies and guidelines for the administration of all financial aid are established according to federal and state law by the financial aid committee(s) and published in the Financial Aid Policies and Procedures Manual.

Scholarships and grants are available to eligible students from federal, state and local sources through the Financial Aid Office. Lake Technical College does not participate in student loans. It is important that a student submit his/her financial aid application as early as possible since the verification process may be lengthy. Referrals to local agencies for additional support may be made, and referral information is provided through the Financial Aid Office.

Most of the financial aid at LTC is based on need, and students must meet set qualifying criteria to receive assistance. Each applicant should complete a Free Application for Federal Student Aid (FAFSA) and furnish documentation, if needed, to verify eligibility.

#### **Gainful Employment:**

Gainful Employment disclosures are available on the LTC website and upon request for each financial aid eligible program.

#### **Satisfactory Academic Progress Policy for Financial Aid Recipients**

Federal regulations require the school to establish Standards of Satisfactory Academic Progress (SAP) as a general eligibility requirement for Pell Grant. A student must maintain satisfactory academic progress in a CTE program to remain Pell eligible. To meet the SAP standards adopted by LTC, a student must:

- Maintain a minimum average grade of C\* for each payment period. (Qualitative standard)
- Progress at a rate to complete the program within the maximum time frame which is 150% of scheduled program hours. (Quantitative standard)

The qualitative and quantitative standards are cumulative and include all periods of a student's enrollment. Please note that even periods in which the student did not receive any federal aid are also included in the evaluation of academic progress.

*\* Individual programs may have higher minimum standards as listed in the program Master Plan of*

*Instruction. These higher standards must be met for Title IV eligibility.*

#### **Evaluating Satisfactory Academic Progress for Financial Aid Recipients**

Satisfactory Academic Progress (SAP) is reviewed at the end of each payment period. If a student's progress is determined to be unsatisfactory, the student will be ineligible for future Title IV aid. The student may submit a written request for an appeal if extenuating circumstances resulted in the unsatisfactory academic progress.

#### **Reinstatement of Title IV aid for Financial Aid Recipients**

A student's Title IV funding that was discontinued due to unsatisfactory academic progress may be reinstated upon the student's receiving a satisfactory academic progress report at the end of the next payment period.

#### **Absences Exceeding 10% of Total Program Hours for Financial Aid Recipients**

If a student is absent more than 10% of the total program hours, the student's Pell Grant will be canceled. The student may submit a written request for an appeal if extenuating circumstances resulted in absences exceeding 10% of total program hours. If a student withdraws from a program and re-enters in the same program after 180 calendar days, the student's prior absent hours will not be counted as part of his/her cumulative program absences.

#### **Appeals Process for Financial Aid Recipients**

If a student has been declared ineligible for Title IV aid because of unsatisfactory academic progress or absences exceeding 10% of total program hours, the student has the right to make a written request to the Financial Aid Appeals Committee for consideration of extenuating circumstances that caused the loss of his/her financial aid. The student's appeal and all documentation must be submitted to the Financial Aid Office within 5 school days after notification of Title IV ineligibility. If the student's appeal is approved, they will be placed on probation for one payment period. At the end of one payment period on probation, the student must make SAP or they will be declared ineligible for Title IV aid. Only one Financial Aid appeal may be submitted per school year.

#### **Reaching the Maximum Time Frame**

If it is measured and found that a student cannot complete the academic program in which he/she is enrolled within the maximum time frame (150% of scheduled program hours), financial aid eligibility will be canceled.

### **Career and Technical Education Student Financial Aid Program**

Guidelines are established for implementing the legislatively mandated, fee-generated, career and technical education student financial aid program. The financial aid fees collected shall be used to pay full or partial program/course tuition and/or lab fees and textbooks or other items of normal cost of instruction for persons with demonstrated financial need enrolling at LTC. These fees shall also be used to provide students with a supplemental source of financial assistance at LTC. Program requirements are:

- All nonexempt career and technical education students shall be assessed a financial aid fee equal to 10 percent of each student's required course fee amount.
- Financial aid fees are based on the required local effort fees prescribed in legislative appropriations provision.
- The financial aid fee is included in the hourly tuition fee.
- If a person is Pell Grant eligible, Pell Grant monies will be utilized to offset school expenses.
- Assistance may be provided to those who do not qualify for the Pell Grant and to students whose total financial needs are not met.
- The Financial Aid Manager will recommend the distribution of financial aid to the Administration for approval.

### **Professional Judgement**

Eligibility for federal student aid is determined by the FAFSA which currently uses financial information from two years prior to estimate a household's estimated financial contribution. LTC recognizes that households can experience significant changes to their financial situation or other special circumstances that affect the information reported on the FAFSA. When these situations occur, it is possible to re-evaluate a student's aid eligibility based on their current circumstances through the Professional Judgement (PJ) process.

Pursuant to Section 479A and 480(d)(7) of the Higher Education Act of 1965, financial aid administrators have the authority to exercise discretion in a number of areas when an eligible student has special or unusual circumstances through PJ.

There must be a significant change in order to be considered for Professional Judgement. All PJ applications are required to have a detailed letter of explanation and ample supporting documentation to provide evidence of the

extenuating circumstance. Incomplete submissions will delay the process until all requested documents have been received.

PJ decisions are made on a case-by-case basis and the financial aid committee's decision is final and cannot be appealed. Please contact the LTC Financial Aid office to discuss the process and request an application for professional judgement.

### **Bureau of Indian Affairs**

For information regarding training and education, visit <https://www.bia.gov/bia/ois/dwd>.

### **Federally Funded Title IV Grants**

For details on eligibility and applications, ask for the financial aid flyer or call 352-589-2250, extension 1832. Additional information may be found at [fsa.studentaid.gov](http://fsa.studentaid.gov).

### **Local Private Scholarships**

For details on eligibility and applications, call 352-589-2250, extension 1832.

### **Military Tuition Assistance for Service Members**

Service members who qualify may use tuition assistance for approved courses. To apply, Service members must speak with their Educational Services Officer (ESO) or counselor within their Military Service prior to enrolling.

The following policies will apply to service members using military tuition assistance.

- LTC will return any TA Program funds directly to the Military Service, not the Service member
- Up to the start date, will return 100% TA program funds to the appropriate Military Service when the Service member does not:
  - Begin attendance at the institution; or
  - Start a course, regardless of whether the student starts other courses; and will
  - Return any TA funds paid for a course that is canceled by the educational institution.
- LTC will return any unearned TA program funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.
- Termination of Program Enrollment: If a student terminates his or her program enrollment due to a military service obligation, LTC will work with the affected student to identify solutions that will not

result in a student debt for the returned portion of benefits.

Readmission to a Program: LTC will promptly readmit a Service member with the same academic status the student had when last attending LCT or accepted for admission to LTC. This requirement applies to any student who cannot attend school due to military service requirements. The student must notify the LTC of their military service and intention to return to school as follows:

- The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and is not subject to any rule of timeliness.
- The student must also give oral or written notice of their intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established leave of absence policy (if applicable) and general practices.

### **CareerSource Central Florida**

The CareerSource Central Florida Leesburg office is located on the main campus of Lake Sumter State College in Leesburg, Florida. Visit <https://www.careersourcecentralflorida.com/> or call (407) 531-1222. The LTC Admissions Office can provide information about services offered by CareerSource Central Florida.

### ***Veterans' Educational Benefits***

The Bureau of State Approving Agency for Veteran Training has approved some of the certificate training programs offered at Lake Technical College. Veterans should check with the VA School Certifying Official in the Financial Aid Office to apply for or re-activate their VA educational entitlements. Each veteran beneficiary enrolled in a program will be made aware of the availability of Title IV aid as well as possible institutional scholarships. Veterans may contact an LTC Advisor in the Admissions Office for academic counseling, financial counseling,

disability counseling, or to obtain information regarding program completion information.

The student must complete the online application process through VA and bring any requested documents to the Financial Aid Office. Upon completion of the drop/add period, the enrollment certification is reported by the VA School Certifying Official to the DVA for processing. It takes DVA a **minimum** of 30-60 days to activate benefits.

The student is eligible for educational benefits for the length of the program as approved by the DVA. The student must check with the school's VA School Certifying Official to verify the DVA's approval of his/her program length.

All veterans receiving educational benefits while attending LTC are subject to the policies and procedures of the school which include the following:

#### **Self-Certification of Enrollment Period**

All students that would like to use VA educational benefits for an approved program must self-certify each enrollment period. Students that attend a program with an unscheduled variation in the weekly hours attended, such as for ride-times, must self-certify on a monthly basis. Automatic renewal for each enrollment period is **prohibited**.

#### **Standards of Progress and Attendance**

All students receiving Veterans' Educational Benefits must maintain satisfactory progress in accordance with regularly prescribed standards and policies of LTC. If the student is not making satisfactory progress according to the standards and policies, educational benefits will be discontinued for the student. Veteran and non-veteran students alike will be referred to Admissions for counseling of a program that may offer the possibility of success.

1. Satisfactory academic progress is defined as mastery of at least 85% of assigned program competencies **and** a minimum average grade of C for each academic quarter. Academic progress will be reviewed by the VA School Certifying Official at the end of each academic quarter and at the end of each summer term, if attended.
2. If the VA student's academic progress is determined to be unsatisfactory, the student's VA educational benefits will be terminated for a minimum of one academic quarter. Students not meeting SAP will have the option to appeal pending circumstances and frequency.

3. The DVA will be notified by the school's VA School Certifying Office if the veteran does not maintain satisfactory academic progress.
4. Attendance reports must be submitted monthly to LTC's VA School Certifying Official.
5. Students must attend classes regularly, and attendance will be recorded and maintained by the school. Veterans must complete at least 90% of the scheduled program hours within a calendar month. The student may submit a written request for an appeal if extenuating circumstances result in absences exceeding 10% of program hours within a calendar month. Extenuating circumstances include: death of an immediate family member, jury duty, active military service, etc. All absences, including extenuating circumstances, are considered unexcused unless otherwise documented.
6. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.
7. If a VA student's attendance is determined to be unsatisfactory, he/she will be placed on probation for the following calendar month. If attendance is satisfactory during that time, students will no longer be on probation and benefits will remain active. If a student's attendance is unsatisfactory at the end of the period of probation, VA benefits will be terminated. VA students are allowed ONE month unsatisfactory attendance that results in a probationary period per academic term.
8. Satisfactory attendance is defined as compliance with existing school attendance policy **and** the VA attendance policy. Programs requiring state licensure for certification have higher minimum standards for satisfactory attendance, and those standards are listed in the program's Master Plan for Instruction which is given to each student. Students must maintain the higher standard in such cases. It is the student's responsibility to adhere to both attendance policies in order to continue the educational program and receive monetary VA benefits.
9. The DVA will be notified by the school's VA School Certifying Official if the veteran does not maintain satisfactory attendance and benefits must be terminated.

### **Appeal Process**

If a student has reached termination status because of unsatisfactory academic progress or absences exceeding 10% of program hours within a calendar month, the student has the right to make a written request for appeal to the VA Certifying Official. The student's appeal and all

documentation must be submitted to the VA Certifying Official within 5 school days after notification of termination status.

### **Credit for Previous Training**

A VA benefited student is **required** to transfer previous training credits from an accredited institution to LTC. Credit for previous training will be evaluated by the faculty member and granted, if appropriate. Upon acceptance of the transfer credits, the training time may be reduced. The DVA and the student will be notified if previous credit is granted. The evaluation will be performed within the first 90 days of enrollment.

### **Out-of-State Fee Waiver**

1. Each Florida College System institution board of trustees, each district school board with a career center authorized under s. 1001.44, and each board of directors for a charter technical career center authorized under s. 1002.34 shall waive out-of-state fees for honorably discharged veterans of the United States Armed and Reserve Forces (Air Force, Army, Coast Guard, Marines, and Navy) and the National Guard (Army and Air) or any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs who physically resides in Florida while enrolled as a degree or certificate seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged a resident student enrolled in the same program.
2. Each Florida College System institution board of trustees, each district school board with a career center authorized under s. 1001.44, and each board of directors for a charter technical career center authorized under s. 1002.34 shall adopt written policies and procedures for determining student eligibility to include verification of eligibility for educational assistance provided by the United States Department of Veterans Affairs. Evidence of eligibility may include:
  - a. A current Florida driver license or Florida identification card to demonstrate physical residence in Florida.
  - b. Military separation documentation such as the most recent Certificate of Release or Discharge from Active Duty (i.e., DD Form 214) to demonstrate veteran and discharge status.
  - c. Documentation from the United States Department of Veterans Affairs that the student requesting the out-of-state fee



waiver is eligible for educational assistance.

- Pursuant to s. 1009.285, a student will be required to pay tuition at 100 percent of the full cost of instruction upon the third attempt of a course unless the Florida College System institution has granted an exception due to extenuating circumstances.

*Rulemaking Authority s. 1009.26; Law Implemented s. 1009.26, 1009.285. History New*

### **Deferment of Fees**

In accordance with Title 38 US Code 3679 subsection (e), Lake Technical College makes the following provisions for any students using the U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33), Vocational Rehabilitation & Employment (Ch. 31), or Dependent of a Disabled Veteran (Ch. 35) benefits, while payment to the institution is pending from the VA. This provision permits any covered individual to attend or participate in the course of education without penalty during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under Chapter 31, 33, or 35 and *ending on the earlier of the following dates*: 1) The date on which payment from the VA is made to the institution; OR, 2) 90 days after the date the institution certified tuition and fees following the receipt of the COE. During this time of deferment, LTC will not:

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

In order to be covered by this provision, individuals using Chapter 33, Chapter 31, or Chapter 35 benefits must:

- Produce the VA Certificate of Eligibility (COE) by the first day of class (or VAF 28-1905 for Chapter 31);
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **Notification of Academic Progress**

It is the responsibility of the Financial Aid Office to maintain a file on each student receiving Veterans' Educational Benefits. At the end of each academic

quarter, the faculty member submits a written report to the Financial Aid Office indicating the student's academic progress.

### **Notification of Attendance**

At the end of each month, the faculty member submits a written report to the Financial Aid Office indicating the student's attendance for that month.

### **Reaching Program Maximum Timeframe**

If a student has reached the maximum timeframe of the program in which he/she is enrolled, VA benefits will be terminated. The student is expected to be aware of the maximum attempted clock hours. No warning notice will be provided to the student by the VA School Certifying Official.

### **Regaining Eligibility after Involuntary Termination of Program Enrollment**

A student withdrawn from a program due to unsatisfactory progress, attendance or behavior must receive administrative approval before re-enrolling at Lake Technical College. A VA eligible student who is readmitted to a program must show satisfactory progress for one academic quarter before requesting that his/her VA benefits be reinstated.

### **Reinstatement of Veterans' Educational Benefits**

VA Educational Benefits discontinued due to unsatisfactory academic progress may be reinstated upon completion of one academic quarter of satisfactory academic progress.

VA Educational Benefits discontinued due to unsatisfactory attendance may be reinstated upon completion of one calendar month of satisfactory attendance.

### **Termination of Program Enrollment**

If a student terminates his or her program enrollment due to a military service obligation, Lake Technical College will work with the affected student to identify solutions that will not result in a student debt for the returned portion of benefits.

### **Readmission to a Program**

A student will be readmitted to a program if he or she is temporarily unable to attend class or must suspend studies due to service requirements.



# POLICIES AND GENERAL INFORMATION



## NOTIFICATION OF COMPLIANCE

Lake Technical College adheres to a policy of non-discrimination in educational programs/activities and employment and strives to provide equal opportunities for all as required by the following. To report violations to this policy, contact Sherie Lindamood at 352-589-2250 ext. 1824.

**Americans with Disabilities Act Title II** – prohibits discrimination on the basis of disability in state and local government programs/services.

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

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

**Florida Education Equity Act** – Discrimination of the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public K-20 education is prohibited.

**Section 504 of the Rehabilitation Act of 1973** – prohibits discrimination against the disabled. It is the intent of LTC to identify, evaluate and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students and parents have a right to due process under Section 504. A copy of Lake County Schools Notice to Parent Rights Afforded by Section 504 of the Rehabilitation Act of 1973 is available at the LTC main campus. The special populations staff is the coordinator of section 504 activities and may be contacted at 352-589-2250, ext.1835

**Title IX of Education Amendments of 1972** – states: “No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to

discrimination under any education program or activity receiving federal financial assistance.” Lake Technical College and the Lake County School Board are in compliance with the requirements of Title IX and do not discriminate on the basis of sex in the educational programs or activities which it operates. A “Title IX Complaint” is a claim by a person who he or she has been discriminated against on the basis of sex in the programs or activities operated by LTC.

**Florida Relay** is the communications link for people who are deaf, hard of hearing, deaf/blind, or speech impaired. Through the **Florida Relay**, people who use specialized telephone equipment can communicate with people who use standard telephone equipment. More information about Florida Relay may be found at <https://www.ftri.org/relay>

To call Florida Relay, dial 7-1-1, or use the toll free numbers:

- 1-800-955-8771 (TTY)
- 1-800-955-8770 (Voice)
- 1-800-955-3771 (ASCII)
- 1-800-955-5334 (STS)
- 1-877-955-8773 (Spanish)
- 1-877-955-8707 (French Cr)



## CAMPUS SAFETY

The health and safety of LTC students is a top priority. Students who learn to work safely at LTC will be safe workers in Lake County business and industry as well. Each program classroom has a planned, organized, and efficient procedure for ensuring cleanliness and safety for all LTC students, staff, and visitors. In addition, each program area contains fire extinguishers, as well as SDS information and eyewash stations where applicable. Fire, tornado and active killer drills are routinely held.

Lake Tech is protected by armed Safe School Officers and armed security to patrol the main campus to include parking areas and campus buildings, provide security for students, staff, and

property, and provide an on-site supervision. Security at non-main campus locations is governed by the property owners.

Each program and department has a first aid kit. These kits are routinely inspected and restocked as needed. No medication is dispensed. Wounds are washed and covered; however, they are not medicated.

Emergency First Responder contacts are posted in each classroom/department and are called upon if needed. When further professional advice is deemed advisable or in extreme cases, nurses from HSE and/or paramedics from the Emergency Medical Services Department may be called upon for assistance until family, medical care or an ambulance is contacted.

Designated first responder staff members have been trained in the use of the automated external defibrillator (AED) in case of cardiac arrest. AEDs are maintained regularly and kept in the Admissions Office, EMS Building, the CNC lab, Culinary, the IPS weight room, the Range classroom, the FF classroom, and the IPS main office. AEDs are also located at each Instructional Service Center. A sign designating an AED is posted outside each area.

If a student becomes ill after arriving at LTC, she/he may be encouraged to go home.

In the event of a student, staff member or visitor accident, illness or emergency involving bodily injury:

1. The faculty member or witness notifies front desk staff (ext. 1800) who will contact a first responder and an administrator.
2. If the situation warrants, 911 shall be called.

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

Students who witness or are victims of illegal activities should immediately notify the school authorities and local law enforcement officers who will be responsible for the investigation of the incident. A SIT meeting would also be scheduled, if appropriate, with all parties involved. It is the policy of LTC to take immediate corrective action to prevent a repeat of the activity and maintain a safe campus for all students, employees and campus visitors.

### ***Crisis Protocol***

Measures have been taken to ensure our staff and students are prepared in the event a crisis situation

occurs on one of our campuses. A comprehensive system has been created to guide our staff through a wide variety of situations. Fire drills, tornado drills, and active killer drills are practiced ensuring that routines and safety procedures are well established and familiar to all.

In the event that a situation arises, either on or off campus, that, in the judgment of the LTC Executive Director, constitutes an ongoing or continuing threat to health or safety, a college wide "timely warning" will be issued.

Timely warnings are sent to all currently registered students and current employees using the LTC email system. Students and employees should take responsibility for checking their email accounts frequently. Timely warnings are issued based on the nature of the crime, if the crime is a continuing danger to the college community, and if the notification does not interfere with law enforcement efforts.

Any LTC student, staff, or visitor to LTC who knows of a crime or other serious incident should report the incident immediately by phone to the Reception Desk at 352.589.2250 or (ext. 1800), so that a Campus Safety Alert can be issued, if warranted.

The sole purpose of a timely warning is to insure the health and safety of the LTC campus community. Accordingly, victims' names will be held as confidential and will not be included in any notification.

Please cooperate with school and district authorities during an active killer crisis:

- Follow school and/or district directives.
- Consult local media for regular updates about the incident. Listen for information updates on local radio and television stations. You may be directed to an off-campus staging area for the latest information regarding a campus crisis.
- DO NOT call the school because phone lines will be needed for emergency communication; however, please consult the local media.
- DO NOT use cell phones in order for cell towers to be clear for emergency use; however, please consult the local media.

### ***Safety in Private Spaces Act***

Pursuant to Section 553,865(9)(a), Florida Statutes, each educational institution shall, within its code of student conduct, establish disciplinary procedures for any student who willfully enters, for a purpose other than those listed in subsection (6), a restroom

or changing facility designated for the opposite sex on the premises of the educational institution and refuses to depart when asked to do so by:

1. For a K-12 educational institution or facility, any instructional personnel as described in s. 1012.01(2), administrative personnel as described in s. 1012.01(3), or a safe school officer as described in s. 1006.12(1)-(4). For purposes of this section, pursuant to Section 553.865(6), Florida Statutes, "a person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:
  - (a) To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22, or a developmental disability as defined in 393.063;
  - (b) For law enforcement or governmental regulatory purposes;
  - (c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
  - (d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
  - (e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex."

The following definitions apply pursuant to Section 553.865(3), Florida Statutes. "As used in this section, the term:

- (a) "Changing facility" means a room in which two or more persons may be in a state of undress in the presence of others, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room.
- (e) "Educational institution" means a K-12 educational institution or facility or a postsecondary educational institution or facility.
- (f) "Female" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing eggs.
- (g) "K-12 educational institution or facility" means:
  1. A school as defined in s. 1003.01(17) operated under the control of a district school board as defined in s. 1003.01(7);

2. The Florida School for the Deaf and the Blind as described in ss. 1000.04(4) and 1002.36;
  3. A developmental research (laboratory) school established pursuant to s. 1002.32(2);
  4. A charter school authorized under s. 1002.33; or
  5. A private school as defined in s. 1002.01(3).
- (h) "Male" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing sperm.
  - (k) "Restroom" means a room that includes one or more water closets. This term does not include a unisex restroom.
  - (l) "Sex" means the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person's sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.
  - (m) "Unisex changing facility" means a room intended for a single occupant or a family in which one or more persons may be in a state of undress, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room that is enclosed by floor-to-ceiling walls and accessed by a full door with a secure lock that prevents another individual from entering while the changing facility is in use.
  - (n) "Unisex restroom" means a room that includes one or more water closets and that is intended for a single occupant or a family, is enclosed by floor-to-ceiling walls, and is accessed by a full door with a secure lock that prevents another individual from entering while the room is in use.
  - (o) "Water closet" means a toilet or urinal.

Violations of the above Safety in Private Spaces Act will result in disciplinary action.

### ***Preventing and Responding to Sex Assault, Domestic Violence, Dating Violence, and Stalking***

It is the policy of LTC to provide a safe and secure environment for employees, students, and visitors by prohibiting sexual assault, domestic violence, dating violence, stalking and by establishing preventative measures, holding perpetrators accountable, providing assistance and support to victims, and reporting violent crimes consistent with Title IX of the Education Amendments the Civil Rights Act of 1972, the Jeanne Clery Disclosure of

Campus Security Policy and Campus Crime Statistics Act and other applicable legal requirements.

### **Prevention**

LTC provides counseling and literature on sexual assault, date rape education, and risk reduction through the Admissions Office, and information about the Violence Against Women Documentation Act is included in an online training module located on the LTC's website.

Throughout the school year, LTC sponsors prevention and awareness programs, that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

### **Responding**

The first priority of a victim of sexual assault, domestic violence, dating violence or stalking should be to get to a place of safety. The second priority is to obtain necessary medical treatment, if needed. LTC strongly recommends that victims report the incident to law enforcement **in a timely manner**.

Emergency assistance may be requested by calling **9-1-1** or, during regular business hours on campus, 352-589-2250.

### **FortifyFL**

FortifyFL is a suspicious activity reporting tool that allows a person to instantly relay information to appropriate law enforcement agencies and school officials. It may be found at <https://getfortifyfl.com/>.

## ***Controlled Substances (Alcohol, Drugs, Illegal Substances, Tobacco)***

Drugs, alcohol and illegal substances are prohibited and will not be tolerated on any LTC campus. Students or employees who violate the controlled substances policy will be subject to criminal prosecution and the resulting penalties as well as to appropriate school disciplinary procedures.

It is the policy of LTC to promote a safe, healthy and productive environment for all students and employees and to maintain a learning and working environment that is free from the negative impact of drug and/or alcohol abuse. In compliance with the provisions of the Drug Free Schools and Communities Act, LTC has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

LTC prohibits students, employees, and visitors from being on any LTC campus or attending any College-sponsored off-campus activity while impaired by any impairing substance. LTC also prohibits the manufacture, possession, use, distribution, or sale of controlled substances or alcohol during work time and breaks, on any LTC campus or class/work sites, while driving a LTC vehicle, and/or while driving any vehicle for a College-sponsored, sanctioned, or required activity.

LTC is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with LTC's educational environment, and result in damage to College property. Therefore, it is the College's policy that the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on all LTC campuses or as part of any College-sponsored activity. The specifics of this policy are as follows:

1. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on any LTC campus, at any other College locations, or at College-sponsored events activities or events.
2. A student's legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.
3. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on any LTC campus or as part of any College-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions.
4. LTC annually hosts Drug and Alcohol Abuse Awareness programs for students. These programs are open to all students, but may be required for students in violation of this policy as a first level disciplinary sanction. Additional educational materials, programs, and other

resources are available in the Admissions Office at the Eustis campus.

5. Faculty have the discretion to determine whether a student may be under the influence of drugs or alcohol. If the faculty member suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact an administrator to remove the student from the classroom. The administrator will notify the student of his/her alleged violation of Code of Student Conduct, his/her rights as outlined in the Code of Student Conduct, Student Catalog, and the subsequent steps that will follow.
6. The use of tobacco products, including e-cigarettes, of any kind is not permitted at any Lake Technical College location.

### **Consequences for Violating Policy/Procedures**

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Code of Student Conduct policy and procedures. At his or her discretion, the LTC Executive Director or her/his designee may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse awareness program or seminar conducted by member of the LTC Counseling staff. For more severe infractions, the student may be required to complete an off-campus drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at LTC.

### ***Harassment***

Lake Technical College has a zero tolerance policy towards harassment. The term "harassment" includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. The term "harassment" includes, but 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 schools. The term "harassment" includes sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance.

Lake Technical College will promptly investigate alleged incidents of harassment or discrimination and appropriate, corrective action will be taken. Any student who alleges harassment or discrimination by another student or LTC employee shall report the harassment to an administrator(s), a

counselor/career advisors or teachers. Filing a complaint or otherwise reporting harassment in good faith will not affect the student's status, extra-curricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses and be signed by the complainant. The right to confidentiality, both of the complainant and of the alleged harasser, will be respected, consistent with LTC's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred.

### ***Public Safety Information Act 1997 – Sex Offender/ Sexual Predator Laws***

Sexual offenders and predators are required to register with the Florida Department of Law Enforcement (FDLE). The public may access this information at <http://offender.fdle.state.fl.us/offender/> or call 1-888-357-7332.

### ***Searches***

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle.

Notice: As per School Board Policy 5771, school authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules.



## **STUDENT RIGHTS**

Students attending LTC have the right to equal educational opportunities without regard to race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status. Students are also vested with other fundamental rights. Among these is the right:

1. To be informed of the rules of the Code of Student Conduct;



2. To a safe and orderly environment in which to learn;
3. To know about and use school student services;
4. To be treated with dignity and respect;
5. To reasonable and fair treatment;
6. To be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without student consent;
7. To be notified of failure or the potential for failure.

4. The student is entitled to have a support person present at the meeting.
5. The student is given the opportunity to submit and/or present information relative to the situation.
6. The Grievance Committee reviews all information and acts accordingly. In some cases, there will be a need for additional meetings.
7. A written report of the committee's recommendations will be distributed to all parties.

### ***Appeals Process and Grievance Procedure***

#### **Appeals Process**

Students who wish to appeal or seek a waiver of policy may do so following the appeals process.

1. The student submits the appeal in writing to the Dean of Student Services.
2. The Dean of Student Services and staff gather data regarding the appeal and submit such to the Executive Director or designee.
3. If needed, the Dean of Student Services sets and notifies appropriate staff for an appeals meeting. Included in the meeting must be an administrator, Dean of Student Services, and faculty member, if pertinent to the appeal.
4. The student is given the opportunity to submit and/or present information relative to the situation.
5. An Appeals Committee reviews all information and acts accordingly. In some cases, there will be a need for additional meetings.
6. Notes are taken at the meeting and distributed to all parties.

Every effort will be made to resolve the situation at this level. If no resolution is reached, the student may file a formal grievance following the school's grievance procedure.

#### **Grievance Procedure**

Students who feel their rights have been violated in any way may initiate a grievance procedure. The following outlines the steps in the procedure:

1. The student submits in writing the alleged incident to the Dean of Student Services.
2. The Dean of Student Services and staff gather data regarding the grievance.
3. The Dean of Student Services sets and notifies individuals for a Grievance Committee meeting. The committee membership shall include a Board of Directors member and two faculty members from disciplines unrelated to the student filing the grievance. The Dean of Student Services serves as facilitator during the meeting.

Every effort will be made to resolve the situation at the local level. In the event a student cannot resolve a conflict concerning his/her technical training at the local level, he/she may contact the Florida Department of Education - Career and Adult Education at 325 West Gaines Street, Suite 734, Tallahassee, Florida, 32399-0400, 850-245-0446, <http://www.fldoe.org/policy/cie/file-a-complaint.stml>, or the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350, 770-396-3898, [www.council.org](http://www.council.org).

### ***Family Education Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The following has been taken from the U.S. Department of Education website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a

statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

For additional information, call 1-800-872-5327.  
Individuals who use TDD may call 1-800-437-0833.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### ***Information to Which a Student May Not Have Access***

An institution does not have to permit a student to inspect and review education records that do the following:

- Contain information on more than one student. The requesting student may inspect, review or be informed of only the specific information about his or her records.
- Contain the financial records of his or her parents.

### ***Directory Information***

FERPA allows every institution of higher education to disclose "directory information" without written consent of the student. Directory information includes the following items:

- Name
- Address
- Phone number and email address

- Dates of attendance
- Degrees or certificates awarded
- Enrollment status
- Major field of study

However, every student has the right to ask his or her institution of higher education NOT to disclose directory information. A request not to release directory information must be submitted in writing to the Executive Director or his/her designee on or before the first day of September of any school year, or within three weeks of the date of enrollment of a student after the start of the school year.

In the absence of written notification to restrict the release of directory information, the school and the Board of Directors will assume that neither a parent of a student nor an eligible student objects to the release of the designated directory information.

Under provisions of the National Defense Authorization Act and The Elementary and Secondary Education Act (No Child Left Behind), directory information may also 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, including among others, mailing lists for solicitation purposes.

### ***School Officials with a Legitimate Educational Interest***

LTC may disclose student record information to school officials with a legitimate educational interest. A school official is a person employed by LTC or LCSB as administrator, supervisor, faculty member, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors or LCSB; a person or company with whom LTC has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist; or a parent or 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 responsibility.

### ***Subpoena of Student Records***

LTC 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 or parent of a dependent student objects 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.

### ***Notification of Risk***

Be aware that participating in any lab or clinical setting can be dangerous in nature and involves MANY RISKS OF INJURY. It is understood that the dangers and risks of participating in a lab or clinical setting may result not only in serious injury, but in a serious impairment of future ability to earn a living, to engage in other business, social and recreational activities and generally to enjoy life. Because of the dangers of participating in lab and clinical settings, it is important to follow and obey teacher instructions and safety rules and wear proper safety attire.

In order to maintain an educational setting in which all students are able to maximize their educational potential, it is expected that all students and visitors adhere to school behavior and civility guidelines.

Students at LTC have the responsibility to:

1. Adhere to the guidelines set forth in the Code of Student Conduct;
2. Attend school regularly and be punctual;
3. Come to class with all necessary materials and be prepared to learn;
4. Take advantage of learning opportunities;
5. Use guidance services for educational and personal improvement;
6. Treat other people and property with respect;
7. Report hazardous or dangerous situations to a school administrator or staff member;
8. Refrain from bringing inappropriate or contraband items to school;
9. Follow classroom and lab rules and complete all classroom assignments, homework, and projects/reports as outlined by their faculty member(s);
10. Refrain from profane or inflammatory statements;
11. Conduct themselves in a safe and responsible manner
12. Present a clean and neat appearance;
13. Take responsibility for his/her own work and actions;
14. Refrain from possessing or using drugs, alcohol, tobacco products, and illegal substances.

### **Drug Free Schools and Communities Act**

In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, LTC has adopted and implemented a program to prevent the unlawful possession, use or distribution

of illicit drugs and alcohol by students and employees.

LTC presents the following information for your knowledge and in promotion of healthy lifestyles:

The Drug Free Campuses Policy (6Hx28: 10-08.1) is contained in full in the Admissions Office Applicable sections are:

1. The president or a designee is authorized to impose disciplinary sanctions on students and employees (consistent with local, state, and Federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of standards of conduct required by this policy.
2. Any student found to have committed unlawful use, possession or distribution of illicit drugs and alcohol on college property or as a part of any college activities, is subject to disciplinary sanctions.

### **Health Risks Associated with Substance Abuse Alcohol**

Alcohol is a depressant. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate to high doses of alcohol cause marked impairments in higher functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy increase the risk of birth defects, spontaneous abortion, and still births.

Substance abuse often leads to on-the-job accidents and absenteeism.

### **State and Municipal Laws**

1. Drinking Age: The legal drinking age in Florida is 21. Selling, giving or serving alcoholic beverages



to persons under 21 is unlawful. In Florida, this law extends to possession of alcoholic beverages by anyone under 21. It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony.

2. **Open Container Laws:** It is unlawful for any person to consume or to induce, assist or aid another to consume any beverage containing more than 1% alcohol by weight, upon any street, sidewalk or in any alley. It is unlawful to have an open container of alcoholic beverage in a vehicle. (Section 316.1936 F.S.)
3. **Drinking, Driving and the Law:** Under Florida law, driving under the influence of alcoholic beverages or any controlled chemical substance (DUI) is an offense evidenced by impairment of normal faculties or an unlawful blood or breath alcohol level of .08 or higher.
4. **Sale or Possession of Illegal Drugs:** It is unlawful to be in the possession of illicit drugs and/or to sell or intend to sell illicit drugs.
5. **Selling or Purchasing Controlled Substances within 1,000 Feet of School:** It is unlawful for any person to sell, purchase, manufacture or deliver or possess with the intent to sell, purchase, manufacture or deliver, a controlled substance in, or within 1,000 feet of the real property comprising a public or private elementary, middle, secondary school, community or state college or university.

### **Student Drug/Alcohol Counseling and Treatment**

Alcohol and other drug educational information is available to students through the Student Success Counselor. Students in need of treatment for alcohol and other drug problems will be assisted with referrals to self-help support groups, community agencies, and private providers.

### **Medical Marijuana**

1. "Marijuana" shall have that meaning prescribed by F.S. 381.986(1)(f) which means all parts of any plant of the genus Cannabis, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds or resin, including low-THC cannabis, which are dispensed from a medical marijuana treatment center for medical use by a qualified patient. For purposes of this policy, the terms "marijuana" and "medical marijuana" may be used interchangeably.
2. "Low-THC cannabis" shall have that meaning prescribed by F.S. 381.986(1)(e) which means a

plant of the genus Cannabis, the dried flowers of which contain 0.8 percent or less of tetrahydrocannabinol and more than ten percent (10%) of cannabidiol weight for weight; the seeds thereof; the resin extracted from any part of such plant; or any compound, manufacture, salt, derivative, mixture, or preparation of such plant or its seeds or resin that is dispensed from a medical marijuana treatment center

3. "Qualified student/patient" means a student who meets the definition of a qualified patient in F.S. 381.986(1)(l) which means a resident of this State who has been added to the medical marijuana use registry by a qualified physician to receive marijuana or a marijuana delivery device for a medical use and who has a qualified patient identification card.
4. "Caregiver" shall have that meaning prescribed by F.S. 381.986(1)(a) which means a resident of this State who has agreed to assist with a qualified patient's medical use of marijuana, has a caregiver identification card, and meets the requirements as set forth in F.S. 381.986(6).
5. No Lake Tech employee or contractor may administer, store, hold, or transport marijuana in any form, nor may it be stored in any Lake Tech vehicle or on any Lake Tech property, including school grounds and parking lots.
6. Student possession, use, distribution, sale, or being under the influence of marijuana inconsistent with, and not expressly authorized by, this policy is prohibited and is a violation of Board policy and the Code of Student Conduct and may subject the student to disciplinary consequences, including suspension and/or expulsion.
7. A qualified student/patient must submit appropriate documentation to the Students with Disabilities Coordinator for approval of reasonable accommodations based on industry standards for chosen program.
8. Students enrolled in CTE programs requiring the passing of a drug test may not be retained if results are positive for marijuana.

### ***Voter's Registration***

LTC promotes responsible citizenship through voting in local, state, and federal elections as part of becoming productive citizens in today's global society. Florida Voter Registration Applications are available in the Admissions Office on the main campus, in the main office at the Institute of Public Safety, on the LTC website at [www.laketech.org](http://www.laketech.org) and or may be downloaded from State of Florida website at <http://dos.myflorida.com/elections/for-voters/voter-registration/>. In addition, voter registration drives take place on an annual basis.



## STUDENT RESPONSIBILITIES

### *Code of Student Conduct*

Students attending LTC are treated as mature individuals. Lake Technical College 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. These include situations in which:

- A student's conduct affects LTC's program(s) and students in a negative way.
- A student's conduct has a negative effect from a safety standpoint.
- A student does not make proper adjustment in response to attempts at correction.
- Cheating/plagiarism (see "Academic Integrity").

The Code of Student Conduct applies to all students enrolled in LTC and is in effect on LTC property and whenever students are under the official supervision of LTC employees, such as during field trips or clinical experiences. Failure to abide by the Code of Student Conduct guidelines may lead to program dismissal not in good standing.

A student withdrawn in "good standing" is defined as a student who is eligible to re-enroll at LTC without any special considerations. Students dismissed "not in good standing" will need to request special consideration from the Executive Director of Lake Technical College or designee and may be excluded from enrollment in licensure programs.

Career dual-enrolled high school students not meeting the standards for LTC and/or the LCSB Code of Student Conduct will be withdrawn from their program and returned to their home high school.

## ***Bullying and Other Forms of Aggression***

Lake Technical College's Administration is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group, where there is an imbalance of power. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. Any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation, will not be tolerated.

### ***Unacceptable Behaviors***

The following behaviors and all illegal actions are prohibited on school grounds and at school-sponsored activities and will result in dismissal upon the recommendation of a school intervention team:

1. The use of loud, abusive, profane, obscene language/materials, either oral or written (including racial comments) electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable.
2. Cheating or plagiarism in any form (see "Academic Integrity" statement).
3. Giving false information for the purpose of deception, including forgery, alteration or misuse of records.
4. Logging in or out of the attendance computer for another student or having another student log in or out for one's self.
5. The verbal or non-verbal refusal to comply with school rules or directions from school staff, refusal to identify one's self or disrespectful behavior toward school personnel on or off campus.
6. The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.
7. Any act that disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety and/or welfare of students, staff, or others.
8. Using, possessing, being under the influence of or having a positive drug test for any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be subject to testing.

9. Any willful and/or deliberate act committed with the intention of promoting sexual favors, or any lewd or lascivious act. Any unsolicited sexual proposal or offensive touching of another person, or any act of indecent exposure or obscenities such as telephone calls or other communication are included under this heading, as well as, the unlawful manufacturing, publishing, selling, buying, or possessing materials, such as literature or photographs.
10. Placing another person in fear of bodily harm through verbal threats with or without displaying a weapon or subjecting the person to actual physical attack. Hazing and extortion are considered under this heading. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat.
11. The use of tobacco products at any LTC location.
12. Inappropriate use of electronic communication devices on campus. This includes the possession and/or use of cell phones, smart watches, or other electronic devices during a test or assessment.
13. Violation of local, state or federal laws.

### ***Academic Integrity***

It is essential that students earning credit for their academic achievements are able to do so in an environment in which such achievement is known to be well and honorably earned. Because it is vital for the well-being of all students that certificates earned at LTC are valued for their high standards, a zero-tolerance attitude is taken in regard to academic dishonesty.

**Cheating/Plagiarism** is defined as willful or deliberate unauthorized use of the work of another person (including Artificial Intelligence) for academic purposes, copying work from another, or inappropriate use of notes or other material in the completion of an assignment or test. Both asking for and giving such information is considered academic dishonesty. In addition to disciplinary interventions, credit may not be granted for the assignment(s) in question. When grade reduction is determined to be the appropriate disciplinary measure, the student shall be notified. Depending on the severity of the offense or individual program requirements, students guilty of academic dishonesty may also be withdrawn from their program not in good standing (see Student Code of Conduct). Further information for individual programs may be found in the Master Plans of Instructions.

**Online Access** Technology is an integral part of our daily lives. From smartphones, to electronic tablets, these devices are becoming items that many cannot function without. In addition, the internet is changing the way education is delivered. Lake Technical College ensures that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet. Lake Tech uses the Learning Management System, Canvas, as a tool for each program to load resources, announcements, and grades. CTE students are provided with an account upon enrollment in a program.

It is also important that students have an email address that they check on a regular basis. Information may come through your email, so it is important that students check it regularly. If a student does not have an email address, there are numerous services that provide FREE email addresses. Faculty should have a current, working email address of each student.

**Social Media** The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of “not-so-popular” problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

## ***Children on Campus***

Students, campus visitors, and employees are expected to make off-campus childcare arrangements. LTC assumes no responsibility for the supervision of children. At no time should children be left unattended either in buildings, grounds or vehicles.

## ***Copyright Law and Lake Technical College Policy***

### **U.S. Copyright Law**

Title 17, United States Code, contains rules regarding copying or reproducing copyrighted material. Lake Technical College is legally obligated to adhere to all copyright laws. Therefore, the institution reserves the right to refuse to permit copying or reproducing copyrighted material. Most of the time reproducing material is **not** legal without the express or written permission by the author.

### **Copyright Information and Higher Education Funding**

Title IV of the Higher Education Opportunity Act (HEOA) legislation addresses Federal Student Assistance, including Pell Grants, the Family Education Loan Program, the Work-Study program, Direct Student loans, and Perkins Loans. However, the reporting requirements of HEOA Title IV also stipulate that all US colleges and universities must provide:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- A plan to “effectively combat the unauthorized distribution of copyrighted materials” by users of its network, including “the use of one or more technology-based deterrents.”
- A plan to “offer alternatives to illegal downloading.”

### **“Fair Use” of Copyrighted Works**

Section 107 of Title 17 of the US Code permits limited use of copyrighted materials for educational purposes as long as it is relevant to the lesson, part of classroom instruction, and is not broadcast or published for wide/general consumption. The following lists, in general, the limits on copying or reproducing copyrighted material.

- 10% or 1000 words (whichever is less) of written materials such as newspapers, books, magazines, CD-ROM, computer files, etc.
- 10% or 3 minutes (whichever is less) of motion media such as video, DVD, etc.
- No more than 250 words of a single poem

- 10% or 30 seconds of music from a single musical work, cannot substantially change the work
- No more than 1 image from one artist or photographer
- 10% or 2500 fields or cells (whichever is less) from a database or data table
- No copying shall be conducted that substitutes for sales of the copied work such as a workbook.

### **Peer-to-Peer (P2P) Software**

Recreational downloading (piracy) of copyrighted materials is a violation of both federal and LTC policy. The Recording Industry Association of America (RIAA) on a regular basis pursues suspected violators and in particular focuses on post-secondary networks since the highest number of copyright infringements occur here. P2P software allows users to download and distribute music files from one computer to another across networks. When users do not pay for these files, they break Federal and International copyright laws.

### **Disciplinary Actions**

Rules governing internet use are listed in the Acceptable Telecommunications Use Policy located under student responsibilities in the catalog. Penalties for violating copyright laws, policy regarding P2P file sharing, or any other institutional or district rules governing internet usage will be individually assessed and, based upon severity of the abuse, will range from temporary suspension of internet privileges to expulsion. In addition to institutional penalties, violators may be subject to civil and criminal penalties.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is assuming for oneself the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17, US Code). These rights include reproducing or distributing a copyrighted work. In the file-sharing context, downloading or unloading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory: damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details see Title 17, US Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

### **Lake Technical College's Compliance Plan**

Lake Technical College is connected to the computer network provided by Lake County Schools. In order to comply with the file sharing and copyright protection provisions of HEOA:

1. All students are required to sign an acceptable use policy stating file sharing is not allowed and compliance with copyright laws is expected.
2. Disciplinary measures ranging from loss of network privileges to expulsion are in place for students who do not comply with the acceptable use policy.
3. The district does not open ports on the firewall that are used for file sharing.
4. The district uses Cisco IronPort web filtering and blocks the file sharing category.
5. Copyright law and illegal use and distribution of copyrighted information are included in the catalog, on the website and in new student orientation.
6. A regular review is completed by the district to determine the effectiveness of the technical deterrents and compliance with HEOA.

### **Alternative Resources**

There are many online sources which give legal access to legal downloads such as:

- <http://www.educause.edu/legalcontent>;
- <http://www.mpa.org/contentprotection/get-movies-tv-shows>

### **References**

- Title 17, United States Code, Copyright Law of the United States  
<http://www.copyright.gov/title17/>
- United States Copyright Office  
<http://www.copyright.gov/fls/fl102.html>
- Stanford University Copyright and Fair Use  
[http://fairuse.stanford.edu/Copyright\\_and\\_Fair\\_Use\\_Overview/](http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/)
- 21st Century Information Fluency  
<http://21cif.com/tutorials/micro/mm/copyright/>

### ***Academic Probation***

Students on academic, attendance or behavior contracts are deemed to be on academic probation until such time that their grades are within a passing rate and/or absences are equal to or less than 20%. Probation due to behavior issues will be for the duration of the program and contingent upon

adherence to signed behavior contracts and school rules.

### ***Acceptable Dress***

Students who attend LTC shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive. Jewelry and makeup, if worn, must be in accordance with the program Master Plan of Instruction. Students are expected to display their valid student ID, or have on their person when unable to display due to safety in the program, at all times. Please refer to the Master Plans of Instruction for individual program dress code policies.

Backpacks, duffel bags, tool bags and the like must be without wheels. Suitcases, rolling backpacks or any container intended to carry tools, books, or supplies are not permitted inside buildings at Lake Technical College.

The Executive Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

### ***Internet Use Policy***

Lake Technical College provides computers and/or network capabilities to students for the purpose of enhancing instruction through technological resources. Students may be granted access to the LCSB's electronic communication system that may include access to the Internet. A student's activities while using this system must be in support of education and research and be consistent with the educational objectives of LTC.

This access is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege and/or disciplinary action by school officials. Students are responsible for good behavior on school computer networks just as they are on campus. Lake Technical College may suspend or revoke a student's access to the district system upon violation of LTC policy and/or procedures. The LCSB provides filtering software in an attempt to restrict access to inappropriate materials on the Internet. However, users must recognize that filtering cannot block access to everything that might not be of

educational value. REMINDER: network storage areas will be treated like school lockers. School authorities have the right to review and monitor all information stored on the network.

Using the network to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of LCSB or another entity's computer software or hardware, electronic communications system, or telecommunications/electronic communications system, whether or not the intrusion results in the corruption or loss of data, is prohibited.

Using the services for any activity which adversely affects the ability of other people or systems to use the LCSB network or the Internet is prohibited. This includes denial of service attacks against another network host or individual user. Interference with or disruption of other network users, network services or network equipment is prohibited.

The following are examples of unacceptable use of telecommunications resources. **Students must not or must not attempt to:**

- Damage computers, computer systems, or computer networks;
- Violate copyright law or plagiarize;
- Use for private, commercial or illegal purposes;
- Use or share another individual's username and password;
- Leave computer unattended while logged on;
- Read, create, send and/or receive email from a personal, home account;
- Access, download, store, send, or display text, images, movies, or sounds that contain pornography, obscenity, or language that offend or degrade others;
- Video stream not related to educational purposes or curriculum set by the school or district;
- Download music or videos not authorized by the school or district;
- Install services or electronic file sharing mechanisms;
- Access, modify, harm, or destroy another user's data;
- Attempt to send or send anonymous messages of any kind or pretend to be someone else while sending a message;
- Cyber bullying on or off campus i.e.: threatening, harassing, embarrassing, terrifying, insulting, stalking, or attacking others which includes but is not limited to online threats and insults intended to embarrass, harass, or terrify others via electronic resources;

- Post personal information about self or others, i.e., sharing confidential information about students or employees;
- Intentionally waste limited resources;
- Bypass the LCSB filtering by use of anonymous proxies or unauthorized proxies and services; and/or
- Download and/or install games, software, tools or other unauthorized downloadable material.

Students enrolled in the Enterprise Desktop and Mobile Support Technology program are granted special permission to access content relative to the competencies of their program. Abuse of this permission will result in a SIT meeting with consequences including a behavior contract and/or suspension or withdrawal from the program commensurate with the severity of the behavior.

### ***Attendance Policy***

In an effort to develop professional skills, regular attendance is required of all students. Students are expected to be in their class promptly in the morning, after break, and after lunch. If it is necessary to be absent due to illness or emergencies, all students are to notify the faculty member as soon as possible prior to the start of class, as is expected in the workplace. Students may be eligible to have up to 10% of the hours in a program per pay period as excused absences. LTC employs a Student Retention Specialist who works with students and faculty to track attendance, assists in developing strategies to improve attendance, and coordinates make-up time.

*Enrollment Period* – period of time a student begins his education and training in a CTE program (i.e., August 15<sup>th</sup>, January 3<sup>rd</sup>) through the date of withdrawal or completion.

*Payment Period* – a set block of time in which a student pays for program hours (i.e., 300 hours, 450 hours)

*Excused absence* – one that is unforeseeable, unavoidable, and/or unusual. Examples of excused absences include but are not limited to personal illness, court appearance, medical appointment, insurmountable conditions such as extreme weather conditions, religious observances, communicable disease outbreaks, and local conditions determined by LTC, and death in the immediate family. Documentation may be required. No more than 10% of program hours per payment period may be excused.



CDE students are responsible for maintaining attendance in good standing at LTC. Should a student need to miss class due to mandatory high school activities or tests, the student should give notice to their instructor and meet with the Student Retention Specialist to document the absence. Approved absences may be set to attendance neutral so it does not count against the student's overall attendance average.

**Unexcused absence** – Absences that fall outside of the excused category. Students may make up a maximum of 5% of unexcused absences per payment period. Unexcused absences exceeding this amount will remain unexcused and may result in discipline and/or dismissal from the program. Make-up time must be completed within a reasonable amount of time in order to remain in pace with the class and to remain in good standing with Lake Tech.

**Make-up time** – Students are required to successfully complete hours missed via attendance during designated hours outside of the regularly scheduled program hours. Failure to complete make-up time may result in withdrawal from the program. Make-up hours may not exceed 5% of the scheduled hours in the payment period. There is a \$25.00 make-up time fee per payment period.

Students in non-licensure programs must have achieved a minimum of 85% attendance at the end of each payment period. If the student's attendance does not improve but drops below 75%, the student may be withdrawn unless documentation regarding extenuating circumstances is provided to the Student Retention Specialist. School Intervention Team (SIT) meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences. Students may be placed on attendance contracts. Students on attendance contracts are deemed to be on academic probation.

*\*Note: licensure program attendance policies may be more rigid due to licensure requirements and supersede this policy.*

Regularly scheduled class hours will be reported for attendance. Practice exercises completed at home will not count toward hours in a program. Students will be enrolled in additional hours if needed. Current tuition and fees will apply.

**Excessive absences** - A student who is absent for six (6) consecutive class sessions will be withdrawn from his/her program. A student must petition and be approved in order to return. Students exhibiting a

pattern of consecutive absences of less than six days will be subject to dismissal as determined by a School Intervention Team. A School Intervention Team will review all petitions for re-enrollment. No additional fees will be charged if the student returns during that current payment period, provided fees have not been refunded; however, time missed may be added at the end of the program and will incur additional fees.

The excessive absences policy also applies to the adult education student. If the student requests to be re-enrolled during the same enrollment period, he or she will be assessed a \$10.00 re-enrollment fee. This may be waived depending upon mitigating circumstances.

Students with excessive absences will face the possibility of the loss of financial aid, lower professional skills grades and the ability to continue in the program.



## GENERAL INFORMATION

### Articulations

Gold Standard Career and Technical Education Articulation Agreements, based on industry certification, guarantee a minimum award of course credits or a block of credit toward specific AS programs between technical colleges and community and state colleges. For more information visit <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>

Some programs have Career Pathways articulations with Lake and Sumter County high schools and/or articulations with other postsecondary institutions of higher learning. Articulations allow students to receive credit for courses that do not have exact matches at the articulating school, but which the accepting institution has agreed to accept as credit. All articulations have formal agreements with the articulating institution and are located on the LTC website at [www.laketech.org](http://www.laketech.org).

### **Bookstore**

For the most recent book list and purchasing books, visit Lake Technical College's Bookstore located in the Business Office. Book lists may also be found on the CTE program pages on the LTC website at [www.laketech.org](http://www.laketech.org).

### **Fees and Tuition**

Tuition is applied to the student account upon enrollment and is payable by payment period or with a partial payment prior to each enrollment period. Career dual enrolled high school students pay no tuition or lab fees, but may need to purchase certain additional supplies needed for program operation. All high school students who take Corporate and Community Training courses must pay for tuition, books and lab fees. Certain programs require the purchase of supplies, insurance, FDLE background checks, tools and uniforms. Generally, items purchased are used in employment after graduation. Fees are subject to change without notice. Tuition and Fees may be paid online at [www.laketech.org](http://www.laketech.org) via Quick Pay.

Students needing less than a payment period to complete their program will be registered as appropriate. This is based on faculty member recommendation and administrative approval.

Florida residents are assessed tuition by the clock/clinical hour at the current rate set by the Florida Legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. The current tuition rate for Career and Technical Education programs is \$2.88 per clock/clinical hour. Tuition includes a 10% financial aid fee, a 5% technology fee, and a 5% capital improvement fee.

Tuition for non-Florida residents is \$11.52 per hour.

Students pay a non-refundable \$100 registration fee per program per academic year, and a \$50 facility and equipment use fee on an annual basis. A \$1.50

per month Accident Insurance fee is also charged to Career and Technical Education students. Students beginning a second program within one year will pay the registration and facility and equipment use fees again. There is a \$20.00 graduation fee per program and a \$25.00 access fee per program/year.

Lab fee information for individual programs may be obtained in the Admissions Office, and are available on the program's page on [www.laketech.org](http://www.laketech.org).

Adult Education students are assessed \$30 per term for instruction and a \$25 registration fee in GED, ESOL, or ASB.

For Corporate and Community Training courses, the full cost of instruction determines the cost of the class.

### **RESIDENCY: Florida Residency for Tuition Purposes**

#### **(State Board of Education Rule 6A-10.014: Residency for Tuition Purposes)**

Residency information applies to all CTE students.

If a student (or student's parent or legal guardian in the case of a dependent student) has lived in Florida for 12 consecutive months or more before **the first day of classes** of the term for which residency status is sought, he or she may qualify for Florida Residency for tuition purposes. This means that the State of Florida will pay a portion of the student's fees. Non-residents will be required to pay the full cost of instruction, or out-of-state fees.

Upon application to LTC, each prospective student who is claiming Florida residency shall provide clear and convincing evidence that establishes that he or she, or if a dependent, the student's parent or legal guardian, has been a Florida resident for the preceding twelve consecutive months. No single piece of documentation shall be conclusive according to State Board of Education Rule 6A-10.014; therefore, Lake Technical College will ask for two pieces of documentation. The following may be considered acceptable documents to prove Florida residency. In addition to producing two or more of the following documents, there must be **an absence of information that contradicts the applicant's claim of residency.**

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



- Transcripts from a Florida school for multiple years
- Proof of permanent full-time employment
- Benefit histories from Florida Agencies or Public Assistance Programs
- If necessary, other documents may be used; see your Admissions Office representative for assistance if you cannot produce two of the documents noted above.

Lake Technical College follows the general eligibility requirements that the Federal Government has established for dependency determination. A student who meets any of the following criteria shall be considered an independent student for the determination of residency for tuition purposes; **all others are considered dependent students and thus documentation from parent or legal guardian is required to prove residency.**

1. The student is 24 years old or older by the first day of classes of the term for which residency status is sought at a Florida institution
2. The student is married
3. The student has children who receive more than half of their support from the student
4. The student has other dependents who live with and receive more than half of their support for the student
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty US Armed Forces for purposes other than training
6. Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court
7. The student is working on a master's degree or doctoral degree during the term for which residency status is sought at a Florida institution
8. The student is classified as an independent by the financial aid office at the institution
9. A student who does not meet any of the criteria above may be classified as an independent student only if he or she can provide documentation that he or she provides fifty percent or more of the cost of attendance as defined by the financial aid office at the institution.

If one cannot provide any of the documents noted above, but still maintains that he or she has lived in the State of Florida for 12 months or more and, therefore, should be considered a Florida resident, he or she may file an appeal with LTC's Residency Determination Committee. In order to appeal you must do the following prior to paying your fees:

1. provide a written statement outlining the rationale for the request which includes:

- your full name
- a working telephone number
- a current mailing address
- an e-mail address, if you have one

2. Leave your appeal with a Career Advisor in the Admissions Office for review by the LTC residency determination committee.

### **Grading System**

Lake Technical College is a postsecondary institution designed to provide individuals with workforce skills, and the grading scale **reflects industry** standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. These requirements are stated in the individual program Master Plans of Instruction.

The grading scale for Lake Technical College is as follows:

90 – 100	A (4 quality points)
80 – 89	B (3 quality points)
70 – 79	C (2 quality points)
60 – 69	D (1 quality point)
<59	F (0 quality points)
I	Incomplete
NG	Not Graded

Note: passing thresholds may vary by program based on industry standards. Separate program requirements are listed in the Master Plan of Instruction.

In most programs, students are evaluated in the areas of lab/shop skills, knowledge and professional skills. Each of the three areas counts as one-third of a student's grade in each course or module. Students may be graded on subjects which include, but are not limited to, safety, work habits, manipulative skills, quizzes, projects, class participation, job completion, cooperation, attitude, punctuality, and attendance as per policy, unit tests, competency performance, written reports, oral reports, self-evaluation and demonstrations.

Student's grades may be reduced for any of the following reasons:

- excessive absences in accordance with the program Master Plan of Instruction professional skills grade (see also Attendance)
- failure to make up missed work, including tests
- cheating/plagiarism

A student who does not show satisfactory academic progress will be referred to counseling and, if

necessary, a School Intervention Team (SIT) meeting will be held to review the possibilities of program completion. When a student has demonstrated unsuccessful program progress based upon grades, lab/shop skills or professional skills, the student may be placed on academic probation, a behavior contract, or be recommended for dismissal from the program. Career dual-enrollment students who fail to make the corrections stipulated in a probationary contract will be returned to the home high school. The career dual-enrollment student may return to LTC no sooner than the following semester upon approval of the School Intervention Team and the home high school.

### ***Progress Reports***

All students are monitored for adequate progress throughout their program. Electronic progress reports for programs are available to current students via the Student Portal. Course completion grades are entered by faculty into LTC's student information system. Students who withdraw prior to the availability of progress information may contact the school to receive a transcript with final grade. Progress reports will not be mailed to students.

For career dual-enrolled high school students, grades are entered electronically following the Lake County Schools calendar (at course completion). Career dual enrolled students receive a report card from Lake County Schools.

### ***Insurance***

Personal injury/school accident insurance is required for all Career and Technical Education students. This insurance is provided through Lake Technical College at the rate of \$1.50 a month. The accident insurance fee will be charged to students per payment period.

The cost of liability insurance, if required, is part of the program cost, and due prior to program entry. This information is available upon request in the Admissions Office, from the department coordinator or program faculty member and in the program Master Plan of Instruction which is available on the school website.

### ***Job Placement Assistance***

The Career and Technical Education program faculty member is the first point of contact for referrals to jobs in the certificate program field of study. Students are aided in job placement by: referral to employers, resources and the appropriate agencies. Students are requested to meet with their faculty member to discuss their employment goals. This

service may be utilized either during enrollment at LTC or upon completion of a certificate program.

The Career Success Center is also available to students as a resource for resume writing, interviewing techniques, and job leads. Students may sign up for job placement assistance.

The "Career Center" located on the institution's website serves as a communication tool between area employers, the staff, and students. Current job listings are also posted in both program areas and in the rear lobby of the front building. Recruiter days coordinated by specific program faculty held throughout the year. Facebook is also used as a communication tool.

### ***Leaving Campus***

All students must notify their faculty member when leaving campus early. This is for the safety of students. Students may leave campus for lunch provided this is done within the allotted time.

### ***Textbooks***

Adult students are required to purchase program textbooks. Program textbooks, workbooks, and access codes will be given to Career Dual Enrolled (CDE) students from public high schools free of charge and will be issued to the students by their program instructor. Private and home schooled students must purchase textbooks.

Textbooks may be purchased through Lake Technical College's Bookstore located in the Business Office. Book lists may also be found at the LTC website at [www.laketechn.org](http://www.laketechn.org).

### ***Minimum Technical Requirements to Take Online Courses***

For classes that have online components, the following are the minimum computer requirements:

#### ***Operating Systems:***

- Microsoft Windows version 8 or above
- Macintosh OSX 10.6 or above

#### ***Web browsers:***

- MS Internet Explorer 11+(for Windows 8 and previous versions)
- Edge (for Windows 10+)
- Firefox (latest version)
- Google Chrome (latest version)
- Safari 10 and 11

For optimal performance, we recommend upgrading to the latest versions of the supported browsers

### **Mobile App:**

If you are using a Canvas mobile app, please make sure you are using the latest version. They are constantly improving the mobile app, and each version includes bug fixes and new features, so running the latest version is important for optimal performance.

**iOS:** Download the latest version from the [App Store](#). If you have already installed the app, you can find the version number by opening **Settings** on your iPhone or iPad, and tapping **Canvas** in your list of apps.

**Android:** Download the latest version from the Google Play Store or Amazon App store. Once you have installed the app, you can find the version number by opening **Settings** on your Android device, tapping **Application Settings** and then **Manage App**.

### **Additional Requirements:**

- JavaScript
- Flash 9+
- Cookies enabled

## **Media Resources**

Because of the wide diversity of programs at LTC, media resources are located in each department and/or program area for the use of students and faculty rather than being housed in a central location. A school-wide inventory list is on the school intranet and available from program faculty. Print media may be checked out by students at the discretion of the faculty member.

## **Monies Owed Policy**

Students become responsible for tuition, fees and related expenses upon registration for classes. Students who owe monies will not be able to graduate, register for additional classes, or receive services (including transcripts) until the debt is paid in full. Any exception to this policy must be made in writing to the Executive Director.

## **Refund Policy**

### **Career and Technical Education Refund Policy**

Occasionally it becomes necessary for a CTE student to withdraw or change programs at LTC. When this occurs and the student has completed all the steps for official withdrawal from class, a tuition refund may be given using the following guidelines.

- If LTC cancels a class, a class does not open as scheduled, 100% of all tuition and eligible fees will be refunded.
- If a student registers but never attends, 100% of all tuition and eligible fees will be refunded.
- Withdrawal through the closing of the fifth day of class per enrollment period, 100% of all tuition and eligible fees will be refunded.
- Schedule changes through the closing of the fifth day of class per enrollment period, 100% of all tuition and eligible fees will be refunded.
- If a student withdraws, tuition and lab fees will be prorated after the current payment period if the student provides a 10 business day notice prior to the end of the current payment period. Otherwise, the subsequent payment period will incur all appropriate fees.
- Industry certification fees which are not used are refundable.
- Access, facility and equipment use, graduation, partial payment, and accident insurance fees are refundable within the first five days of enrollment period.
- Student kits are non-refundable if ordered or received by the student.
- Registration fee is non-refundable.
- After drop/add (first five days of class), students are responsible for charges incurred during the enrollment period.
- Balances on ID cards of less than \$10.00 are non-refundable. Students who withdraw during a semester are responsible for tuition and partial payment fees.
- Testing fees for Florida Ready to Work, TEAS, TABE, eCASAS, CASAS GOALS, and Certiport are non-refundable and good for 30 days.
- No refund will be given for fees used to purchase required program malpractice insurance.
- Uniform items having personalized information (such as name) are not refundable.
- Refund requests for extenuating circumstances (e.g., death of immediate family member, hospitalization beyond one's control; elective surgery and vacations not included) should follow the appeals process.
- No refunds will be made until all financial obligations have been cleared.
- If student tuition has been paid by a scholarship, the refund due will be returned to the scholarship fund or the agency that sponsored the student.
- When a student is due a refund, the refund will be processed within 45 days. No funds will be held for future use beyond the enrollment period.

Refunds by check are paid directly to the student from the LTC Business Office.

**Financial Aid Refund Policy**

In the event a student has received financial aid and withdraws from a program, a statutory schedule is used to determine the amount of Title IV funds that student has earned as of the date he or she ceases to attend. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, the student has earned 100% of the Title IV funds.

**Adult Education Refund Policy**

The Adult Education refund policy states:

- Students may request a full refund of fees prior to the class start date.
- If a class is canceled due to low enrollment, students may either transfer to another class or receive a full refund of fees.

**Corporate and Community Training Education /Fee Based Class Refund Policy**

The Corporate and Community Training Education/Fee Based class refund policy states:

- Students may request a refund of both tuition and lab fees prior to the class start date.
- If a class is canceled due to low enrollment, students may either transfer to another class or receive a full refund of tuition and lab fees.
- Except in cases of documented medical emergency, tuition and fees will not be refunded if a class runs.
- Books purchased at LTC may be returned within 10 business days in new, unwrapped (if applicable) condition.

***Returned Check Policy***

Checks returned for insufficient funds will be assessed a returned check fee of \$35 per check. The maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney's fees as prescribed by law.

***Schedule Changes*****Certificate Programs**

Schedule changes, such as reduction or addition of class time, can be requested by a student via the Schedule Change Request form. Schedule changes are defined as the following: adding/removing an hour due to basic skills remediation class, switching between full and part-time schedules, allotting a 15

minute grace period at the beginning or end of class for extenuating circumstances. Students who wish to request a schedule change should consult the Dean of Student Services after speaking with their instructor at least two weeks prior to the end of the payment period. The Dean of Student Services will review the request, financial impact for the student, and will determine approval or denial of the request; or will arrange a meeting with the instructor, student, and Administrator when further review is needed. Requests for a schedule change should be made at least 5 days prior to the effective date and occur at the end of a payment period unless approved by an administrator. Only one schedule change is allowed per enrollment period. Additional requests require administrative approval.

**Academic Skills Building**

Students are scheduled into ASB for an entire semester. When the ASB faculty member determines that a student is ready to complete, the ASB faculty member will submit the schedule change form for approval. Schedule changes must be submitted in writing prior to the actual change taking place so appropriate fee adjustments can be assessed.

**Continuing Workforce Education/Fee-based Classes**

A student may transfer to another class with advanced notice provided there is available seating.

***Soliciting***

Students representing off-campus organizations, companies, church groups and private enterprises are not permitted to solicit on campus without written approval from the Executive Director.

***Student Vehicles***

Students attending LTC must observe the following rules:

- All vehicles must have a parking permit prominently displayed on the back window of a vehicle.
- Students must observe all speed limits on the campus and other posted rules. The speed limit on campus is 5 miles per hour.
- Student parking on the main campus is permitted only in the main parking area on the south side of the campus. Students are not permitted to park in the visitors parking area at the front of the campus. Parking on the north side of the campus is reserved for staff and delivery service.

- Students at the IPS extension campus or any Instructional Service Centers are to park in non-staff parking spaces (as marked).
- Cars should be left with windows closed and doors locked.
- For the safety of all, students are not to loiter in the parking areas during school hours or before or after school.
- Loud music/radios in vehicles on campus is prohibited.
- Parking regulations shall apply equally to bicycles, motorcycles, motor scooters and to any other type of privately owned vehicle.
- Disabled, reserved and customer service parking are designated as such and should be observed.
- Local law enforcement agencies have the authority to patrol and ticket vehicles not in compliance.
- Parking in the grass on the south side (student parking) is prohibited.
- Overnight parking is prohibited, unless otherwise approved by an LTC administrator.

### ***Transcripts***

Students needing an official copy of their LTC transcripts must complete a request form available from the Admissions Office or [www.laketech.org](http://www.laketech.org) "Transcript Request." Transcript requests will

normally be processed within three business days of the request being received by the Admissions Office. Requests may also be made in writing by faxing a letter, which includes the student's name, social security number, date and signature, to 352-483-2611. There is an \$8 charge for each transcript. \*Charge will be waived for Active Duty Members or Honorably Discharged Veterans, including his/her spouse and dependents (must provide documentation to verify Veteran status) and for transcripts being sent to Lake Sumter State College.

Students needing transcripts for the Florida High School Diploma (GED®) will need to request one by going to <https://ged.com/>, scroll to the bottom and select "Request a transcript" Follow the instructions. Students must login or register by creating an account with the Credential Requesting Service.

### ***Visitors***

All visitors must check in at the receptionist's desk. Children accompanying visitors are not allowed in the program areas and must be supervised at all times.

Students must obtain permission prior to bringing a visitor to class, including dependent children.

# Program and Course Descriptions

## Career and Technical Education



### Agriculture, Food and Natural Resources

#### Veterinary Assisting

This face-to-face program, located at the Lake County Animal Shelter, is a 750 hour program offering broad, transferable skills and stresses understanding and demonstration of the following elements of the veterinary assisting industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$2,160 plus books and fees

Job Opportunities: animal shelters and veterinary clinics

Certification: Upon successful completion of the Veterinary Assisting program, students may sit for the CVA exam. On passing the test, students receive their certification contingent on completion of the remainder of practical experience hours within one year of the exam date.

*To qualify for a Certificate of Completion, the following courses must be successfully completed:*

**ATE0006 - Veterinary Assistants and Laboratory Animal Caretakers 1 - 450 hours**

This course provides an introduction to animal science, safety, animal behaviors, proper handling techniques, general animal anatomy and function, and animal-related laws

**ATE0070 – Veterinary Assistants and Laboratory Animal Caretakers 2 – 150 hours**

This course content includes an understanding of animal welfare and animal rights, the role of

animals in research, record keeping, sanitation of animal facilities, and proper use of equipment.

**ATE0072 – Veterinary Assistant – 150 hours**

This course prepares students to work with livestock, exotic animals, medication, and surgical preparation.



### Architecture and Construction

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

This face-to-face program, located on the LTC main campus, is a 750 hour program, offering a broad foundation of knowledge and skills to prepare students for employment in the heating, air conditioning and refrigeration and ventilation industry. The content includes enhanced hands-on, practical experiences in troubleshooting heating, air conditioning, and refrigerant equipment, fabricating and servicing piping, tubing, and fittings used in the heating, air conditioning and refrigeration industry and



designing, installing and repairing heating and cooling systems.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Air Conditioning, Refrigeration and Heating 1 - Tuition is approximately \$2,160 plus books and fees.

Job Opportunities: Air Conditioning, Refrigeration and Heating companies, construction companies, schools, governmental agencies, and large corporations.

Students completing fifty (50) percent or more of the competencies are eligible to sit for industry certification exams related to the program.

An articulation agreement with Valencia College allows students completing 1 & 2 to receive 12 college credits towards the Energy Management and Controls Technology A.S. degree.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

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

#### **ACR000 – Introduction to HVAC/R, 250 hours**

This course provides an introduction to health, safety and environmental management systems, the use and maintenance of tools and tool accessories and a practical knowledge of basic electricity, electrical components and motors, and electrical control systems in the heating, air conditioning and refrigeration industry.

#### **ACR0001 – HVAC/R Fundamentals, 250 hours**

This course content includes analyzing fluids, pressures, refrigerants and related codes, maintaining, testing, and troubleshooting commercial evaporators, and fabricating and servicing piping, tubing, and fittings used in the heating, air conditioning and refrigeration industry.

#### **ACR0012 – HVAC/R Service Practices, 250 hours**

This course includes utilizing and operating mechanical refrigeration servicing and testing equipment, conducting start-up and check-out procedures for mechanical heating and air conditioning systems, and designing heating and cooling systems.



## **Business, Management & Administration**

### **Accounting Operations**

This face-to-face program, located on the LTC main campus, is a 900-hour program that prepares students for entry-level positions in the field of accounting. Study includes: double-entry bookkeeping; methods of recording business transactions; preparation and analysis of financial statements, payroll records and tax forms: inventory methods; methods of depreciation; basic accounting principles and the applications of these principles to various business entities. Study also includes common computer software such as Microsoft Word and Excel and basic accounting software such as QuickBooks, and TurboTax.

An articulation agreement with Lake Sumter State College allows students completing this program to receive 9 college credits towards the Business Administration A.S. degree and 24 college credits towards the Industrial Management Technology A.S. degree.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$2,592 plus books and fees.

Job Opportunities: Business offices, hospitals, medical facilities, banks, credit unions, and governmental agencies.

Students completing fifty (50) percent or more of the competencies are eligible to sit for industry certification exams related to the program.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

#### **OTA 0040 – 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.

**ACO 0040 – 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. The use of computers is required.

**ACO 0041 – 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, financial statement interpretation, analysis of transactions, correcting entries and tax forms. The use of computers is required.

**ACO 0042 – 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. An employment portfolio will be provided.



**Administrative Office Specialist**

This face-to-face program, located on the LTC main campus, is a 1050-hour program designed to develop communication, higher-level thinking and decision-making skills; the performance of office procedure tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job

opportunities; and the production of high quality employment portfolios and job-seeking documents. Computerized software taught includes the Windows operating system, QuickBooks, and the Microsoft Office Suite of applications (Word, Excel, Access, PowerPoint, Publisher and Outlook).

An articulation agreement with Lake Sumter State College allows students completing this program to receive 6 college credits towards the Business Administration A.S. degree and 24 college credits towards the Industrial Management Technology A.S. degree.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$3,024 plus books and fees.

Job Opportunities: Business offices, hospitals, medical facilities, banks, credit unions, and governmental agencies.

Students completing fifty (50) percent or more of the competencies are eligible to sit for industry certification exams related to the program.

*To qualify for a Certificate of Completion, the following courses must be successfully completed:*

**OTA 0040 – 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.

**OTA 0041 – 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, transcription skills, tasks and communication skills through the use of technology.

**OTA 0030 – Assistant Digital Production Designer, 150 hours**

This course is designed to assist with administrative office duties and procedures and to develop digital publishing skills. The course explores and expands the competencies learned in **OTA 0041** and promotes application of higher-level office procedures, tasks and communication skills.

**OTA 0043 – Administrative Office Specialist, 450 hours**

This course explores and expands the competencies learned in prior courses and promotes application of higher-level office procedures, tasks and communication skills. It is also designed to use technology to produce high quality employment portfolios, research job opportunities and compile and disseminate job-seeking documents.

**Health  
Science****Emergency Medical Technician  
(ATD)**

This face-to-face program, located on the LTC main campus, is a 300-hour, part-time evening program that prepares an individual for an entry-level position in emergency medical services. The curriculum is comprehensive and encompasses classroom, lab and hands-on field internship. This program is based on the course standards developed by the Emergency Services section of the Florida Department of Health and Rehabilitative Services and the Department of Education, as well as the U.S. Department of

Transportation and the EMS Education Standards for EMT. Upon successful completion of the EMT program, students receive a Certificate of Completion.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Licensure: Upon completion of the program requirements, the student is eligible to sit for the state certification exam and National Registry. Successful completion of the state board examination results in state certification and the ability to gain employment in the capacity of EMT.

Special admission requirements apply. In addition to LTC's requirements, applicants must:

- be in good mental and physical health
- Possess a high school diploma or the equivalent
- Have a sufficient ability to communicate in the English language in order to successfully challenge the state board exam and communicate with staff and patients
- Have a negative tuberculosis test and appropriate immunizations
- Possess a valid Florida Driver's License
- Possess a current CPR Healthcare Provider Card
- Be at least 18 years of age prior to clinical and internship rotations
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction
- Successfully complete a Level 2 background check
- Have a negative drug screen (to be conducted at the start of the program)
- Meet qualifying scores on the Test of Essential Academic Skills (TEAS)

For more information, please contact the EMS Education Department at 352-589-2250.

Estimated Expenses: Tuition is approximately \$864 plus books and fees.

Job Opportunities: Ambulance/EMS services, hospitals, and physicians' offices.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**EMS 0110 – Emergency Medical Technician, 300 hours**

This course is designed to provide students with all information, principles and practices required

for Emergency Medical Technician licensure and includes both classroom and field components.

The content includes but is not limited to: patient assessment, airway management, cardiac arrest, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, acute abdomen, communicable diseases, patients with abnormal behavior, alcohol and drug abuse, the unconscious state, emergency childbirth, burns, environmental hazards, communications, reporting, extrication and transportation of patient. The student must be proficient in patient assessment and evaluation, the use of suctioning devices, oral and nasal airways, resuscitation devices, oxygen equipment, sphygmomanometer and stethoscope, splints of all types, pneumatic anti-shock garments, extrication tools, dressings and bandages, stretchers and patient carrying devices.



## **Firefighter/Emergency Medical Technician – Combined**

This 792 hour program, located at the Institute of Public Safety in Tavares, is designed to train the student desiring to become both a licensed EMT and a certified firefighter.

This program is approved by the Department of Financial Service, Division of State Fire Marshall and the Department of Health, Office of Emergency Medical Services.

**Certification:** Upon completion of the firefighter portion, students can take the state exam to become certified. (*Pending approval of the Division of State Fire Marshal, Bureau of Fire Standards & Training.*) Upon completion of the

EMT portion, students can take the state exam to become licensed.

In addition to LTC's admission requirements applicants must:

- Be at least 18 years of age, unless a dual-enrolled high school senior and 17 years old.
- Have earned a high school diploma or its equivalent.
- Take the TEAS
- Be of good moral character.
- Possess a valid Florida driver's license.
- Submit to a fingerprint background check.
- Submit to a drug screening.
- Have passed a physical examination including EKG and hearing test by a licensed Florida physician, physician assistant, or nurse practitioner within six months of the starting date of the program, meeting the requirements of the Division of State Fire Marshal Bureau of Fire Standards and Training Medical Examination Form.
- Have a current Professional CPR card.
- Submit a **driver's license history** with the application packet.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

**Estimated Expenses:** Tuition is approximately \$2,281 plus books and fees.

**Job Opportunities:** County and municipal fire departments and forestry. Ambulance/EMS services, hospitals, and physicians' offices.  
*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**FFP 0030 – Firefighter 1, 191 hours**

**FFP 0031 – Firefighter 2, 301 hours**

These courses are taken in conjunction and provide cognitive and psychomotor training in basic firefighter concepts and skills. Successful completion of both courses qualifies the individual to take the State Examination for Firefighter which is required for employment.

**EMS 0110 – Emergency Medical Technician, 300 hours**

This course is designed to provide students with all information, principles and practices required for Emergency Medical Technician licensure and includes both classroom and field components.





## **Medical Assisting**

This face-to-face program, located on the LTC main campus, is a 1300-hour program designed to prepare a student for employment as a medical assistant. This program prepares competency entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. Training includes receptionist responsibilities, phlebotomy, electrocardiography, emergency procedures, communications, insurance and finance procedures, transcription, office management software, medications, and human relations skills.

The Medical Assisting Program of Lake Technical College is accredited by the commission on Accreditation of Allied Health Education Programs (CAAHEP, [www.caahep.org](http://www.caahep.org)), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, upon the recommendation of Medical Assisting Education Review Board (MAERB).

In addition to LTC's admission requirements, applicants must:

- Be in good mental and physical health
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction
- Successfully complete a Level 2 background check
- Meet standard of "Good Moral Character" as required by Florida Statute 400.512
- Have a negative drug screen (to be conducted prior to externship).

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated expenses: Tuition is approximately \$3,744 plus books and fees.

Job Opportunities: Physicians' offices and hospitals.

Students graduating this program are eligible to sit for the state licensing/certification exam.

An articulation agreement with Lake Sumter State College allows students completing this program to receive 20 college credits towards the Health Administration A.S. degree and 24 college credits towards the Industrial Management Technology A.S. degree.

*To qualify for a certificate of completion, the following courses must be successfully completed.*

### **HSC 0003 – 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 and employability skills.

### **MEA 0002 – Introduction to Medical Assisting, 250 hours**

This course is designed to introduce medical assisting terminology, the role of the medical assistant, legal and ethical responsibilities and general anatomy and physiology.

### **MEA 0501 – Medical Office Procedures, 75 hours**

This course is designed to provide students with information regarding basic clerical/medical office duties. Students learn effective communication skills, preparation and maintenance of medical records, and office security policies/procedures.

### **MEA 0521 – Phlebotomist, 75 hours**

This course is designed to provide students with information regarding skills and knowledge to perform phlebotomy. Students learn recognition and identification of collection reagents supplies, equipment and interfering chemical substances. Students perform and receive capillary puncture and venipuncture. In addition, students practice

infection control following universal precautions and quality assurance and safety.

**MEA 0543 – EKG Aide, 75 hours**

This course is designed to provide students with the knowledge of, apply and use medical instrumentation modalities regarding cardiograph instruments. Students learn the cardiovascular system, legal and ethical responsibilities of an EKG aide, and patient care techniques.

**MEA0581 – Clinical Assisting, 230 hours**

This course is designed to provide students with the knowledge and skills of patient vitals and general examination. Students will learn the concepts of sterilizing instruments, practicing infection control, and maintaining a sterile field.

**MEA0530 – Pharmacology for Medical Assisting, 90 hours**

This course is designed to provide students with the knowledge of commonly administered drugs, methods and routes of drug administration. Students will also become skilled at administering various types of medications.

**MEA0573 – Laboratory Procedures, 125 hours**

This course is designed to provide students with the knowledge of “CLIA waived” tests and the regulatory constraints on test performance. Students will perform a variety of CLIA waived tests. Students will also demonstrate awareness of clinical microscopy techniques and procedures.

**MEA0506 – Administrative Office Procedures, 90 hours**

This course is designed to familiarize students with administrative office duties. Students will be able to execute several skills related to using an Electronic Medical Record (EMR). Students will be able to perform various financial procedures and data management.

**MEA0942 – Practicum Experience, 200 hours**

Students wrap up final completion of all competencies in preparing for the satisfactory completion of a mandatory, unpaid, 200 hour practicum at the end of this course.

**Paramedic (ATD)**

This face-to-face program, located on the LTC main campus, is an 1100-hour, part-time, day program designed to establish and maintain appropriate quality education for those wishing to become specialists in pre-hospital emergency medical care. The curriculum is comprehensive and includes theory, clinical application and

hands-on field internship. This program is based on the course standards developed by the Emergency Services section of the Florida Department of Health and Rehabilitative Services and the Department of Education, as well as the U.S. Department of Transportation and the EMS Education Standards for Paramedic. Upon successful completion of the Paramedic program, students receive a Certificate of Completion.

The content includes but is not limited to: patient assessment, advanced airway management, cardiovascular emergencies, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, pharmacology, medication administration, respiratory emergencies, endocrine emergencies, acute abdomen, communicable diseases, patients with abnormal behavior, substance abuse, the unconscious state, emergency childbirth, pediatric and geriatric emergencies, burns, environmental hazards, communications, documentation, extrication, mass casualty incident, incident command system, and transportation of patient.

This program is accredited by the committee on Accreditation of Educational Programs for the Emergency Medical Services Professions ([CoAEMSP](http://CoAEMSP.org)). 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX, 75088.



For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Licensure: Upon completion of the program, the student will be permitted to sit for the state board examination. Successful completion of the state board examination results in state certification and



the ability to gain employment in the capacity of paramedic.

Students who complete the Paramedic program are eligible to receive college credit hours to be applied toward an Associate of Science degree in Registered Nursing. The number of credit hours granted varies according to the educational institution.

An articulation agreement with Lake Sumter State College allows students completing this program to receive 17 college credits towards the Nursing RN A.S. degree and 24 college credits towards the Industrial Management Technology A.S. degree.

Special admission requirements apply and prior health care experience is preferred. In addition to LTC's requirements, applicants must:

- Be a State of Florida certified EMT
- Be in good mental and physical health
- Possess a high school diploma or the equivalent
- Possess a valid Florida Driver's License
- Have a current CPR card
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction

The following must be completed prior to clinical or ride time.

- Have a negative two-tier tuberculosis test and appropriate immunizations
- Be at least 18 years of age prior to clinical and internship rotations
- Successfully complete a Level II background check
- Have a negative drug screen (to be conducted at the start of the program)

For more information, please contact the EMS Education Department at 352-589-2250.

Estimated Expenses: Tuition is approximately \$3,168 plus books and fees.

Job Opportunities: Ambulance / EMS services, hospitals, physicians' offices, and fire services.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**EMS 0210– Paramedic 1, 248 hours**  
**EMS 0211 – Paramedic 2, 426 hours**  
**EMS 0212 – Paramedic 3, 426 hours**

These courses are designed to prepare the Paramedic student in accordance with the U.S. DOT Curriculum and Florida EMS Guidelines.

## **Patient Care Technician**

This face-to-face program, located on the LTC main campus, is a 600-hour program which trains students in a variety of skills including Nursing Assistant, Home Health Aide, and Patient Care. Students learn to assist patients in long-term and acute care facilities, hospitals and their home with the activities of daily living. The program includes classroom, laboratory and clinical experience.

This program is approved by the State of Florida board of Nursing.

Certification: Upon completion of the program requirements, the student is eligible to take the written and skills examination for certification with the Board of Nursing in CNA. Successful completion of this exam leads to certification as a Nursing Assistant.

In addition to LTC's admission requirements, applicants must:

- Be in good mental and physical health.
- Have a negative two-tier tuberculosis test.
- Be at least 18 years of age.
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction.
- Meet the standard of "Good Moral Character" as required by Florida Statute 400.512.
- Successfully complete a Level 2 background check.
- Have a negative drug screen (to be conducted at the start of the program).

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$1,728 plus books and fees.

Job Opportunities: Hospitals, long-term care facilities, assisted living facilities, laboratory and rehabilitation facilities.

Students successfully completing Nurse Aide and Orderly (Articulated) are eligible to sit for the Nursing Assistant industry certification exam.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**HSC 0003 – 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.

**HCP 0121 – 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.

**HCP 0332 – Advanced Home Health Aide, 50 hours**

The Home Health Aide course prepares students to administer care and assist with activities of daily living for individuals in their home. In additional hours students learn adaptations to nursing care applied in the home setting.

**HCP 0020 – Patient Care Assistant, 75 hours**

The Patient Care Assistant course prepares students to assist patients in an acute care facility with the activities of daily living. The additional hours expand the role of the CNA and include care of pre- and post-operative patients, traction and unsterile procedures.

**HSC 0016 – Allied Health Assistant, 150 hours**

This course is designed to provide students with skills in electrocardiograph and phlebotomy at the aide level. Students will also complete a clinical rotation

**MEA 0580 – Advanced Allied Health Assistant, 100 hours**

In this course students will participate in clinical rotations in the major allied health areas.

**PRN 0094 – Patient Care Technician, 60 hours**

In this course students will participate in clinical rotations demonstrating knowledge of organizational and effective team member skills.

## **Pharmacy Technician**

This face-to-face program, located on the LTC main campus, is a 1050 hour program which trains students in pharmaceutical compounding, sterile techniques, USP 795 and 797 standards, IV preparation, delivering medication and other skills related to the pharmaceutical industry.

This program is approved by the State of Florida Board of Pharmacy.

**Certification:** Upon completion of the program requirements, the student is eligible to take the written examination for certification with Pharmacy Technician Certification Board.

In addition to LTC's admission requirements, applicants must:

- Be in good mental and physical health
- Complete an LTC online application
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction
- Meet standard of "Good Moral Character" as required by Florida Statute 400.512
- Have a negative drug screen (to be conducted twice during the program).
- Pass a Level 2 background check (to be conducted prior to externship).

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

**Estimated Expenses:** Tuition is approximately \$3,024 plus books and fees.

**Job Opportunities:** Hospitals, pharmacies, grocery stores, and drug stores.

An articulation agreement with Lake Sumter State College allows students completing this program to receive 24 college credits towards the Industrial Management Technology A.S. degree.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**HSC 0003 – 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.

**PTN 0084 – Pharmacy Technician 1, 360 hours**

This course is designed to provide students with the knowledge of basic pharmaceutical chemistry and drug classification, measurement and calculating techniques, and inventory control.

**PTN 0085 – Pharmacy Technician 2, 300 hours**

This course provides students with the opportunity to prepare and deliver medications and further study in pharmaceutical chemistry.

### **PTN 0086 – Pharmacy Technician 3, 300 hours**

This course is designed to provide students with the skills to prepackage unit dose medications and prepare intravenous admixtures.

## **Phlebotomy**

This face-to-face program, located on the LTC main campus, is a 165 hour part-time, evening program which includes learning safe and efficient work practices in obtaining blood specimens; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; and promoting the comfort and well-being of the patient while performing blood collecting duties.

The Phlebotomy program has the following minimum admission requirements:

- Complete a LTC online application.
- Meet the definition of Good Moral Character.
- Meet the Essential Physical and Emotional requirements.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$476 plus books and fees.

Job Opportunities: Physicians' offices.

*To qualify for a Certificate of Completion, the following courses must be successfully completed:*

### **HSC 0003 – 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.

### **MEA 0520 – Phlebotomist, 75 hours**

This course is designed to provide students with information regarding skills and knowledge to perform phlebotomy. Students learn recognition and identification of collection reagents supplies,

equipment and interfering chemical substances. Students perform and receive capillary puncture and venipuncture. In addition, students practice infection control following universal precautions and quality assurance and safety.

Students graduating this program are eligible to sit for the state licensing/certification exam. The curriculum offered at Lake Technical College qualifies the student to take the National Healthcare Association (NHA) Phlebotomy Certification exam to become a Certified Phlebotomy Technician (CPT).



## **Practical Nursing**

This face-to-face program, located on the LTC main campus and LTC Clermont on the Lake Sumter State College Campus, is a 1350-hour program offered days, evenings and part-time. The program is comprehensive and includes classroom, lab and clinical experiences. Students are involved in planning and performing basic and advanced nursing skills and the administration of medication. Students receive experience in hospitals, nursing homes, home health agencies, clinics and pediatric and mental health facilities.

Special admission requirements apply. Selection of prospective students will be based on the test scores, academic achievement, work experience, references and interview scores. In addition to LTC's requirements, applicants must:

- Be in good mental and physical health.
- Possess a high school diploma or GED.

- Have a sufficient ability to communicate in the English language in order to successfully challenge the state board exam and communicate with staff and patients.
- Have a negative tuberculosis test and appropriate immunizations.
- By law, notify the State Board of Nursing of any previous arrest record in which the person was convicted or found guilty, regardless of adjudication, prior to being allowed to sit for the state board exam. The State Board of Nursing reserves the right to take disciplinary action prior to granting any student permission to sit for the state board exam. (In accordance with Chapter 464.008 and 464.018 of the "Nurse Practice Act.")
- Be at least 18 years of age prior to clinical.
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction.
- Meet the standard of "Good Moral Character" as required by Florida Statute 400.512.
- Successfully complete a Level 2 background check.
- Have a negative drug screen.
- Meet qualifying scores on the Test of Essential Academic Skills (TEAS).

An articulation agreement with Lake Sumter State College allows students completing this program to receive 15 college credits towards the Health Information Technology, 17 college credits towards the Nursing RN A.S. degree and 24 college credits towards the Industrial Management Technology A.S. degree.

This program is approved by the State of Florida Board of Nursing.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

**Licensure:** Upon completion of the program requirements, the student is eligible to sit for the state licensure examination (NCLEX-PN). Successful completion of the state board examination results in the ability to gain employment in the capacity of a Licensed Practical Nurse.

**Estimated Expenses:** Tuition is approximately \$3,888 plus books and fees.

**Job Opportunities:** Hospitals, physicians' offices, rehabilitation centers, long-term care facilities, and clinics.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**PRN 0098 – Practical Nursing Foundations 1, 300 hours**

This course covers the following: knowledge of the healthcare delivery system; safety, security and emergency procedures; blood borne diseases; patient care; geriatric care; restorative activities; verbal and written communication; legal and ethical responsibilities; principles of infection control; apply aseptic technique; structure and function of the human body; and, nutrition.

**PRN 0099 – Practical Nursing Foundations 2, 300 hours**

This course covers the following: human growth and development; performance of nursing procedures; medication administration; healthy lifestyle; family wellness; and, community health awareness.

**PRN 0290 – Medical / Surgical Nursing 1, 300 hours**

This course covers the following: care for the surgical patient; and, care for the pre-operative and post-operative patient.

**PRN 0291 – Medical / Surgical Nursing 2, 300 hours**

This course is a continuation of the care of surgical patients.

**PRN 0690 – Comprehensive Nursing and Transitional Skills, 150 hours**

This course includes care for maternal/newborn patients; knowledge of SIDS/SUIDS; Care for pediatric patients; and, employability skills.



## Hospitality and Tourism

### Baking and Pastry Arts

This face-to-face program, located on the LTC main campus, is a 600-hour program providing students with knowledge and instruction on selecting ingredients as well as proper measuring, mixing, assembling and baking techniques used in the food service industry. The course covers the understanding of basic principles, equipment, ingredients, the various doughs, breads, pies, cookies, pastries, cakes and sauces along with



advanced dessert preparation and presentation to include fruit desserts, specialty Cakes, chocolates, marzipan, pastillage, sugar techniques and plated desserts. Included in this course is the implementation of sanitation and safety procedures; business math skills; baking principals; leadership and employability skills, food cost and cost control. The focus of this course is two-fold; understanding and performing baking/pastry competencies. The text practical material is supported by the systematic presentation of basic theory and ingredients information.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

**Estimated Expenses:** Tuition is approximately \$1,728 plus books and fees.

**Job Opportunities:** Restaurants, resorts and local attractions, hospitals, cruise ships, and national parks.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

#### **FSS 0090 – Pastry Cook/Baker, 300 hours**

This course includes: employability and entrepreneur skills; professional ethics and legal responsibilities; health, safety, and environmental management systems; fruit preparation; bakery goods and desert preparation; bread preparation; and, critical thinking, creativity and innovation.

#### **FSS 0091 – Pastry Chef/Head Baker, 300 hours**

This course includes: history of baking and pastry industry; leadership/teamwork skills; advanced baking techniques; confectionary techniques; centerpiece creation techniques; money-management; nutrition and special diets; and, oral and written communication skills.



## **Professional Culinary Arts & Hospitality**

This face-to-face program, located on the LTC main campus, is a 1200-hour program accredited through the American Culinary Federation (ACF) emphasizing skill development. Graduates of this program are eligible to apply for the level of certified culinarian through the ACF.

This program includes concepts in general housekeeping operations; stocks, soup and sauce preparation; meat, poultry, fish and seafood preparation; dairy, egg and farinaceous product preparation; salad, buffet food, beverage and related food preparation; bakery goods and dessert preparation; dining room operations; planning organizing and implementing culinary operations; employability; and entrepreneurship.

Other areas of study include: introduction to hospitality; supervision; sanitation; nutrition; food production; food purchasing; food service math; kitchen management; menu planning; food cost and control; baking and pastry; garde manger; buffet catering, fruit, vegetable, tallow and ice carvings; confectionary show pieces; soup; stock; sauce; meat fabrication; seafood processing ; international cuisine and culinary competition.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

**Estimated Expenses:** Tuition is approximately \$3,456 plus books and fees.

**Job Opportunities:** Restaurants, resorts and local attractions, hospitals, cruise ships, and national parks.

Students successfully completing *Food Preparation* are eligible to sit for the ServSafe industry certification exam.

An articulation agreement with Valencia College allows students completing this program to receive 15 college credits towards the Culinary Management A.S. degree and 24 college credits towards the Industrial Management Technology A.S. degree.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

#### **HMV 0100 – Food Preparation, 300 hours**

This course provides instruction in career and job opportunities, language arts, mathematics, and

science knowledge and skills. The student will exhibit the ability to follow state-mandated guidelines for food service, workplace safety procedures, proper health, safety and environmental management systems. The student will demonstrate personal productivity, employability skills, leadership and teamwork skills. The student will be able to utilize operational systems and will also learn the use and care for commercial tools and equipment. The students will describe the basic principles of food science and how to read, follow, and prepare recipes.

### **HMV 0170 – Cook, Restaurant, 300 Hours,**

In this course students will learn the basic principles of nutrition, front and back of the house duties, prepare and present food and beverage items to meet creativity aspects as well as quality standards, exhibit and utilize safe, secure, and sanitary work procedures. The students will apply principles of food science in cooking and baking techniques, nutrition of menu planning, cooking and baking. Research career and advancement opportunities in professional cooking and baking, follow food identification, selection, purchasing, receiving, storing, and inventory guidelines. Students will practice advanced cooking and baking techniques along with principals in cooking and baking. Students will use oral and written communication skills in creating and expressing information and ideas.

### **HMV 017 – Chef/Head Cook, 300 Hours,**

In this course the student will demonstrate fruit and vegetables preparation, learn to identify types of greens and their characteristics and prepare them for salads; identify and select fruits, peel, core, score, zest, section, puree, marinate, preserve, glaze and juice for serving; create fruit and vegetable garnishes, ice sculptures and advanced center pieces. They will learn to prepare foods for buffets such as sandwich fillings, sliced meats, starchy salads, seafood cocktails, cheese boards, canapés, hot and cold hors d'oeuvres; identify and select cheeses, milk, cream and butter; store and handle fresh, frozen, and cooked dairy products; prepare eggs using various cooking methods; prepare white stock, brown stock and fish stock; prepare roux and other thickening agents; prepare Béchamel sauce, Espagnole, Veloute, Hollandaise and mayonnaise; cream soups, chowders, clear soups and bisque; identify and prepare different types and cuts of meats; prepare fish and seafood using various cooking methods; identify and select baking and dessert ingredients; prepare bakery goods and various desserts.

### **HMV 0126 – Food Service Management, 300 Hours**

In this class the students will learn to demonstrate management skills, develop a business plan, utilize cost-control techniques to maximize profitability, create and prepare menus for various nutritional needs, compare and analyze the relationship of nutrition to wellness, develop and prepare menus for customers on special diets, compare and analyze menus of food establishments. The students must be able to describe the importance of professional ethics and legal responsibilities, comply with laws and regulations specific to the food service and hospitality industry, use information technology tools. The students will interpret and incorporate guidelines and policies for food service establishments and demonstrate personal money management concepts, procedures, and strategies.



## **Human Services**

### **Cosmetology**

This face-to-face program, located on the LTC main campus, is a 1200-hour program. Training and skills development in all areas of hair styling include: hair cutting, perming, coloring and relaxing; skin care, including the machine facial; make-up application; sculptured nails; manicuring and pedicuring; and salon management. Also included are the rules, regulations and ethics of practice according to Florida law.

This program is approved by the Florida State Board of Cosmetology.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

**Licensure:** Graduating students must pass the State Board of Examination before being licensed as a Cosmetologist by the Department of Business and Professional Regulation.

**Estimated Expenses:** Tuition is approximately \$3,456 plus books and fees.

**Job Opportunities:** Hair stylist, facial specialist and nail specialist.



An articulation agreement with Lake Sumter State College allows students completing this program to receive 24 college credits towards the Industrial Management Technology A.S. degree.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**CSP 0009 – Grooming & Salon Services, Facials and Nails, 225 hours**

Content provides instruction safety as related to cosmetology. Employability skills, entrepreneurship and all regulations and practices according to Florida Law; nail structure and disorders of the nails; proper selection and use of equipment, implements, cosmetics and materials in manicures and pedicures; techniques in nail wrapping and sculptured nails. Content also includes facial skills, corrective facials, applying makeup and hair removal.

**COS 0002 – Cosmetologist and Hairdresser (1 of 3), 300 hours**

**COS 0003 – Cosmetologist and Hairdresser (2 of 3), 300 hours**

**COS 0009 – Cosmetologist and Hairdresser (3 of 3), 375 hours**

These courses provide instruction in fundamentals of cosmetology, scalp and hair care, hair cutting, hair styling, chemical hair restructuring, hair color and techniques, wigs and extensions, and salon management



### **Facials Specialty**

This face-to-face program, located on the LTC main campus, is a 220-hour program that includes skin care, hair removal, make up, salon

management and rules and regulations according to Florida law.

Certification: Facials Specialty completers are certified by the school and issued a certification license by the Department of Business and Professional Regulation.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$634 plus books and fees.

Job Opportunities: Facials specialist and medical esthetician under the supervision of a physician.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**CSP 0266 – Facials Specialist, 220 hours**

Content includes effects and purpose of giving a facial and applying makeup. Also covered are massage procedures and manipulative skills, types of corrective facials and makeup and cosmetic chemistry. Safety precautions are taught in conjunction with all aspects of this course.

### **Nails Specialty**

This face-to-face program, located on the LTC main campus, is a 180-hour program that includes manicure/pedicure, artificial nails, salon management and rules and regulations according to Florida law.

Certification: Nails Specialty completers are certified by the school and issued a certification license by the Department of Business and Professional Regulation.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$519 plus books and fees.

Job Opportunities: Nails technician and manicurist.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**CSP 0016 – Manicure and Pedicure Specialist, 180 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.



## Information Technology

### Cloud Computing & Virtualization

This face-to-face program is a 900 hour program that includes computer hardware, computer software, Internet technologies, networking and how to work with different cloud platforms and virtualized machines.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$2,592 plus books and fees.

Job Opportunities: Governmental agencies, city municipalities, schools, hospitals and businesses.

Students completing fifty (50) percent or more of the competencies are eligible to sit for industry certification exams related to the program.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

#### **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.

#### **EEV0504 – Computer Support Assistant, 150 Hours**

This course covers most aspects of Information Technology giving students a basic foundation

and understanding in each area. The areas students will gain these skills are computer hardware, computer software, Internet technologies, networking, databases, programming, information systems, cybersecurity, and IT career preparation.

#### **CTS0026 – Network Support Technician, 150 Hours**

This course students will start working with Cloud and Virtualization. Students will learn how to work with different cloud platforms and virtualized machines. Platforms include Amazon Web Services, Google Cloud, and Microsoft Azure. They will learn about configurations, storage, security, and troubleshooting issues.

#### **CTS0054 – Cloud Analyst, 150 Hours**

This course teaches students about the basics of Amazon Web Services. They will learn about some of the different cloud services used by Amazon Web Services. They will also learn about benefits to cloud and why many companies are now using cloud. This will include how to do pricing analysis to present data to their company, which cloud services would be best to use for their environment, and be able to manage those services on the cloud.

#### **CTS0056 – Cloud Virtualization Specialist, 300 Hours**

This course will expand on the Cloud Analyst course and teach students how to design and move all of a company's existing network architecture to a cloud environment or create an environment for a new company in the cloud. It will give them tools needed to know how to project what resource they need on their own and be able to manage it so it meets both financial needs of a company as well as their everyday expanding business needs.



## **Computer System & Information Technology (CSIT)**

This face-to-face program is 900 hours and located on the main campus. Content includes preparing students to complete the CompTIA A+, Network+, and Security+ industry certifications. For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

**Estimated Expenses:** Tuition is approximately \$2,592 plus books and fees.

**Job Opportunities:** Governmental agencies, city municipalities, schools, hospitals and businesses.

Students completing fifty (50) percent or more of the competencies are eligible to sit for industry certification exams related to the program.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

### **CTS0082 - Computer Systems Technician, 300 hours**

This course is designed to provide students with the skills in troubleshooting, repair and maintenance of operating systems and software, networking, and installing, configuring and troubleshooting personal computer hardware.

### **CTS0083 - Computer Network Technician, 150 hours**

This course is designed to provide students with skills in the operation of data networks, network media and topologies, network management, and Wireless Local Area Networks.

### **CTS0084 - Computer Network Specialist, 150 hours**

This course is designed to provide students with the skills to implement an IP addressing scheme and specific IP services, configure, verify and troubleshoot basic router operation, and identify and mitigate security threats.

### **CTS0069 - Computer Security Technician, 300 hours**

This course is designed to provide students with skills in cybersecurity including identifying types of malicious code and mitigating vulnerability and risk and understanding methods of authentication.

## **Enterprise Desktop and Mobile Support Technology (In Teachout)**

This face-to-face program is a 1050 hour program that includes troubleshooting, repair, and maintenance of operating systems and networks, installing, configuring and troubleshooting and personal computer hardware.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

**Estimated Expenses:** Tuition is approximately \$3,024 plus books and fees.

**Job Opportunities:** Governmental agencies, city municipalities, schools, hospitals and businesses.

Students completing fifty (50) percent or more of the competencies are eligible to sit for industry certification exams related to the program.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

### **CTS 0000 – Computer Hardware Fundamentals, 150 hours**

This course covers: Enterprise information systems; enterprise-class/computer/devices; proficiency with motherboards, CPU options, and system components; proficiency with ESD concepts and procedures; equipment safety; storage, video, audio, display and network-cellular; and, proficiency in building a basic PC system

### **CTS 0001 – Operating Systems Fundamentals, 150 hours**

This course covers: installation and configuration of enterprise desktop/laptop operating systems; installation and configuration of various system components; troubleshooting and updating drivers in desktops, laptops and other mobile devices; health, safety, and environmental procedures; and, connecting, configuring, and troubleshooting a variety of equipment.

### **CTS 0002 – Advanced Operating Systems, 150 hours**

This course includes: installing, configuring, and troubleshooting enterprise systems, business applications, software, cables, switches and access points in a network environment; fundamentals of activity domains; teamwork; and, professional ethics and legal responsibilities.

**CTS 0003 – Mobile-Security-Domain Environment Fundamentals, 150 hours**

This course includes: basic features of mobile operating systems; mobile network connectivity; methods for mobile security; enterprise attack vectors; identifying and mitigating malicious threats in the workplace; leadership and teamwork; and, install, configure, and troubleshoot various printer connections.

**CTS 0005 – Desktop Support Technician, 150 hours**

This course includes: command-line fundamentals; share permissions; network architecture; tools and equipment for network connectivity; various network services; network layer addressing; basic VoIP telephony; VPN; installing, configuring and troubleshooting various operating systems, applications, and client-side virtualization; and, troubleshoot PC and laptop hardware failures.

**CTS 0020 – Network Fundamentals, 150 hours**

This course includes: operation of data networks; network media and topologies; install and configure basic network devices; IP addressing schemes; network management tasks and methodologies; and, network security threats and mitigation techniques.

**CTS 0033 – Network Technician, 150 hours**

This course includes: VLANs and interswitch communications; IP addressing and IP services; basic router operation; WLAN; VPN; VOIP; and, Virtualization.



## Law, Public Safety, and Security

Correctional Officer (BRTP) and Florida Law Enforcement Academy are programs designed to teach a recruit the basic skills needed to become a corrections officer or a police officer. After successfully completing these programs, the student is eligible for certification by the Florida Criminal Justice Standards and Training Commission as a corrections officer or police officer. Special admission requirements may apply. Training includes all phases as specified by Florida Criminal Justice Standards and Training Commission for the Basic Recruit program. Career development and in-service technical training are offered for practicing public safety personnel. Students must have a high school

diploma, the equivalent or a certificate of completion, be a U.S. citizen and have no record of felony conviction or conviction of a misdemeanor of moral turpitude. Upon successful completion of public safety training programs, the student is required to take a state certification exam for all disciplines.

### Correctional Officer (BRTP)

This face-to-face 420-hour program, located at LTC's Institute of Public Safety, is designed to prepare students for certification and employment as correctional officers in county and state correctional facilities. The student will learn the basic skills necessary to perform the varied duties as a correctional officer.

The program includes Florida law; weapons; communications (oral, written and technical); interpersonal skills; defensive tactics; medical response; emergency preparation; and correctional operations. The program stresses the ethical awareness, physical fitness and interpersonal skills needed for successful career performance.

Florida Statutes require each Correctional Officer to:

- Be at least 19 years of age. (LTC admits 18-year-olds with the understanding that one must be 19 in order to become a certified CO.)
- Be a citizen of the United States.
- Be a high school graduate or have earned its equivalent (GED).
- Not have been convicted of or pled guilty or no contest to any felony or any misdemeanor involving perjury, false statement or domestic violence.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of a good moral character.
- Possess a valid Florida driver license.

In addition to the Florida Statute requirements listed above, LTC's admission requirements include a(n):

- Qualifying Basic Abilities Test (BAT) score.
- Completed LTC and program applications.
- Florida driving history.
- Obstacle Course.
- Individual interview.
- Pass a physical examination by a licensed Florida physician.
- Pass a level II background check.
- Pass a drug screen analysis at the designated laboratory.



For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

**Certification:** Upon successful completion of this program, the student will be allowed to sit for the FDLE State Correctional Officer Certification Exam. The certification is activated upon employment.

**Estimated Expenses:** Tuition is approximately \$1,210 plus books and fees.

**Job Opportunities:** Certified officers can be employed at local, county and state facilities or agencies.

**Capstone Test Prep Class:** The 24-hour Law Enforcement Officer Capstone and the 12-hour Correctional Officer test prep classes are for State test preparation. Attendance and course requirements are the same as Florida Law Enforcement Academy and Correctional Officer (BRTP) programs

An articulation agreement with Lake Sumter State College allows students completing this program to receive 12 college credits towards the Criminal Justice Technology A.S. degree.

*To qualify for a Certificate of Completion, the following courses must be successfully completed. These courses are designed to prepare students for the FDLE State Correctional Officer Certification Exam and a career as a Correctional Officer.*

- **CJK0300 – Intro. to Corrections, 32 hours**
- **CJK0305 – Communications, 40 hours**
- **CJK0310 – Officer Safety, 16 hours**
- **CJK0315 – Facility and Equipment, 8 hours**
- **CJK0320 – Intake and Release, 18 hours**
- **CJK0325 – Supervising in a Correctional Facility, 40 hours**
- **CJK0330 – Supervising Special Populations, 20 hours**
- **CJK0335 – Responding to Incidents and Emergencies, 16 hours**
- **CJK0031 – CMS First Aide for Criminal Justice Officers, 40 hours**

- **CJK0040 – CMS Criminal Justice Firearms, 80 hours**
- **CJK0051 – CMS Criminal Justice Defensive Tactics, 80 hours**
- **CJK0340 – Officer Wellness and Physical Abilities – 30 hours**



### **Crossover From Correctional Officer to Law Enforcement Officer**

This face-to-face 518-hour program, located at LTC's Institute of Public Safety, is designed to prepare a certified correctional officer to become additionally certified as a law enforcement officer. This dual certification is highly desirable in county and state correctional facilities in order for correctional officers to perform law enforcement duties when called upon. The program includes Florida law (state statutes peculiar to law enforcement), patrol, traffic, investigations and vehicle operations. Ethical awareness, physical fitness and interpersonal skills are emphasized as needed for successful job performance.

Florida Statutes require each correctional officer to law enforcement officer to:

- Be at least 19 years of age. (LTC admits 18-year-olds with the understanding that one must be 19 in order to become a certified LEO.)
- Be a citizen of the United States.
- Be a high school graduate or have earned its equivalent (GED).

- Not have been convicted of or pled guilty or no contest to any felony or any misdemeanor involving perjury, false statement or domestic violence.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of a good moral character.
- Pass a physical examination by a licensed Florida physician.
- Pass a drug screen analysis at the designated laboratory.
- Possess a valid Florida driver license.

In addition to the Florida Statute requirements listed above, LTC's admission requirements to the Crossover CO to LEO program include:

- The applicant's CJSTC Certificate of Compliance for Law Enforcement.
- Qualifying BAT/Law Enforcement scores.
- A letter on agency letterhead stating applicant's employment record, background investigation, and drug screening information.
- If not employed by an agency, the applicant will provide a drug screening analysis and background check.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Certification: Upon successful completion of this program, the student will be allowed to sit for the FDLE State Law Enforcement Officer Certification Exam. The certification is activated upon employment as a law enforcement officer. Regulations do allow individuals to be concurrently dual certified as correctional officers and law enforcement officers.

Estimated Expenses: Tuition is approximately \$1,492 plus books and fees.

Job Opportunities: Certified officers can be employed at local, county and state facilities or agencies.

*To qualify for a Certificate of Completion, the following courses must be successfully completed. These courses are designed to prepare students for the FDLE State Law Enforcement Officer Certification Exam and a career in Law Enforcement.*

- **CJK0002 – Introduction to Law Enforcement, 12 hours**

- **CJK0016 – Communication, 24 hours**
- **CJK0018 – Legal, 64 hours**
- **CJK0019 – Interviewing and Report Writing, 56 hours**
- **CJK0063 – Fundamentals of Patrol, 40 hours**
- **CJK0021 – Serving Your Community, 34 hours**
- **CJK0072 – Crimes Against Persons, 48 hours**
- **CJK0073 – Crimes Involving Property and Society, 12 hours**
- **CJK0079 – Crime Scene Follow-up Investigations, 34 hours**
- **CJK0400 – Traffic Incidents, 12 hours**
- **CJK0401 –Traffic Stops, 24 hours**
- **CJK0402 – Traffic Crash Investigations, 30 hours**
- **CJK0403 – DUI Traffic Stops, 24 hours**
- **CJK0093 – Critical Incidents, 44 hours**
- **CJK0393 – Cross-Over Program Updates, 8 hours**
- **CJK0020 – Law Enforcement Vehicle Operations, 48 hours**
- **CJK0421 – Conducted Electrical Weapon/Dart-Firing Stun Gun, 4 hours**





## **Firefighter/Emergency Medical Technician – Combined**

See course information/details under the Health Science Education section, page 43, of this catalog.



## **Florida Law Enforcement Academy**

This face-to-face 770-hour program, located at LTC's Institute of Public Safety, is designed to prepare students for certification and employment as law enforcement officers in municipal, county and state law enforcement agencies. The student will learn the basic skills necessary to perform the varied duties as a law enforcement officer as set forth in the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission curriculum in accordance with Florida Statutes. The program stresses the ethical awareness, physical fitness and interpersonal skills needed for successful career performance.

To apply for admissions, each applicant must:

- Be at least 19 years of age. (LTC admits 18-year-olds with the understanding that one must be 19 in order to become a certified LEO.)
- Be a citizen of the United States.
- Be a high school graduate or have earned its equivalent (GED).
- Not have been convicted of or pled guilty or no contest to any felony or any misdemeanor involving perjury, false statement or domestic violence.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of a good moral character.
- Possess a valid Florida driver license.

- In addition to the Florida Statute requirements listed above, LTC's admission requirements include a(n):
- Qualifying Basic Abilities Test (BAT) score. Any candidate wishing to enter a law enforcement academy that either (i) is a veteran as classified in section 1.01(14), F.S., or (ii) holds an associate degree or higher from an accredited college or university is not required to take the Law Enforcement Basic Abilities Test. Please note that veteran is defined as being honorably discharged from military service. No other discharge classifications qualify.
- Completed LTC application.
- Florida driving history.
- Obstacle Course.
- Individual interview.
- Pass a physical examination by a licensed Florida physician.
- Pass a drug screen analysis at the designated laboratory.
- Pass a Level II background check

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

**Certification:** Upon successful completion of this program, the student will be allowed to sit for the FDLE State Law Enforcement Officer Certification Exam. The certification is activated upon employment.

**Estimated Expenses:** Tuition is approximately \$2,218 plus books and fees.

**Job Opportunities:** Certified officers can be employed at local, county and state facilities or agencies.

**Capstone Test Prep Class:** The 24-hour Law Enforcement Officer Capstone and the 12-hour Correctional Officer test prep classes are for State test preparation. Attendance and course requirements are the same as Florida Law Enforcement Academy and Correctional Officer (BRTP) programs

An articulation agreement with Lake Sumter State College allows students completing this program to receive 27 college credits towards the Criminal Justice Technology A.S. degree.

*To qualify for a Certificate of Completion, the following courses must be successfully completed. These courses are designed to prepare students for the FDLE State Law Enforcement Officer*

*Certification Exam and a career in Law Enforcement.*

- **CJK0002 – Introduction to Law Enforcement, 12 hours**
- **CJK0016 – Communication, 24 hours**
- **CJK0018 – Legal, 64 hours**
- **CJK0019 – Interviewing and Report Writing, 56 hours**
- **CJK0063 – Fundamentals of Patrol, 40 hours**
- **CJK0021 – Serving Your Community, 34 hours**
- **CJK0072 – Crimes Against Persons, 48 hours**
- **CJK0073 – Crimes Involving Property and Society, 12 hours**
- **CJK0079 – Crime Scene Follow-up Investigations, 34 hours**
- **CJK0400 – Traffic Incidents, 12 hours**
- **CJK0401 – Traffic Stops, 24 hours**
- **CJK0402 – Traffic Crash Investigations, 30 hours**
- **CJK0403 – DUI Traffic Stops, 24 hours**
- **CJK0093 – Critical Incidents, 44 hours**
- **CJK0020 – Law Enforcement Vehicle Operations, 48 hours**
- **CJK0031 – First Aid for Criminal Justice Officers, 40 hours**
- **CJK0040 – Criminal Justice Firearms, 80 hours**
- **CJK0051 – Criminal Justice Defensive Tactics, 80 hours**
- **CJK0421 – Conducted Electrical Weapon/Dart-Firing Stun Gun, 4 hours**
- **CJK0096 – Criminal Justice Officer Physical Fitness Training/Law Enforcement, 60 hours**

## **Public Safety Telecommunication**

This hybrid program, located at LTC's Institute of Public Safety, is a 232-hour program designed to prepare students for employment at a dispatcher: police, fire, and ambulance. The content includes, but is not limited to, ethics and the role of the telecommunicator; standard telecommunication operating procedures; relationship to field personnel; understanding of command levels; typical layouts of message centers; use of performance aids; overview of emergency agencies; functions and terminology; use of correct words and grammar; communications equipment, functions and terminology; types of telecommunication equipment; malfunctions and maintenance agreements; proper and correct telephone and dispatching procedures and techniques; cooperation and reciprocal agreements with other agencies; federal, state, and local communication rules; emergency situations and operating procedures; emergency medical dispatch procedures; employability skills; leadership and human relations skills; and health.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$669 plus books and fees.

Job Opportunities: Dispatcher for police, fire, and ambulance.

Students graduating this program are eligible to sit for the state licensing/certification exam.

*To qualify for a Certificate of Completion, the following course must be successfully completed.*

### **EMS 0002 – Dispatcher: Police, Fire, and Ambulance, 232 hours**

This course provides instruction in understanding the roles/duties of a public safety telecommunicator, explaining how criminal and civil law affects telecommunication operations, understanding the various types of telecommunication equipment, and understanding the basic principles and components of emergency police, fire and medical services.

## **Criminal Justice Review Classes**

These offerings are not accredited by the Council on Occupational Education and do not qualify for Title IV financial aid assistance.

### **Corrections Comparative Compliance Review Course**

This 52-hour review class is for Florida individuals needing recertification and out-of-state officers to be Florida certified. Successful completion of the review class prepares the individual to sit for the Florida State Officer Certification exam. This class is available only for those individuals who have been approved for the Equivalency of Training and who have been issued the CJSTC Form 76. This form is issued by a criminal justice employing agency or an assessment center after verification that the individual has met the training and experience requirements.

Scheduled dates are tentative and subject to change. All fees are subject to change.

Estimated expenses: Registration fee is approximately \$690 plus books and fees.

Job Opportunities: Certified officers can be employed at local, county, and state facilities or agencies.

### **Law Enforcement Comparative Compliance Review Course**

This 64-hour review class is for Florida individuals needing recertification and out-of-state officers to be Florida certified. Successful completion of the review class prepares the individual to sit for the Florida State Officer Certification exam. This class is available only for those individuals who have been approved for the Equivalency of Training and who have been issued the CJSTC Form 76. This form is issued by a criminal justice employing agency or an assessment center after verification that the individual has met the training and experience requirements.

Scheduled dates are tentative and subject to change. All fees are subject to change.

Estimated expenses: Registration fee is approximately \$910 plus books and fees.

Job Opportunities: Certified officers can be employed at local, county, and state facilities or agencies.



## **Manufacturing**

### **Advanced Manufacturing and Production Technology**

This face-to-face 600-hour program is located on the LTC main campus. There is a focus on the study of automation technology, its application in manufacturing, engineering and robotics, and its effect upon our lives and the choosing of an occupation. The content and activities will also include the study of enterprise systems, safety, quality, and leadership skills.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$1728 plus books and fees.

Job Opportunities: Production plants, precision manufacturing, transportation and aeronautical industry.

Students graduating this program are eligible to sit for the state licensing/certification exam.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

#### **ETI 0400 - Entry-Level Production Worker, 150 hours**

This course allows students to gain an understanding of technology and the concept of Design for Manufacturing, study workplace safety and workplace organization, workplace communication skills, and basic machine operation.

#### **ETI 0431 - Production Quality and Assurance, 150 hours**

This course emphasizes beginning skills key to the success of working in the manufacturing industry. Students study how to accurately read and interpret blueprints and schematics; graphic design and computer-aided drawing; quality assurance methods and quality control concepts; use of precision measurement tools and instruments; and understanding modern business practices.

**ETI 0432 - Manufacturing and Production Processes**

This course emphasizes beginning skills key to the success of working in the manufacturing industry. Students study how to select production processes; computer-aided manufacturing and flexible manufacturing planning; produce a product via a master project; manual milling machines, computer-numeric-control machines, and welding systems; and robotic systems used in manufacturing.

**ETI 0453 - Manufacturing and Production Maintenance**

This course provides students with the opportunities to study mechanisms; AC/DC electrical control; programmable logic control; fluid power; maintenance of technological systems; and exploration of employability and career opportunities.

**CNC Production Specialist**

This face-to-face 600 hour program is located on the LTC main campus. The program prepares students for entry into the CNC machining industry. Students study workplace safety and organization, job-related mathematics, basic blueprint information, metrology, the history of manufacturing and primary and secondary manufacturing processes, geometric dimension and tolerance, set up and operation of drill presses, CNC control panels, CNC machine systems, CNC lathe and mill operations, and maintenance and troubleshooting.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$1728 plus books and fees.

Job Opportunities: Production plants, precision manufacturing, transportation and aeronautical industry.

Students graduating this program are eligible to sit for the state licensing/certification exam.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**PMT 0026 – CNC Production Technician 1, 300 hours**

This course prepares students for entry into the CNC machining industry. Students explore career

opportunities and requirements of a CNC production specialist. Content emphasizes beginning skills key to the success of working in the CNC machining industry. Students study workplace safety and organization, job-related mathematics, basic blueprint information, metrology, the history of manufacturing and primary and secondary manufacturing processes, geometric dimension and tolerance, set up and operation of drill presses, CNC control panels, CNC machine systems, CNC lathe and mill operations, and maintenance and troubleshooting.

**PMT 0027 – CNC Production Technician 2, 300 hours**

This course is designed to build on the skills and knowledge students learned in the CNC Production Technician 1 for entry into the machining industry. Students explore the importance of employability and entrepreneurship skills, leadership and teamwork skills; solve problems using critical thinking, creativity and innovation; demonstrate inspection methods, the techniques of CNC milling, perform advanced set up and operation of a CNC mill and lathe machine, and demonstrate basic computer-aided design/computer-aided manufacturing processes.

**Welding Technology**

This face-to-face program, located on the LTC main campus, is a 1050-hour program that provides basic and advanced arc, microwire, heliarc, oxyacetylene and pipe welding to construct, erect, install and repair all types of metal fabrication, machine frames, pipelines and pressure tanks.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$3,024 plus books and fees.

Job Opportunities: Power plants, welding repair shops, bridges, boats, hyperbaric (underwater) welding, aviation and transportation.

Students completing fifty (50) percent or more of the competencies are eligible to sit for industry certification exams related to the program.

An articulation agreement with Lake Sumter State College allows students completing this program to receive 24 college credits towards the Industrial Management Technology A.S. degree.



To qualify for a Certificate of Completion, the following courses must be successfully completed.

**PMT 0070 – Welder Assistant 1, 150 hours**

The content of this course provides introduction to welding skills including safety, organization, communication, leadership, manufacturing processes, measuring, use of tools and equipment; also, cutting, finishing, bending, drilling and punching operations will be introduced.

**PMT 0071 – Welder Assistant 2, 150 hours**

The content of this course includes use of drawing and interpreting welding symbols, apply intermediate oxyfuel gas cutting principles, demonstrate plasma arc cutting principles, shielding metal arc equipment, safety, setting up SMAW equipment, preparing of materials for welding and types of electrodes. It also includes instruction on welding multiple joints in all positions, the guided bend test and cutting with air arc equipment.

**PMT 0072 – Welder, SMAW 1, 150 hours**

This course content covers safety requirements, setting up SMAW equipment and preparing materials for welding joints in all positions, Carbon Arc Gouging (GAC principles and practices.

**PMT 0073 – Welder, SMAW 2, 150 hours**

This course content includes safety requirements, setting up SMAW equipment and preparing materials for welding as a shielded metal arc welder. Students will also study employability skills and welding careers.

**PMT 0074 – Welder, 450 hours**

This course content covers instruction in safety, setting up Gas Metal Arc Welding (GMAW) equipment, basic and intermediate Flux-Core Arc Welding (FCAW), basic and intermediate Gas Tungsten Arc Welding (GTAW) and a basic understanding of pipe welding. Lab activities include research, measurement, problem solving, emerging technologies, tools and equipment and well as quality and safety procedures.

**Welding Technology – Advanced**

This face-to-face program, located on the LTC main campus, is a 750 hour program that provides advanced skills key to the success of working in the welding industry.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$2160 plus books and fees.

Job Opportunities: Power plants, welding repair shops, bridges, boats, hyperbaric (underwater) welding, aviation and transportation.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

**PMT 0075 – Advanced Welder 1 – 600 hours**

**PMT 0076 – Advanced Welder 2 – 150 hours**

These courses include intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques, and advanced Gas Tungsten Arc Welding (GTAW) skills.



**Transportation,  
Distribution, and  
Logistics**

**Automotive Collision Technology  
Technician**

This face-to-face program, located on the LTC main campus, is a 1400-hour program that utilizes classroom and hands-on learning activities to train individuals in all aspects of automotive collision damage repair. Skills taught include metal straightening, plastic repair, panel and structural component replacement, use of mechanical and laser measuring systems, hydraulic straightening equipment and MIG welding. Refinishing training consists of proper spray gun handling techniques, surface preparation and application of paint products for repairs ranging from overall refinishing to minor spot repairs, including base coat and clear coat finishes. This program is NATEF certified. The faculty are PPG, DuPont, Chief and I-CAR certified.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition is approximately \$4,032 plus books and fees.

Job Opportunities: Body tech, painter tech, frame tech, service writer estimator, insurance appraiser, paint supply rep, shop manager, auto body parts manager, and auto body instructor.



An articulation agreement with Lake Sumter State College allows students completing this program to receive 24 college credits towards the Industrial Management Technology A.S. degree.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**ARR 0140 – Automotive collision Repair and Refinishing Helper/Assistant, 150 hours**

This course includes: beginning skills and concepts as a recommended requisite. Students study equipment skills, safety regulations, routine maintenance, and customer service.

**ARR 0141 – Automotive Collision Refinishing Technician, 450 hours**

This course includes: safety precautions; surface preparation; spray gun and related equipment operation; paint mixing, matching and applying; paint defects (causes and cures); and final detailing.

**ARR 0312 – Non-Structural Damage Repair Technician, 300 hours**

This course includes: safety; preparation; outer body panel repairs, replacements, and adjustments; metal finishing and body filling; movable glass and hardware; plastics and adhesives; electrical; and brakes.

**ARR 0022 – Damage Analysis and Estimating, 75 hours**

This course includes: damage analysis; estimating; vehicle construction and parts identification; and customer relations and sales skills.

**ARR 0112 – Automotive Collision Welding, Cutting, and Joining, 75 hours**

This course includes: basic welding skills specifically related to automotive collision and repair; safety precautions; metal welding, cutting, and joining.

**ARR 0295 – Structural Damage Repair Technician, 350 hours**

This course includes: frame inspection and repair; unibody and unitized structure inspection, measurement, and repair; fixed glass; steering and suspension; heating and air conditioning; cooling systems; drive train; fuel, intake and exhaust systems; and restraint systems.

**Diesel Systems Technician 1 & 2**

These face-to-face programs, located at the Transportation Innovation Hub in Tavares, are

1050 and 750 hour programs, respectively, and are designed to prepare students for entry-level positions in the heavy duty truck and bus/diesel field. These programs teach students how to diagnose and repair diesel engines and electrical systems; recondition diesel fuel injection systems; overhaul diesel engines; and perform diesel engine preventive maintenance. In addition, the programs include training in communication, leadership, human relations and employability skills; and safe efficient work practices.

For more detailed information see the program Master Plan of Instruction available online at [www.laketech.org](http://www.laketech.org).

Estimated Expenses: Tuition for Diesel Systems Technician 1 is approximately \$3,024 plus books and fees. Tuition for Diesel Systems Technician 2 is approximately \$2,160 plus books and fees.

Job Opportunities: Diesel shops, trucking companies, heavy equipment dealers, military, and marine or generator mechanic shops.

Students completing fifty (50) percent or more of the competencies are eligible to sit for industry certification exams related to the program.

An articulation agreement with Lake Sumter State College allows students completing this program to receive 24 college credits towards the Industrial Management Technology A.S. degree.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

**Diesel Systems Technician 1**

**DIM 0101 – Diesel Engine Mechanic/Technician Helper, 150 hours**

This course provides hands-on instruction and lecture in heavy equipment and diesel engine fundamentals.

**DIM 0102 – Diesel Electrical and Electronics Technician 300 hours**

Course content includes lectures, demonstrations and hands-on engine teardowns. Precision measuring tools are introduced for engine component inspection. Study includes electrical systems diagnosis and repair.

**DIM 0104 – Diesel Engine Technician, 300 hours**

This course includes instruction on diagnosis and repair of the following: cylinder head and valve train, engine block, lubrication systems, cooling

system, air induction and exhaust systems, fuel system and engine brakes.

**DIM 0105 – Diesel Brakes Technician, 300 hours**

This course is designed to prepare the student for employment as a brake systems technician with an understanding of mechanical, hydraulic, anti-lock and air brake systems.



**Diesel Systems Technician 2**

**DIM 0103 – Diesel Engine Preventative Maintenance Technician, 150 hours**

This course includes content designed to teach students to perform engine preventative maintenance including oil analysis and requirements for components and systems according to manufacturer specifications.

**DIM 0106 – Diesel Heating and Air Conditioning Technician, 150 hours**

This course provides instruction on how to maintain and repair air-conditioning and heating systems, including how to identify basic heating and air-conditioning components and different types of refrigerants; inspect and pressure test basic air-conditioning systems; replace compressor belts; service AC electrical circuits; and remove and replace blower motors, heater cores, control units and cables.

**DIM 0107 – Diesel Steering and Suspension Technician, 150 hours**

This course provides instruction on how to maintain, troubleshoot and repair steering and

suspension systems including conventional steering systems, hydraulic steering systems, rear-axle suspensions, front-axle suspensions and fifth wheels; service wheels, bearings, hubs and seals; service tires; and align tractors and trailers.

**DIM 0108 – Diesel Drive Train Technician, 150 hours**

This course is designed to prepare the student for employment as a drive train technician with an understanding of drive train configurations and components and function.

**DIM 0109 – Diesel Hydraulics Technician, 150 hours**

This course includes instruction on how to troubleshoot hydraulic circuits using test equipment; maintain hydraulic fluids, filters, lines and reservoirs; and recondition hydraulic pumps and motors, control valves, hydraulic cylinders and hydraulic accessories.

**Master Automotive Service Technology 1 and 2**

These face-to-face programs, located at the Transportation Innovation Hub in Tavares, are 1050 and 750 hour programs, respectively, designed to prepare students for entry-level jobs in the automotive field. Students learn automobile diagnosis, repair and maintenance and focus on electronically-controlled systems.

For more detailed information see the program Master Plan of Instruction available online at [www.laketechnology.org](http://www.laketechnology.org).

Estimated Expenses: Tuition for Master Automotive Service Technology 1 is approximately \$3,024 plus books and fees. Tuition for Master Automotive Service Technology 2 is approximately \$2,160 plus books and fees.

Job Opportunities: Technician, parts counter, service writer and lube technician.

Students completing fifty (50) percent or more of the competencies are eligible to sit for industry certification exams related to the program.

An articulation agreement with Lake Sumter State College allows students completing this program to receive 24 college credits towards the Industrial Management Technology A.S. degree.

*To qualify for a Certificate of Completion, the following courses must be successfully completed.*

## Master Automotive Service Technology 1

### **AER 0014 – Automotive Services Assistor, 300 hours**

Students will learn automotive safety, math skills, basic science, employability skills, communication, entrepreneurship, workplace behavior, routing maintenance wiring diagrams, electrical circuits, battery tests and services, charging systems test, multimeter (DMM) readings, fuel tank inspection and replacement, line fittings, hoses and valve adjustment.

### **AER 0418 – Automotive Brake System Technician, 150 hours**

This course provides training in the operation and servicing of automotive brake systems, drum brake diagnosis and repair, disc brake diagnosis and repair, power assist units diagnosis and repair, miscellaneous (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair and anti-lock brake systems.

### **AER 0453 – Automotive Suspension and Steering Technician, 150 hours**

This course provides training in the operation of steering, suspension and wheel systems; suspension systems diagnosis and repair; front suspensions; rear suspensions; miscellaneous service; wheel alignment diagnosis, adjustment and repair; and wheel and tire diagnosis and repair.

### **AER 0360 – Automotive Electrical/Electronic System Technician, 300 hours**

This course provides training in trouble-shooting electrical/electronic components, battery diagnosis and service, starting system diagnosis and repair, lighting systems diagnosis and repair, gauges, warning devices, driver information systems, horn and wiper/washer diagnosis and repair and accessories diagnosis and repair.

### **AER 0110 – Engine Repair Technician, 150 hours**

Students will learn engine theory and repair, cylinder head and valve train diagnosis, block diagnosis and repair and lubrication and cooling systems.

## Master Automotive Service Technology 2

### **AER 0503 – Automotive Engine Performance Technician, 300 hours**

Students will demonstrate proficiency in engine performance services, computerized engine controls diagnosis and repair, ignition system diagnosis and repair, emissions control systems

diagnosis and repair, exhaust gas recirculation, exhaust gas treatment, intake air temperature controls, early fuel evaporation, evaporative emissions controls and engine-related services.

### **AER 0257 – Automotive Transmission and Transaxle Technician, 150 hours**

Students will service automatic transmission/transaxle; learn transmission/transaxle maintenance and adjustment; in-vehicle transmission and transaxle repair; off-vehicle transmission/transaxle repair (removal, disassembly and reinstallation); oil pump and converter; gear train; shaft bushings and case; and friction and reaction units.

### **AER 0274 – Manual Drive Train and Axle Technician, 150 hours**

Students will learn operation and assembly of manual drive transmission/transaxle; transmission diagnosis and repair; drive shaft, universal and constant-velocity joint diagnosis and repair; rear axle diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; and axle shaft.

### **AER 0172 – Automotive Heating and A/C Technician, 150 hours**

This course provides training in heating; air conditioning; engine cooling; refrigeration systems diagnosis and repair; compressor and clutch; evaporator; receiver/drier; condenser; heating and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; vacuum/ mechanical controls; automatic and semi-automatic temperature controls; and refrigerant recovery, recycling and handling.



## FULL-TIME FACULTY/LEADERSHIP

Faculty Member	Subject Area	Certification/License	Years of Industry Experience
Alvarez, George	Adult Education	Master's Degree / Cambridge	24
Austin, Nicole	Professional Culinary Arts & Hospitality	Vocational Certification / CCC	31
Avelli, Colleen	Adult Education	Bachelor's Degree / State University of New York	24
Bagg, Stephen	Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1	Vocational Certification	29
Bain, Stephanie	Practical Nursing	Master's Degree / Liberty University	23
Burt, Danielle	Veterinary Assisting	Master's Degree / Becker College	16
Cooper, Stanley	Professional Culinary Arts & Hospitality	Vocational Certification / CCC	47
Correa, Charity	Cosmetology	Vocational Certification	22
Dahler, John	Welding Technology	Vocational Certification	31
DiNella, Amy	Assistant Director of Finance	Master's Degree / Capella University	23
Frazier, Kimberly	Senior Administrator	Master's Degree / National University	20
Gardin, Andre	Automotive Collision Technology Technician	Vocational Certification, I-CAR, NATEF, CHIEF, PPG. ASE	16
Gault, Jacob	Paramedic	Bachelor's Degree / University of Central Florida	11
Hampton, Debra	Patient Care Technician	Associate Degree / Cape Cod Community College	32
Harper, Eric	Firefighter/Emergency Medical Technician – Combined, and EMS Director	Bachelor's Degree / Columbia Southern University	30
Hayes, Samantha	Dean of Students	Bachelor's Degree / Walden University	20
Hefley, Tonya	Director of Operations	Master's Degree / University of South Florida	25
Holcomb, Bonnie	Cosmetology	Master's Degree / Columbia College	24
Johnson, Chase	Welding Technology	Vocational Certification	12
Knox, Kim	Student Retention and Career Dual Enrollment Specialist	Master's Degree / University of Central Florida	8
Koenig, Kenneth	Professional Culinary Arts & Hospitality	Vocational Certification / CCC, CEC	42
Lindamood, Sherie	Student Success Counselor	Doctorate Degree / Ohio State University	42
Linginfelter, Harold	Manufacturing	Vocational Certification	27

## FULL-TIME FACULTY/LEADERSHIP – CONTINUED

Faculty Member	Subject Area	Certification/License	Years of Industry Experience
Linton, Annamaria	Practical Nursing	Associate Degree / Herzing University	20
Linton, Samantha	Pharmacy Technician	Associate Degree / Seminole State College	12
Lora, Evelio	Master Automotive Service Technology	Vocational Certification	16
Madden, Brandi	Paramedic	Bachelor's Degree / University of South Florida	17
Marquez, Diana	Corporate and Community Training	Master's Degree / American Intercontinental University	25
McKinney, Mark	Master Automotive Service Technology	Vocational Certification, GM, NATEF, I-CAR, ASE	37
Miller, Jack	Facilities Manager	Master's Degree / University of Central Florida	40
Misegades, Trevor	Manufacturing	Associate Degree / Coffeyville Community College	11
Netherton, Tom	Program Specialist	Master's Degree / University of South Florida	39
Phillips, James	Medical Assisting	Bachelor's Degree / Florida State University	39
Rednour, Christopher	Automotive Collision Technology Technician	Vocational Certification, I-CAR	11
Roberts, Katherine	Adult Education	Master's Degree / University of South Florida	53
Rosenglick, Sonya	Business Technology	Master's Degree / Nova Southeastern University	31
Segreto, Anthony	Adult Education Coordinator	Master's Degree / University of Central Florida	12
Sherwood, Robert	Welding Technology	Vocational Certification	33
Smith, Catherine	Practical Nursing	Bachelor's Degree / Lake Sumter State College	36
Stephan, Melissa	Director Curriculum & Instruction	Master's Degree / Stetson University	36
Thomas, DeAnna	Executive Director	Master's Degree / University of South Florida	31
Veremakis, Elise	Health Science Education Coordinator (Interim)	Bachelor's Degree / University of South Florida	47
Wagenhauser, Thomas	Cloud Computing & Virtualization/ Computer Systems Information Technology (CSIT)	Bachelor's Degree / Western Governors University	14
Whalen, Tonia	Cosmetology	Vocational Certification	26
Woodard, Lisa	Accounting Operations / Administrative Office Specialist	Bachelor's Degree/ Palm Beach State College	18
Yates, Randy	Diesel Systems Technician 1 & 2	Vocational Certification	37



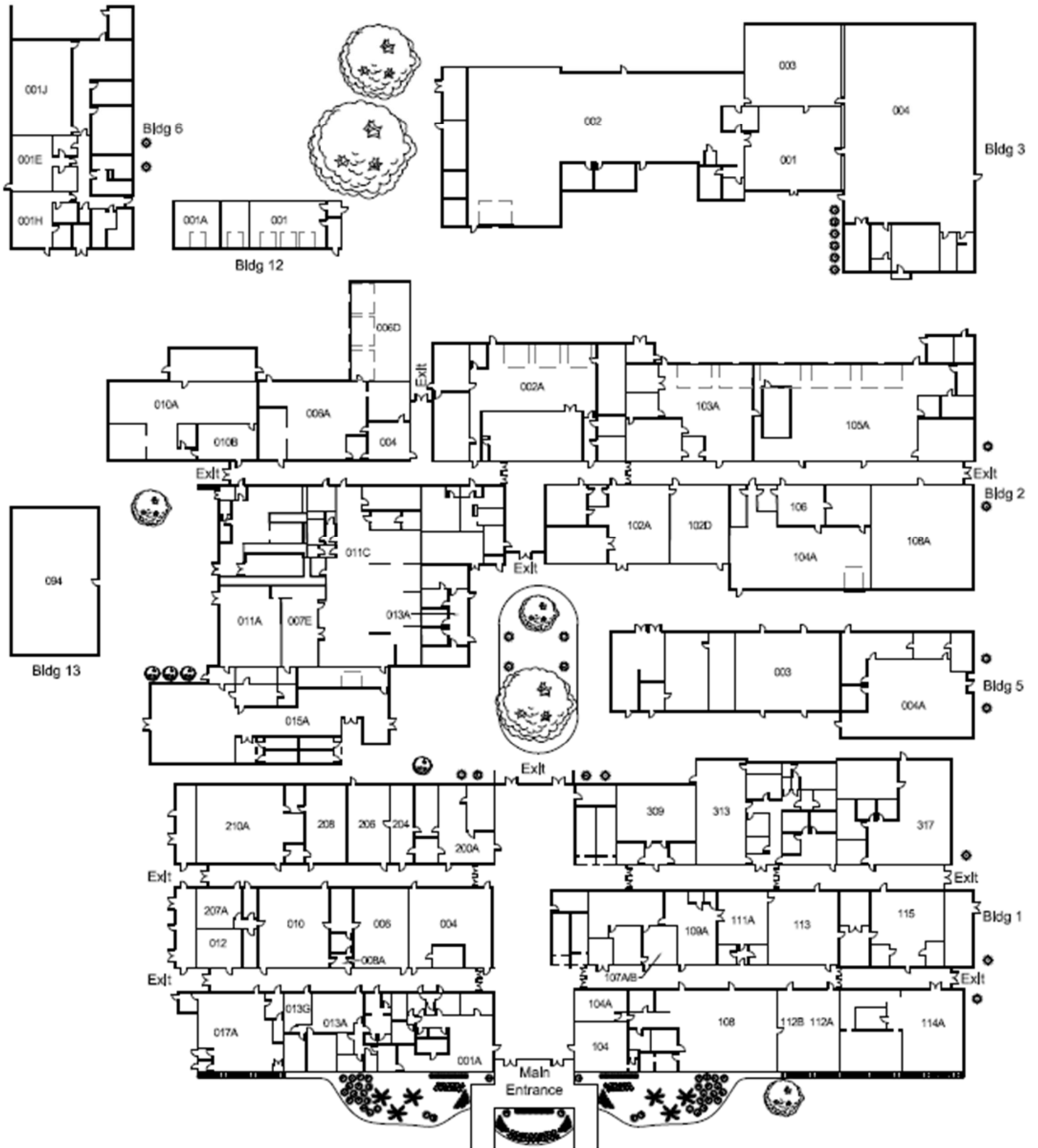
## PART-TIME FACULTY

<b>Baking and Pastry Arts</b>			
<b>Emergency Medical Technician/Paramedic</b>			
Burkholder, Jordan	Associate Degree / Lake Sumter State College	Kieffer, Carston	Associate Degree / Keiser University
Clark, David	Vocational Certification	Lauretta, Kristen	Associate Degree / Seminole State College
Didier, Christopher	Associate Degree / Valencia Community College	LaVrusky, Ryan	Bachelor's Degree / California University
Escobar, Jaime	Vocational Certification	Newsome, Danny	Associate Degree / Lake Sumter State College
Fisher, Jason	Vocational Certification	Speir, David	Vocational Certification
Floyd, Andrew	Vocational Certification	Urquhart, Rodney	Bachelor's Degree / University of Florida
Hewling, Trelycia	Associate Degree / Palm Beach State College	Warren, Chancey	Bachelor's Degree / Columbia Southern
Jackson, David	Bachelor's Degree / Columbia Southern University	West, Randall	Vocational Certification
<b>Firefighter</b>			
Chavers, Nicole	Vocational Certification	Luckock, Buddy	Vocational Certification
Donaldson, Jerry	Vocational Certification	Massicotte, Timothy	Vocational Certification
Gegelman, Cameron	Vocational Certification	Mauldin, Dylan	Vocational Certification
Hess, Scott	Associate Degree / Columbia Southern University	Murphy, Christopher	Vocational Certification
Jones, Nicholas	Associate Degree / Lake Sumter State College	Ridge, Michael	Vocational Certification
Kelleher, Shawn	Associate Degree / Seminole State College	Wages, Eric	Associate Degree / Columbia Southern University
Kidd, Mark	Associate Degree / Columbia Southern University	Warren, Micah	Vocational Certification
Liles, Robert	Associate Degree / Columbia Southern University	Willis, Michael	Associate Degree / College of Central Florida
Longest, Matthew	Bachelor's Degree / Waldorf University		
<b>Correctional Officer (BRTP) / Florida Law Enforcement Academy / Public Safety Telecommunication</b>			
Anderson, Sammy	Bachelor's Degree / Columbia Southern University	Brown, Rodney	Vocational Certification
Bond, Michael	Master's Degree / University of Louisville	Carney, David	Master's Degree / Columbia Southern University
Bowden, Matthew	Vocational Certification	Carter, Elwood	Associate Degree / Daytona State College

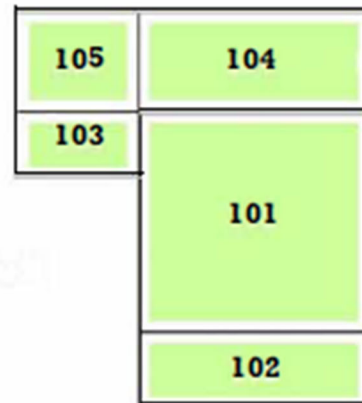
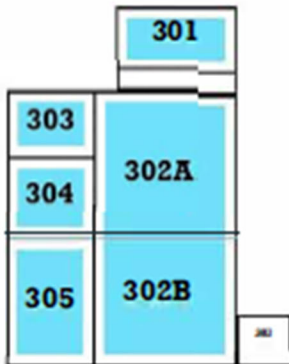
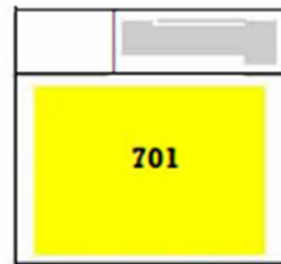
## PART-TIME FACULTY – CONTINUED

<b>Correctional Officer (BRTP) / Florida Law Enforcement Academy / Public Safety Telecommunication - Continued</b>			
Causey, David	Bachelor's Degree / University of Central Florida	McConnell, James	Bachelor's Degree / Stamford Hill University
Chessher, Sandra	Vocational Certification	McMaster, Mike	Bachelor's Degree / University of Central Florida
Conyers, Earl	Bachelor's Degree / Columbia College	Miranda, Michael	Associate Degree / Vincennes University
Coursey, Sarah	Master's Degree / Columbia College	Pitcher, Jr., Daryl	Vocational Certification
Dale, Tamara	Master's Degree / St. Leo University	Reasoner, Deborah	Vocational Certification
Danbro, Nick	Vocational Certification	Reed, Bill	Associate Degree / Vincennes University
Dougherty, Timothy	Vocational Certification	Sadowski, Brian	Vocational Certification
Drummond, Joshua	Vocational Certification	Sink, Carson	Bachelor's Degree / Vincennes University
Faust, Josh	Vocational Certification	Stone, Kelly	Bachelor's Degree / Columbia Southern University
Hart, Robert	Master's Degree / St. Leo University	Vasquez, Kristina	Vocational Certification
Hoagland, Walter	Master's Degree / Columbia College	Walsh, Shannon	Master's Degree / Columbia Southern University
Matthews, Jason	Vocational Certification	Williams, Zach	Vocational Certification
<b>Patient Care Technician / Phlebotomy / Practical Nursing / Pharmacy Technician</b>			
Cook-Treziok, Jerilynne	Master's Degree / Western Governors University	Ocasio, Stacy	Bachelor's Degree / Capella University
Crawford, Stephanie	Bachelor's Degree / Western Governors University	Puskas, Melissa	Bachelor's Degree / University of Central Florida
Fanelli, Jenna	Associate Degree / Ohio University	Sookdeo, Darsani	Master's Degree / Strayer University
Gamble, Amber	Vocational Certification	Tsirnikas-Wilson, Chaci	Bachelor's Degree / Lake Sumter State College
Knight, Kim	Master's Degree / Central Michigan University		
<b>Welding Technology</b>			
Holloway, Cody	Vocational Certification		

# Map of Lake Technical College - Main Campus



# Institute of Public Safety Extension Campus - Tavares



1565 Lane Park Cutoff  
Tavares, FL 32778

Parking

Parking

PHONE DIRECTORY (DEPARTMENTAL)					
Lake Technical College - (352) 589-2250, ext. 1800 2001 Kurt Street Eustis, FL 32726 (www.laketech.org)					
Institute of Public Safety - (352) 742-6463, ext. 1900 1565 Lane Park Cutoff Tavares, FL 32778 (www.laketech.org/ips)					
Instructional Service Center LSSC - Clermont (352) 243-5722 - 1250 Hancock Road Clermont FL 34711					
Administrators		Facilities Staff		Health-Phlebotomy Program	
Thomas, DeAnna (Executive Director)	1810	Henry, Jamie (Lead Maintenance Tech)	1894	Davis, Chris (PT) evening shared ext.	1860
(External Line)	357-9686	Lind, Robert (Facilities Assistant)	1856	Health-(PCT)	
(Cell Phone)	(352) 933-1025	Vega, Francisco (Maintenance Tech)	1922	Hampton, Debra	1875
Executive Director's Conference Room	1817	Financial Aid Staff (general ext. 1832)		PCT (vacant)	1846
Payne, Lana (Sr. Executive Specialist)	1815	Nash, Melissa	1830	Health-(LPN Clermont)	
Darst, Russell (Sr. Executive Asst.) IPS	1910	Rodriguez, Amy	1831	Bain, Stephanie (Main Campus office)	1550
Donaldson, Lyndi (Sr. Executive Asst.) IPS	1909	Career & Technology Specialist		Linton, Annamaria (PT PN Class)	
Stephan, Melissa (Director, Curriculum)	1812	Rosenglok, Sonya	1866	LSSC Main number (Clermont)	352-243-6722
(Cell Phone)	(352) 933-1586	CareerSource Representative		Health-(LPN Main Campus)	
Toscano, Bernice (Sr. Executive Asst.)	1868	Career Sources		Crawford, Stephanie (PT)	
Hefley, Tonya (Director, Operations)	1813	Student Success Counselor		(PT PN class, Eustis)	1847
(Cell Phone)	(352) 933-1496	Dr. Sherie Lindamood (Main)	1824	Linton, Annamaria (PT PN Class, Eustis)	1848
Megan Bateman (Sr. Executive Asst.)	1852	Accounting/Admin. Office Asst.		Smith, Catherine (PT PN class, Eustis)	1858
Frazier, Kimberly (Prgr Mgr CTE)	1842	TBD Teacher Bus Job Prep		Wilson, Jennifer	1860
(Cell Phone)	(352) 933-1036	Adult Education (GED, ABE, AAEE)		Health-(Medical Assisting)	
Coy, Katherine (Financial Aid)	1834	Alvarez, George (South Lake)	352-243-5722	Phillips, James (Med. Asst. Classroom)	1845
(Cell Phone)	(352) 910-6522	Avell, Colleen	1878	(Medical Assisting Office)	1870
Department / Program Managers		Roberts, Katherine	1878	Health-(Pharmacy Technician)	
DINella, Amy (Asst. Dir. Finance)	1814	Stafford, Gabrielle (PT)	1878	Teacher, Health Job Prep (Pharm)	1865
(Cell Phone)	(813) 679-3052	TBD (PT - Leesburg Resource Center)		Pharmacy Tech Counter	1886
Hayes, Samantha (Dean of Student Svcs)	1887	TBD (PT - Career Source Leesburg)		Heavy Duty Truck & Bus/ Diesel	
(Cell Phone)	(352) 250-3561	(ESOL)		Yates, Randy	1883
Miller, Jack (Facilities Manager)	1811	Lomeus, Farah Francois (PT ESOL Daytona)	1876	HVAC/Green Technology	
(Cell Phone)	352-455-0032	Tarquine, Sylvia Yoma (PT ESOL Evening)	1876	Bagg, Steve	1872
Segreto, Anthony (Ad Ed Coord)	1882	Auto Body Collision Repair & Refinishing		Law Enforcement (IPS)	
(Cell Phone)	(386) 402-5005	Gardin, Andre	1874	Bond, Michael	1824
Elizabeth Garcia (Executive Secretary AD)	TBD	Rednour, Chris	1873	Causey, David	1923
<b>SECURITY</b>		Auto Service		Front Office	1911
Security Cell:	352-530-1981	Lora, Evello	1862	Givens, Mike	1917
Admissions Office Staff		McKinney, Mark	1862	LCBO Training Bureau	343-3791
Chester, Kathy	1820	Cosmetology		Range - LCBO Training Bureau	343-7005
Garcia-Almodovar, Stella	1821	Correa, Charity	1826	Vacant	1920
Knox, Kim (Student Retention & CDE)	1828	Cosmetology Appt. Line		Manufacturing	
Schaffer, Janice	1819	Holcomb, Bonnie	1838	Lingfelter, Harold (CNC/Technology Instructor)	1871
Teegardin, Pamela	1823	Whalen, Tonia	1839	Misegades, Trevor	1889
TBD Records Spec. (Reception)	1800	Culinary Arts		Machining Maintenance	TBD
TBD Student Recruiter/Campus Life	1835	Austin, Nicole	1866	Veterinarian Assistant	
TBD Career Advisor - (504 Focus)	TBD	Cooper, Chip	1866	Burt, Danielle - (Friday only)	1822
TBD Career Advisor - IPS	TBD	Gonzales, Maria	1867	(Lake County Vet Clinic)	352-263-1838
Admissions-Assessment Lab		TBD Industrial Assistant Ad Prep		Welding	
Coleman, Bettina (e-mail 1st) TESTING	1857	Koenig, Ken	1868	Dahier, John	1864
Ingold, Kim (e-mail 1st) TESTING	1857	Tech Dining Room	1865	Sherwood, Robert	1864
Business Office Staff (general ext. 1510)		EMT		Johnson, Chase	1864
Herring, Jessica	1893	Bianohard, Keith	1868	COMPUTER LAB A	
Jacobs, Tarsha (CPA)	1869	Gault, Jacob	1881	Computer Lab A	1890
Wasicki, Denise (AP)	1827	Harper, Eric (Main & IPS)	1880/1925	FAX NUMBERS	
Wagenhauser, Kristin (A/R)	1829	Madden, Brand	1879	Accounting/AOS	357-1428
TBD Accounting Specialist (Greets)	1816	Enterprise/Desktop & Mobile Support		Administration	357-4776
Corporate & Community Training		Wagenhauser, Tom	1884	Admissions	483-2611
Marquez, Diana	1886	Fire Fighting (IPS)		Business Office	357-4692
Data / Student Information Staff		Harper, Eric (Main & IPS)	1880/1925	EMS	357-7640
Guardiola, Liliana	1833	Bum Building	1927	Financial Aid	357-8970
Database / Information Technology Staff		MSC Classroom	1928	Health Occupations	357-1381
Netherlon, Tom	1848	Tech Rescue Office	1929	Public Safety (Russell Darst)	742-6466
Zehner, Bob	1851	FF ADV (IPS)	1926	Public Safety (FF)	253-4636
LTC Help Desk 8-7H 8:30 - 3:30 p.m.	1881	Health Occupations		Public Safety (LCBO Training)	253-4535
		TBD Exeo Secretary			
		Terry, Melissa	1843		7/15/2024



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