

CAREER DUAL ENROLLMENT (CDE) INFORMATION PACKET School Year 2025-2026

Admissions ~ Main Campus: 2001 Kurt Street, Eustis, FL 32726
For more information call (352) 589.2250, Press #1



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LAKE TECHNICAL COLLEGE CAREER DUAL ENROLLMENT ADMISSIONS PROCESS—FAQ's

What is Career Dual Enrollment (CDE)?

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).

What are the eligibility requirements for CDE?

A student must:

- Be at least 16 years of age (some programs require students to be 18 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 the FSA, or equivalent test, prior to dual enrollment.
- Have good attendance and discipline records.
- Have Basic Skills Assessment (BSA) scores within 2 grade levels of state mandated exit requirements for completion of the program.

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

What is the Basic Skills Assessment (BSA)?

A Basic Skills Assessment is a state regulated evaluation of a student's Math and Reading skills. Students can take the BSA at Lake Tech's testing center. For Lake and Sumter County public high school students, the first BSA is free of charge. For home-school and private school students, there is an assessment fee of \$25. All students applying for CDE must take a BSA. The PERT, ACT, and SAT scores can also be accepted. An official score report is required for review.

Students with an active 504 Plan or IEP should disclose this information prior to the day of testing. Please contact the Ad-



missions department for more information, (352)589.2250.

How are the BSA scores used?

BSA scores are used as a counseling tool in evaluating a student's academic strengths and weaknesses which may affect success in his/her technical program. Students scoring within two grade levels of state mandated exit scores have a better opportunity to successfully meet the rigor of an LTC career program. BSA score requirements vary by program.

Are there fees involved?

Tuition and some fees for CDE students are waived*; some fees are the student's responsibility. Fees assessed may include a kit, insurance, drug screen, background check, etc. Students attending public secondary schools receive books at no charge. Kits can be loaned, but students are encouraged to purchase their own so they will have them at the start of their career. Students attending private schools or home education qualify to receive books. Uniforms are required in all programs and are purchased by all students. Financial assistance is not available for CDE students.

When can students enroll in a CDE program?

CDE Applications are accepted for the fall term from February 15 through April 30. CDE Applications are accepted for the spring term from September 1 through November 15. All dual enrollment requirements, including testing, program shadows, counselor signatures, and authorization for the release of educational records, must be completed prior to the deadline for each term.

Spaces are limited in each program so students are encouraged to complete the application process early. Returning CDE students must reapply each school year. At the end of each application period, all completed applications are reviewed and eligible students are notified of acceptance status for their preferred program. Upon notification, all students must complete the final registration steps and pay applicable fees. Students who fail to do so within the designated timeframe will forfeit their seat and it will be given to the next eligible student.

What are the expectations to maintain CDE status?

Students must maintain a minimum 2.0 unweighted grade point average, be on track for graduation, and maintain good attendance and discipline records at the high school and at Lake Tech. In addition, students must adequately progress through the CDE program competencies. Student who fail to maintain these standards will be dismissed from the program and returned to their home high school.

**A CDE Articulation Agreement between Lake Tech and the private school and/or Home Education parent(s) will determine fees assessed.*

Can students earn high school credits through CDE ?

Yes. Vocational or practical arts credits may be earned and are applied to a student's high school transcript at the end of each course within the program's curriculum framework. The type and amount of potential credit for the entire program is determined by the Florida Department of Education. The total amount of credit that a student can earn while a CDE student will fluctuate depending on the length of the program and how much time the student spends on Lake Tech's campus whether full or part-time student.

In how many CDE programs can a student enroll?

Students may only enroll in one program at a time.

504

Lake Tech will accommodate special populations to ensure an inclusive and supportive learning environment for all students. Students must disclose and submit a current 504/IEP or medical documentation, and schedule a meeting before the start of the program.

What happens if a student doesn't complete the CDE program before high school graduation?

Students who do not complete their program during high

school may return as an adult student to complete the program. Once enrolled as an adult, all enrollment/financial criteria will apply.

Is transportation available?

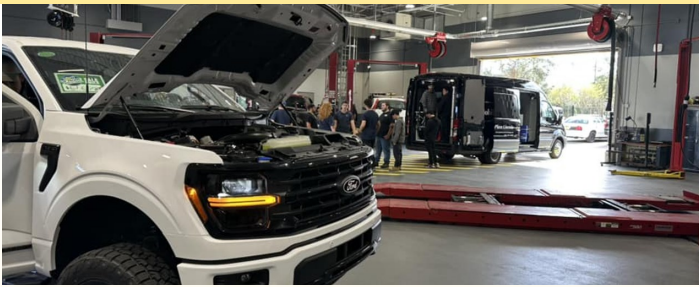
Lake Tech does not provide transportation. It is the student and parent/guardian's responsibility to ensure that they are able to attend class during the scheduled time. Failure to comply with the attendance policy set forth in the Lake Tech Student Handbook may result in dismissal from the program.

Can college credit be earned through CDE programs?

Yes, most programs articulate into the state college system. Specific articulation agreements can be found on Lake Tech's website and are updated annually.

Who has access to a student's educational records?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records. Even though career dual enrollment school students may be considered "dependent minors", under FERPA they have rights to privacy in all matters relating to their *post-secondary* educational record. Generally, LTC, including the faculty members, will not release



2025-2026 CAREER DUAL ENROLLMENT PROGRAM OPPORTUNITIES

AGRICULTURE, FOOD & NATURAL RESOURCES

- ◇ Veterinary Assisting*^+#

ARCHITECTURE & CONSTRUCTION

- ◇ Heating, Ventilation, Air-Conditioning/Refrigeration **

BUSINESS MANAGEMENT & ADMINISTRATION

- ◇ Accounting Operations <
- ◇ Administrative Office Specialist <

HEALTH SCIENCES

- ◇ Medical Assisting*+ #
- ◇ Patient Care Technician^ *+ #
- ◇ Pharmacy Technician*+ #

HOSPITALITY & TOURISM

- ◇ Baking & Pastry Arts ^
- ◇ Professional Culinary Arts & Hospitality ^

MANUFACTURING

- ◇ Welding Technology*
- ◇ CNC Production Specialist*
- ◇ Advanced Manufacturing and Production Technology*

INFORMATION TECHNOLOGY

- ◇ Cloud Computing & Virtualization
- ◇ Computer Systems & Information Technology (CSIT)

LAW, PUBLIC SAFETY, AND SECURITY

- ◇ Public Safety Telecommunications*+ ^ (Online class)

TRANSPORTATION, DISTRIBUTION & LOGISTICS

- ◇ Auto Collision Technology Technician #
- ◇ Master Automotive Service Technology 1 & 2 # °
- ◇ Diesel Systems Technician 1 & 2 # °

* Must be a Senior + Age restrictions ^ Full-time enrollment required # Must have valid Driver's License
<Hybrid Schedule Available °Transportation Innovation Hub ^Institute of Public Safety

LAKE TECHNICAL COLLEGE CAREER DUAL ENROLLMENT—LET'S GET STARTED



Lake & Sumter County PUBLIC high school students must:

- 1) Complete the Lake Technical College online student application—“Apply Now” at www.laketechnical.org.
- 2) Meet with their high school counselor to complete the Career Dual Enrollment Application, which is available under “Career Dual Enrollment” and then “Steps to Apply.” Incomplete CDE applications will not be accepted.
- 3) Meet with a LTC Career Advisor to:
 - ◆ Submit CDE Application;
 - ◆ Discuss CDE program options and career pathways;
 - ◆ Schedule required program shadow experience;
 - ◆ Schedule Basic Skills Assessment (if needed)

Once these steps have been completed, the Career Advisor will consult the student’s guidance counselor to verify current GPA, to check attendance and discipline records, and to note the scheduling availability for dual enrollment for the upcoming school year.

At the end of the application period, eligible students will be notified of acceptance into a program. At that point, the student will need to return to Admissions to complete the registration paperwork and to pay all applicable fees. Students who fail to do so within the designated timeframe will forfeit their seat and it will be given to the next eligible student.

Program textbooks and workbooks are provided to public high school students during career dual enrollment and will be issued to the student by the program instructor during the first week of class.

Florida PRIVATE high school students: *Students enrolled in Florida Department of Education registered private schools, as defined by and meeting the curriculum pursuant to State statute, may be eligible for CDE. Private school students must:*

- 1) Complete the Lake Technical College online student application—“Apply Now” at www.laketechnical.org.
- 2) Meet with their high school counselor to complete the Career Dual Enrollment Application, which is available under “Career Dual Enrollment” and then “Steps to Apply.” Incomplete CDE applications will not be accepted.
- 3) Meet with a LTC Career Advisor to:
 - ◆ Submit CDE Application;
 - ◆ Discuss CDE program options and career pathways;
 - ◆ Schedule required program shadow experience;
 - ◆ Schedule Basic Skills Assessment (if needed) - \$25 fee

Once these steps have been completed, the Career Advisor will consult the student’s guidance counselor to verify current GPA, to check attendance and discipline records, and to note the scheduling availability for dual enrollment for the upcoming school year.

At the end of the application period, students will be notified of acceptance status.

A CDE Articulation Agreement will be written, reviewed, and signed by the student’s private school and parents prior to enrollment. After this is signed, the student will need to return to Admissions to complete the registration paperwork and to pay all applicable fees. Students who fail to do so within the stated timeframe will forfeit their seat and it will be given to the next eligible student.

Program textbooks and workbooks are provided to private high school students during career dual enrollment and will be issued to the student by the program instructor during the first week of class.

Florida HOME EDUCATION high school students: *Students enrolled in a home education program, as defined in and meeting the criteria pursuant to State statute, may be eligible to participate in CDE. Home Education Students must:*

- 1) Complete the Lake Technical College online student application—“Apply Now” at www.laketechnical.org.
- 2) Complete the Career Dual Enrollment Application which is available under “Career Dual Enrollment” then “Steps to Apply.” Incomplete CDE applications will not be accepted.
- 3) Register with Lake County’s Home Education Office *prior to submitting the CDE Application*. Please contact Ms. Rosado at 352-742-6951 to register and obtain a Homeschool Verification Letter.
- 4) Meet with a LTC Career Advisor to:
 - ◆ Submit CDE Application & Homeschool Verification Letter
 - ◆ Discuss CDE program options and career pathways;
 - ◆ Schedule required program shadow experience;
 - ◆ Schedule Basic Skills Assessment (if needed) - \$25 fee

At the end of the application period, students will be notified of acceptance status.

A CDE Articulation Agreement will be written, reviewed, and signed by the student’s parents prior to enrollment. After this is signed, the student will need to return to Admissions to complete the registration paperwork and to pay all applicable fees. Students who fail to do so within the designated timeframe will forfeit their seat and it will be given to the next eligible student.

Program textbooks and workbooks are provided to Home Education high school students during career dual enrollment and will be issued to the student by the program instructor during the first week of class.

**A CDE Articulation Agreement between Lake Tech and the private school and/or Home Education parent(s) will determine fees assessed.*



Lake Technical College

CAREER DUAL ENROLLMENT

APPLICATION ~ 2025/2026

Spring Application period: September 1 – November 15, 2024

Fall Application period: February 15 – April 30, 2025

To start the application process for Career Dual Enrollment (“CDE”), please provide the information below and submit the completed form to Lake Technical College’s Admissions Office at 2001 Kurt Street, Eustis, FL 32726 or via email to LTCAdmissions@lake.k12.fl.us. Completing all dual enrollment requirements requires multiple steps, so it is recommended that you begin the process early in the application period. All pages of this form and all application steps must be completed and submitted before the deadline to be considered for dual enrollment.

TO BE COMPLETED BY THE STUDENT

LAST NAME: _____ FIRST NAME: _____
CELL PHONE #: _____ HIGH SCHOOL: _____
EMAIL ADDRESS: _____
CURRENT GPA: _____ GRADE DURING 2025/2026: _____ BIRTHDATE: _____
VALID DRIVER’S LICENSE: YES NO COUNSELOR NAME: _____

Please check your program(s) of interest:

** Must be a Senior + Age restrictions ^ Full-time enrollment required # Must have valid Driver’s License*

<Hybrid Schedule Available °Transportation Innovation Hub √Institute of Public Safety ~Fall Registration Only

- Accounting Operations<**
(FT: 8:15am-4:15pm; PT: 8:15am-11:45am or 12:15pm-4:15pm)
Hybrid schedule available ~ Ask for more details
- Administrative Office Specialist<**
(FT: 8:15am-4:15pm; PT: 8:15am-11:45am or 12:15pm-4:15pm)
Hybrid schedule available ~ Ask for more details
- NEW! - Advanced Manufacturing and Production Technology**
(FT: 7:30am-3:30pm; PT: 7:30am-11:30pm or 12:00pm-3:30pm)
- Automotive Collision TechnologyTechnician#**
(FT: 8:00am-4:00pm; PT: 8:00am-12:00pm or 12:30pm-4:00pm)
- Baking & Pastry Arts^~**
(FT: 4:00pm-9:00pm)
- Cloud Computing & Virtualization**
(FT: 8:15am-4:15pm; PT: 8:15am-11:45am or 12:15pm-4:15pm)
- CNC Production Specialist***
(FT: 7:30am-3:30pm; PT: 7:30am-11:30am or 12:30pm-3:30pm)
- Computer Systems & Information Technology (CSIT)**
(FT: 8:15am-4:15pm; PT: 8:15am-11:45am or 12:15pm-4:15pm)
- Diesel Systems Technician#°**
(FT: 8:00am-4:00pm; PT: 8:00am-12:00pm or 12:30pm-4:00pm)
- Heating, Ventilation, Air-Conditioning /Refrigeration (HVAC)*#~**
(PT: 12:15pm-3:45pm)
- Master Automotive Service Technology#°~**
(FT: 8:00am-4:00pm; PT: 8:00am-12:00pm or 12:30pm-4:00pm)
- Medical Assisting*+##**
(FT: 8:15am-4:15pm; PT: 12:15pm-4:15pm)
- Patient Care Technician*^+##**
(FT: 8:00am-4:00pm)
- Pharmacy Technician*+##**
(FT: 8:15am-4:15pm; PT: 12:15pm-4:00pm)
- Professional Culinary Arts & Hospitality^**
(FT: 7:30am-3:30pm)
- Public Safety Telecommunications*+ √**
(Online class)
- Veterinary Assisting*^+##~**
(FT: 8:00am-4:00pm)
- Welding Technology*~**
(PT: 7:30am-11:30am or 12:00pm-3:30pm)
- I do not know – I need help deciding**

*****Class times are approximate and will be finalized during enrollment*****

PARENT/GUARDIAN NAME: _____ RELATIONSHIP: _____

CONTACT #: _____ EMAIL: _____

WRITTEN PROMPT: In approximately 100 words, tell us why you are applying to Lake Technical College for Career Dual Enrollment. Please include your future career goals and how attending your selected program will help you reach them. (Attach a separate paper, if needed)

We have reviewed and understand the guidelines and expectations outline in the Career Dual Enrollment Information Packet online (<https://www.laketech.org/high-school-opportunities/steps-to-apply>) and now submit this application for consideration.

Student Signature: _____ Guardian Signature: _____

TO BE COMPLETED BY GUIDANCE COUNSELOR:

COUNSELOR NAME: _____ PHONE #: _____ CISCO EXT: _____

- Current GPA: _____
- Does the student have a 504 or IEP? (If yes, attach documentation): YES NO
- Has the student been suspended from high school and/or have recurring behavioral concerns? YES NO
- Has the student taken the PERT, SAT, or ACT in the past 2 years? (If yes, attach scores) YES NO
- Is the student "on track" for timely graduation? YES NO
- Has student passed all required core classes, tests, assessments, etc. in order to graduate? YES NO
 - If no, what test(s) are needed? _____
 - When will they be retaken? _____
- Check the schedule you prefer for the student. (LTC will do our best to accommodate, no guarantee):
 - Full-Time (approx. 8-4) Part-Time Morning (approx. 8-12)
 - Part-Time Afternoon (approx. 12-4) No preference
- Notes/Other: _____

SIGNATURE: _____ DATE: _____

Office Use Only

Date Submitted: _____ Info. Release Signed: YES NO 504: YES NO

Program Shadow Date: _____ BSA: R _____ M _____

Approved Program: _____ Time Scheduled: _____

Dean of Student Services: Approved Denied Date: _____ Signature: _____

CAREER DUAL ENROLLMENT (CDE) RELEASE OF INFORMATION FORM

Lake Technical College

2001 Kurt Street
Eustis, Florida 32726
352.589.2250
www.laketech.org



The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records. Even though Career Dual Enrollment (CDE) students may be considered “dependent minors,” under FERPA they have rights to privacy in all matters relating to their post-secondary educational record. Generally, Lake Technical College (LTC) will not release details relating to protected student information to non-LCSB officials without the student’s written consent. The practice of not releasing information extends to the release of information to parents and guardians. LTC strongly suggests that students complete the LTC Release of Information Form (below) in order to comply with FERPA guidelines prior to enrollment so LTC will be able to communicate with the parent/guardian.

As a CDE student, LTC’s communication with the home high school guidance counselor, staff, and/or administration is absolutely necessary and allowed without written consent. Under FERPA, the CDE postsecondary student may elect to allow LTC to speak to additional individuals (parents/guardians/etc.) with written consent, or they may elect to decline the release of any information to these additional individuals. Please indicate your choice below:

RELEASE OF INFORMATION

Date: _____ Student’s Social Security#: _____

Printed name of Student: _____

I GIVE PERMISSION to LTC to give the following person(s) and/or organization(s) information regarding my participation, progress, and behavior in my program at LTC. I understand that I may withdraw permission if I submit a request in writing to the Admissions Office of Lake Technical College. **Initial:** _____

NAME OF PERSON and/or ORGANIZATION	PHONE NUMBER

I **DO NOT** GIVE PERMISSION to LTC to release any information regarding my participation, progress, and behavior in my program at LTC to any additional person(s) or organization(s). **Initial:** _____

Signature of Student

Signature of witness

Authorization for the Release of Educational Records



To Whom it May Concern:

The following student has enrolled at our school. Please send all records including copies of the cumulative files, grades, courses taken, test scores, special education plans, current individualized education plan (IEP), health records, immunizations dates, psychological and/or Social Worker reports, mental health records, discipline records, and behavioral threat assessments if any. Additionally, please include all current grades earned this school year and/or withdrawal grades, if any.

STUDENT INFORMATION:

Student Legal Name (Last, First, Middle initial)	Date of Birth (MM/DD/YYYY)
Parent(s) / Guardians(s) Legal Name	Primary Parent Phone Number

REQUEST RECORDS FROM:

Name of Last School Attended			
Mailing Address of Last School Attended	City	State	Zip Code
Phone Number	Fax Number		

RELEASE RECORDS TO:

<u>LAKE TECHNICAL COLLEGE - ATTN: Admissions, Special Populations Advisor</u>			
Receiving Lake County School			
<u>2001 KURT STREET</u>	<u>EUSTIS,</u>	<u>FL</u>	<u>32726</u>
Mailing Address of Receiving School	City	State	Zip Code
<u>352.589.2250, Press #1</u>	<u>(LTCAdmissions@lake.k12.fl.us)</u>	<u>352.483.2611</u>	
Phone Number	Email	Fax Number	

Security and confidentiality of education, health, and medical records are of critical importance to Lake County Schools. Information contained in a student's educational record is protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. §1232g). "Education record" includes those records, files, documents, and other material that contain information directly related to the student and are maintained by Lake County Schools or a person acting on behalf of Lake County Schools. The Health Insurance Portability and Accountability (HIPAA) of 1996 Privacy Rule (Code of Federal Regulations, Title 45, Part 164) governs how "covered entities" may use and disclose "protected health information." Lake County Schools personnel adhere to all regulations contained in relevant Federal laws and Florida statutes.

Your authorization to release this information is strictly voluntary. You may revoke your authorization for release in writing at any time by providing a written revocation to Lake County Schools. However, any written revocation will not apply to any information already released in response to this authorization. **Without any written revocation, this authorization will remain in effect for one (1) year.**

You have a right to inspect and obtain a copy of any information disclosed. You acknowledge that once disclosed, protected health information may be subject to redisclosure by the recipient, and may no longer be protected by HIPAA's privacy rules.

Per FERPA, educational records requested from a receiving educational institution do not require parent signature for release.

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal and Florida law only to the persons or entities specifically listed.

I, _____ (Parent/Guardian/Eligible Student), hereby give my permission for _____ to share records by verbal, written, or electronic means with the Lake County Schools' personnel.
(School/Agency)

Signature: _____ Date (MM/DD/YYYY) _____



Lake Technical College

CAREER DUAL ENROLLMENT Getting Started

HOW TO ENROLL AT LTC

1



APPLY

Complete the Lake Technical College online application - "APPLY NOW" at www.lakotech.org

2



COUNSELOR

Meet with your high school counselor to complete the Dual Enrollment Application

3



ADVISOR

Meet with a Lake Technical College Career Advisor to submit your completed application

4



SCHEDULE

Review options and schedule your required program shadow experience

5



TEST

Schedule to take your Basic Skills Assessment (if needed)

Eligibility

- Be at least 16 years of age (some programs - 18 years of age) and in the 11th or 12th grade
- Have a viable career-technical goal
- Have a minimum 2.0 GPA
- Have good attendance and discipline records
- Have Basic Skills Assessment (BSA) scores within 2 grade levels of state mandated exit requirements

FAQ

2024-2025 Career Dual Enrollment (CDE) Information Packet and Dual Enrollment Application is located at: www.lakotech.org under the Career Dual Enrollment tab.

CDE Applications are accepted for the fall term from February 15 - April 30. CDE Applications are accepted for the spring term from September 1 - November 15.

Contact Us

Lake Technical College
2001 Kurt Street
Eustis, FL 32726

352.589.2250
www.lakotech.org