



We prepare and empower today's students to meet the demands of an evolving and competitive global market.

# Electricity



EMERALD COAST TECHNICAL COLLEGE  
761 N. 20<sup>th</sup> Street DeFuniak Springs, FL 32433  
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Revised: 8/10/2018

Instructor: Thomas Martin

# PROGRAM HANDBOOK

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# Electricity

## Welcome

Instructor: Thomas Martin

I would like to welcome you to Emerald Coast Technical College's Electrical Wiring program. In the following you will find information pertaining to this course of study, should you have any questions feel free to contact me.

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## Program Mission Statement

The Electrical Wiring program is designed to provide students with the necessary instruction and experience to prepare them to pursue a career and employment in the field of electrical wiring after successful completion of the program. Upon completion of the program the student will have acquired the necessary skills required to perform competently in the field of residential and commercial wiring.

In addition, the program will provide the student with opportunities for individual growth and personal awareness, which will hopefully lead to an expansion in their interests, confidence, personal success, work ethics and skills.

The purpose of the Electrical Wiring program reflects Emerald Coast Technical College's mission as evidenced by the desire to provide students with the training and education that is required to function successfully in the professional workforce.

**Thomas L. Martin**  
**Electricity Instructor**  
**NCCER Instructor**  
**(850)-892-1241 Ext. 5151**  
**MartinT@walton.k12.fl.us**

## Electricity

### **Program Advisory Committee**

Michael Reny  
Committee Chairman

Gary Mitchem  
Owner GLM Design

Levi McNeely  
Chelco Engineer

Ricky Rau  
Building Inspector

Mike Danford  
Sales Representative for Southern Pipe and Electric

### **Role of Advisory Committee**

The advisory committee plays an integral role in this program of study. The committee provides invaluable input on occupation requirements, industry certification/licensure and salary expectations. The advisory committee meets at a minimum of twice annually.

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## Program of Study

### Electricity

The purpose of this program is to prepare students for employment or advanced training in a variety of construction electrical industries. The program focuses on broad, transferable skills, stresses understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

The 2018 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2018): \$20.18/ hour, with anticipated growth of 1.8% in this field. Please visit [www.employflorida.com](http://www.employflorida.com) for more information.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours	Estimated Program Cost for All Courses Listed (planning purposes only)		
			Tuition (Florida Resident)	Lab Fees	Books/Supplies
Electrician Helper	BCV0603	300	\$889.92	\$225.00	\$1305.95
Residential Electrician	BCV0640	450	\$1,334.88	\$337.50	5 text books are required for use throughout the program
Commercial Electrician	BCV0652	450	\$1,334.88	\$337.50	5 text books are required for use throughout the program
<b>Total</b>		<b>1200</b>	<b>\$3,559.68</b>	<b>\$900.00</b>	<b>\$1305.95</b>

This program of study is provided to assist the student in planning for education and training programs currently offered at Emerald Coast Technical College, 761 North 20<sup>th</sup> Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.

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## Program Orientation

Orientation to program expectations and requirements as well as information related to available industry certifications is provided to students on an individual and/or small group basis upon enrollment. During the orientation, students are provided with an overview of the program curriculum delivery methods, anticipated outcomes for successful students, and safety requirements. Students are encouraged to use the orientation as an opportunity to ask questions and to discuss the handbook and syllabus requirements.

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## Program Overview

The Electricity Program began in Walton County in 1989 here on campus formally known as Walton County Vocational Technical School. The program ran through 2001, when it was incorporated in Construction Technology. In 2015 the program Electricity has been re-instated with the latest NEC updates and curriculum. Electricity is an 11 month program for full-time students and 22 months for part-time students. The Electricity Program will consist of course work, lecture, lab and teamwork. Each student will perform tasks independently and will be assessed as so. Electricity accreditation is tested and proctored through National Center for Construction Education and Research (NCCER). Each student will participate in OSHA training and will receive their OSHA 10 certification.

The purpose of this program is to prepare students for employment or advanced training in a variety of electrical industries. The program focuses on broad, transferable skills, stresses understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

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### EARNING INDUSTRY CERTIFICATION:

- Students will complete course work through each module of the Level text book that they are working in (example: students enrolled in Level 1 Electricity will test through 12 modules before earning the Electricity Level 1 certification).
- Each student will take a proctored exam for each module in the Level text that they are working in.
- After satisfactory scoring 70% or higher in each module of the level, students will receive an industry certification along with a NCCER Certificate.

### Site Location

Emerald Coast Technical College is located at 761 North 20<sup>th</sup> Street, Defuniak Springs, Florida. Labs will be performed in a controlled environment.

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### Description of Career Field

Courses in Electrical Technology can train you to be an apprentice electrician, prepare for licensing exams, or upgrade your current job skills for career and salary promotions.

#### Local Contractors:

Taylor AC and Electric  
PEK Electric  
Andrews Plumbing and Electric  
SAMM Electric

#### South Walton:

Gulf Atlantic Electric  
McHenry Electric  
Coltin Electric  
Ronco Electric  
Oz Electric  
Gary's Electric  
Metro Power

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### Employment Outlook for Career Field

Employment of electricians is projected to grow 20 percent from 2012 to 2022, faster than the average for all other occupations. As homes and businesses require more wiring, electricians will be needed to install the necessary components. Overall growth of the construction industry and the need to maintain older equipment in manufacturing plants also will require more electricians.

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Alternative power generation, such as solar and wind, is an emerging field that should require more electricians for installation. Increasingly, electricians will be needed to link these alternative power sources to homes and power grids over the coming decade. Employment growth stemming from these sources.

With greater efficiency and reliability of newer manufacturing plants, demand for electricians in manufacturing should increase as more electricians are needed to install and maintain systems. However, this increase in demand will be partially offset by the closing of older facilities.

### Completion, Placement and Licensure Rates

High expectations are set for this school year; student completion is encouraged and highly recommended for adequate employment placement.

Current placement rate for 2017-2018 is at 97%

### Industry Credentials/Licensure

#### NCCER/Electrical Wiring

National Center for Construction, Education and Research



NCCER develops and publishes a world-class curriculum created by Subject Matter Experts from industry and academia throughout the United States. Subject Matter Experts ensure exceptional training programs meet or exceed national industry standards. The NCCER curriculum is taught worldwide by contractors, associations, construction users, and secondary and post-secondary schools.

Proctored exams are administered at Emerald Coast Technical College

Students will take four proctored exams to receive NCCER accreditation. Each exam will be given upon completion of each completed module.

The current cost for each exam is \$25 for each level (approximately 12 modules in each level).

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### OSHA 10/30 Certification



OSHA offers a wide selection of training courses and educational programs to help broaden worker and employer knowledge on the recognition, avoidance, and prevention of safety and health hazards in their workplaces. OSHA also offers training and educational materials that help businesses train their workers and comply with the Occupational Safety and Health Act.

The OSHA curriculum will be taught by the instructor and the OSHA cards will be issued through University of South Florida.

### Program Curriculum

Electricity                      1460312                      0646030202

Prerequisites:

Core Curriculum

#### Course List

BCV0603	Electrician Helper	300 Hours
BCV0640	Residential Electrician	450 Hours
BCV0652	Commercial Electrician	450 Hours

### Integration of academic skills;

In PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics 9, Language 9, and Reading 9. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination.

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

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Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.) Exemptions from state, national or industry licensure are limited to the certifications listed at <http://www.fldoe.org/workforce/dwdframe/rtf/basicskills-License-exempt.rtf>.

### Program Progression and Grading

Core Curriculum  
Electrical Wiring I  
Electrical Wiring II  
Electrical Wiring III  
Electrical Wiring IV

### Numerical Equivalent of Grades:

93-100 = A  
84-92 = B  
70-83 = C  
69 & Below = F (Failure)  
Incomplete = I (Reverts to Failure)

Creditable hours and transcripts will be reviewed to determine course placement in the program.

### Satisfactory Academic Progress

Please refer to the ECTC Catalog for general information regarding Satisfactory Academic Progress.

### Appeals

Students who do not demonstrate satisfactory academic progress are referred to student services for counseling to determine if there is a reasonable possibility of successful program completion. Students who do not demonstrate satisfactory academic / program progress may be placed on academic probation for a minimum of one course to resolve the unsatisfactory progress or may be recommended for dismissal from the program. Students who have left the program due to lack of satisfactory academic progress may re-apply up to two times to the program, except for practical nursing. After two\* unsuccessful attempts in a program in a two year period, the student must submit an appeal to the appeals committee in order to be considered for re-enrollment into a program.

\*The Electricity program permits only **ONE** re-enrollment attempt in the Electricity program within the two year period. Students may submit a written appeal. Such appeals are reviewed by the program director. Students are encouraged to review the handbook of the specific program in which they enroll for additional information.

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### **Program Completion/Graduation Requirements**

Students will need to complete 1200 hour (OCP A, B and C) for full completion requirements for graduation.

### **Additional Support and Resources**

A career counselor is available to help in planning coursework to maximize the student's possibility of benefiting from the educational experience and to assist in planning for successful entry into employment and/or additional education. Student interests, aptitudes, and long-term goals are considered when developing the student's program of study.

Career counseling services are available to students to help in planning and achieving career and academic educational goals. Student services can help students explore possible career options through current labor market information and objective and subjective assessment of student interests, aptitudes, attitudes, and values. By assisting the student in acquiring relevant information, the counselor can help the student make informed career choices. The student services department is also available to help the student gain job search skills as well as job placement.

Students who require additional academic skills preparation to facilitate success in career education programs or in adult high school can benefit from tutoring and developmental skills programs available in the ECTC Developmental Programs Lab. Student services can help the student in determining a workable schedule as well as assist in registering students for these services.

The goal of the student services department is a successful learning experience for students enrolled at Emerald Coast Technical College. Along with assisting students with specific academic and career related needs, counselors can assist students in developing skills for successful goal-setting, test-taking, and conflict resolution.

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## **Program Admission Policy**

This program adheres to the Emerald Coast Technical College admission policy as outlined in the current ECTC Catalog. Please refer to this catalog for ECTC admission requirements and procedures.

In addition, this program also requires the following in order for a prospective student to obtain admission:

- All incoming students will be required to take the TABE test, having a minimum score of 9.0 in each area; Math, Language and Reading.
- There is no interview required; however, each new student will need to meet with the instructor prior to entering the program.

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## **Services for Students with Disabilities**

ECTC student services are available to assist students with disabilities who self-identify or are identified as requiring accommodations through the IEP (Individual Education Plan) process. Disabilities must be documented in order to secure specific accommodations. Such accommodations may not impact the level of instruction or constitute a fundamental alteration in the nature of the program, but are intended to assist with the delivery of such instruction to facilitate student success. Students may also be referred to the Office of Vocational Rehabilitation or other agencies for collateral support services. As a Walton County School District educational institution, ECTC complies with all applicable local, state, and federal laws in serving the needs of persons with disabilities.

## **Fees and Expenses**

Please refer to the current ECTC Catalog for tuition information.

## **Uniform Policy and Personal Appearance**

Students are reminded that ECTC is a career preparatory facility. Dress appropriate to business and industry is expected. The dress and personal appearance of students should be a positive reflection on the family, student, school, and community. Students will wear pants or shorts without any holes or tears in them. Students will wear closed toe shoes at all times during scheduled class time and must be clean in appearance at the beginning of class.

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### Program Calendar

See Emerald Coast Technical College catalog for the latest school calendar.

### Attendance Policy

Career and technical education integrates acquisition of rigorous skill development and work ethics and personal and professional responsibility. Attendance and participation are essential components of career education. To facilitate student success in the industry, each career education program details attendance requirements that correlate with industry and regulatory agency provisions. Students are responsible for familiarizing themselves with these specific requirements. Students who are unable to meet the attendance and participation requirements of the career education program in which they are enrolled may be administratively withdrawn or dismissed from the program.

Excessive absences and/or tardiness in PSAV courses may result in the award of lower grades for work ethics and work habits. Students who accumulate more than 20% absences in scheduled PSAV classes may be administratively withdrawn. Students are reminded that some CTE programs have a much stricter attendance policy regarding absenteeism. Students who receive financial aid should be aware that administrative withdrawal as a consequence of excessive absences prior to completing 60% of scheduled classes may result in both loss of financial aid and a requirement to repay a portion of funds previously awarded. Students who believe that attendance may present a problem should discuss their situation with the instructor and with student services. Students who receive financial aid should also discuss their situation with the financial aid director.

Students who are receiving veteran's benefits may be withdrawn for failure to meet attendance requirements. Withdrawal may affect the student's veteran's benefits. Students are encouraged to access all available resources through veterans' assistance and ECTC student services to assist them in meeting attendance requirements.

Students enrolled in developmental programs and adult high school will be administratively withdrawn following six (6) consecutive absences. The date of withdrawal will be reflected as the regularly scheduled class day following the last date of attendance. Students who are administratively withdrawn may face delays in re-enrolling if space is not available.

### Make-up days

Students are encouraged to make up any time missed from class by coordinating with the instructor to come in after regular hours and make up missed assignments in the evenings under a supervised instructor.

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### Safe and Ethical Conduct/Principles of Professional Conduct

Emerald Coast Technical College is dedicated to not only to the preparation of students for rewarding and satisfying careers, but also to the development of persons who behave ethically and responsibly. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and their career programs and will not infringe on the rights of others. Dress and behavior of students attending ECTC should reflect that of the mature student seeking career preparation, and industry credentialing. Students choosing **not** to follow school rules and regulations as described in this handbook and detailed in the Walton County School District Student Code of Conduct, will receive appropriate disciplinary action in accordance with Emerald Coast Technical College established policies and expectations and the Walton County School District Student Code of Conduct.

The following situations are provided as a broad, non-specific guide for student behavior that may result in disciplinary action:

- Student refusal to follow established rules and regulations (program/school/district)
- Student misconduct that provides for serious negative effects on Emerald Coast Technical College students, staff, and programs
- Student conduct that negatively impacts safety of self, others, or the school
- Student lack of proper adjustment / response to correction

Students should review the Walton County School District Student Code of Conduct available at [www.walton.k12.fl.us](http://www.walton.k12.fl.us). Questions related to the Code of Conduct may be directed to instructors, student services or administration.

### Academic Misconduct/Academic Integrity

Students are expected to be individually responsible for their own work and to uphold principles of personal and professional integrity. Academic dishonesty damages the reputation and ethical principles of the student, the student's career preparation program, and Walton Career Development Center. Academic dishonesty will not be tolerated. Cheating, collusion in dishonest behaviors or acts (including obtaining an unfair advantage), plagiarism, and forgery undercuts and weakens the mission, beliefs, and values that Emerald Coast Technical College is committed to uphold and maintain. Students who compromise or attempt to compromise the principle of academic honesty may be subject to oral admonition, oral or written warning, or disciplinary action including a grade assignment of "F" (failure) in related work; e.g., test, project, skills demonstration, or in the course. Students may also be placed on probation for a minimum of one term following the incident of academic dishonesty or be dismissed from the career education program.

Students who fail to report witnessed acts of academic misconduct will be considered as colluding in the misconduct or academic dishonesty and will be subject to the disciplinary actions noted.

Incidents of academic dishonesty should be reported in complete detail in writing to the instructor or to the administrator. Students involved in an incident of reported academic dishonesty will be notified and

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the charge will be investigated. At the conclusion of the investigation, the charge of academic dishonesty will be dismissed or the appropriate disciplinary action will be taken.

### Student Grievance Procedure and Appeals

The purpose of the student grievance procedure is to provide a means to a fair and equitable resolution of any complaint that a student may have with regard to policy, procedure, rules, or regulations of Walton Career Development Center. Students are reminded that Emerald Coast Technical College is a public school operated by the Walton County School District and that Walton County School District publishes a Student Code of Conduct each year. Student Grievance procedures are outlined in the Walton County School District Student Code of Conduct and are restated here:

1. Informal: The student should first take a complaint to the person(s) involved and try to solve the problem.
2. If left unresolved: The student/parent must give the principal/director a written and signed grievance. This should describe the problem and give all facts and suggested solutions. This must be given to the principal not more than ten (10) days after the incident occurred. The principal will then render his/her response within three (3) school days when feasible.
3. If the student/parent does not agree with the principal's decision, the grievance, as described in Step 2, may be sent to the Walton County School District Superintendent. This has to be done within three (3) days after the principal's decision. The Superintendent's decision is considered final and will be rendered to the complainant within five (5) days.
4. Filed Student Grievances will be maintained for a period of seven (7) years from date of principal's decision.

No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age or disability be denied receipt of services, participation in school activities or access to programs if qualified to receive such services. Any student who believes that he or she has been discriminated against may file a complaint with the Student Grievance Procedure described in this Code of Conduct to the Equity Officer, Tom Blackshear, Walton County Schools, 145 Park Street, DeFuniak Springs, Florida 32435.

--Walton County School District Student Code of Conduct

The following information is provided to students as referenced in the Walton County School District Student Code of Conduct. Students should consult the Student Code of Conduct for additional information. This handbook is available in student services and is available online at [www.walton.k12.fl.us](http://www.walton.k12.fl.us) and on the ECTC website at [www.ECTC.edu](http://www.ECTC.edu). A step by step procedure for students wishing to file a grievance is located at the end of this catalog/handbook (page 62). Filed grievances are maintained for a period of seven (7) years from the date of the principal's decision.

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“A basic ingredient of due process of law is that one who is not satisfied with a decision may appeal it to a higher authority. Thus, the student may appeal a decision of a teacher to the principal, and the principal’s decision to the Superintendent. Before any punishment is issued to a disciplinary referral, the school administrator MUST afford all students involved in the incident the right to be heard. The decision for the appropriate punishment will be made by the administrator only after gathering all information regarding the incident. The administrator will document that due process was conducted in writing on the referral form and in notice to the parent (if applicable).

The Walton County School District adheres to the guidelines established by the Florida Educational Equity Act. This act requires that each district of public education operate in a way that does not discriminate against students or employees on the basis of race, national origin, sex, disability, or marital status. The Walton county plan for ensuring that these requirements are met has been developed and implemented and approved by the State Department of Education. The Walton County School District Equity Officer is Crystal Appel. Contact may be made at the Tivoli Complex, 145 Park Street, Suite 5, DeFuniak Springs, Florida 32435, and phone (850) 892-1100.”

Emerald Coast Technical College is accredited by the Commission of the Council on Occupational Education. The Commission’s contact information is:

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, Georgia 30350  
Telephone: 770-396-3898  
FAX: 770-396-3790  
[www.council.org](http://www.council.org)

### Incident Reporting

All Incidents and accidents will be reported to the instructor.

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### Leave of Absence

Occasionally students find that temporary withdrawal from classes is necessary due to circumstances beyond their control. Serious illness, military obligations, and family situations are included in this term. A leave of absence maintains the student’s status with ECTC for a maximum period of two terms or 180 days. Students who wish to return to ECTC at the end of an approved leave of absence may do so without applying for re-admission. Students must notify admissions of the expected date of their intent to return to classes a minimum of one quarter (three month period) prior to the return. Students who wish to benefit from the leave of absence provision should complete a leave of absence request form and discuss the matter with student services.

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### Withdrawal

Students are encouraged to use available support services to help them achieve successful program completion. Students withdrawing from the program must notify the program instructor then discuss the matter with student services. The student will be referred to the financial aid office, if applicable. Afterwards, the instructor will submit the withdrawal form to data entry for processing.

### Return to Title IV Funds Policy (R2T4)

When students who have been awarded Title IV financial aid withdraw from, are administratively withdrawn from, or discontinue attendance in **all** courses **before** completing 60 percent of the hours for the period in which they are enrolled and charged, the student may be required to return a portion of the financial aid received. A Return to Title IV Funds (R2T4) calculation must be performed to determine the amount of unearned funds the student and/or school must return to the appropriate financial aid program. The student is responsible for any unearned funds repayment amounts owed to ECTC. Such amounts must be cleared before the student may re-enroll at ECTC. The unearned portion is calculated based on the percentage of the clock hours the student was scheduled to have completed as of the withdrawal date; i.e., the clock hours scheduled to have been completed is divided by the total clock hours in the term/period. If this calculation yields a result greater than 60%, the student will be considered to have earned the total award (100%). In the event that earned Title IV funds have not been disbursed as of the withdrawal date, the school will credit any outstanding charges for educationally related expenses remaining on the student's account as of the withdrawal date (Prior year charges cannot exceed \$200.00.). These charges will be subtracted from the student's post-withdrawal disbursement (PWD) of financial aid. Any remaining funds will be disbursed according to federal requirements. Funds included in the Title IV Return of Funds process include unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal supplemental Opportunity Grants (FSEOG), and other Federal programs/grants. Students who incur liability for return of Title IV funds will be notified by the financial aid department. Students who do not return the required funds within the specified time period (usually 45 days) or enter into a repayment agreement with the U.S. Department of Education, will lose Title IV eligibility. Emerald Coast Technical College is currently participating in the following Title IV Programs:

- Pell Grant

As determined from attendance records, the withdrawal date used in calculating the portion of unearned financial aid to be returned is the **last day** of attendance in an approved and eligible PSAV career education course at ECTC. Continuing workforce education courses, community education courses, adult general promotion (adult high school, adult basic education, and vocational preparatory instruction /remedial courses are **not** eligible for Title IV assistance and are **not** considered as approved PSAV courses for determining this calculation

Students who are receiving Title IV financial aid should contact the Office of Financial Aid prior to withdrawing or discontinuing any or all courses.

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### **Personal Telephone/Cell Phone Usage**

Cell phone usage during class should be kept to a minimum, excessive abuse of this rule will result in points being deducted from the students grade and may cause failure of the course.

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### **Emergency Procedures and Inclement Weather**

Recognizing that a safe environment contributes significantly to the learning process, Emerald Coast Technical College conducts semi-annual safety inspections of school facility and grounds. Exits are clearly marked and exit routes are displayed near office and classroom doorways. Safety drills are conducted throughout the school year and students and staff participate in regular, scheduled emergency drill exercises in order to effectively respond to crisis and potential disaster situations, including inclement weather, tornado, fire and intruder (lockdown) alerts.

Students who witness or are hurt in an accident should notify and/or seek assistance from school staff immediately. Students who experience an accident or emergency requiring medical intervention should report to their instructor, the administrator, or the admissions office to facilitate notification of 911 emergency services.

Fire extinguishers are located and maintained throughout school facilities. Each program area provides appropriate safety equipment and gear. Students should familiarize themselves with program handbooks and follow all prescribed safety measures.

### **Forms**

See ECTC website or the ECTC catalog for the most current forms.