EMERALD COAST TECHNICAL COLLEGE

ENROLL LEARN EARN

CATALOG
and
Student Handbook

2015-2016

www.ectc.edu

Walton County School District
145 Park Street
DeFuniak Springs, Florida 32435
850-892-1100

Superintendent of Schools
Carlene H. Anderson

Principal/Director
Mike Davis

Walton County School Board

District 1	District 2	District 3
Gail Smith 141 East Mitchell Avenue Santa Rosa Beach, FL 32459 850.231.2099 (H) SmithG@walton.k12.fl.us	**Kim Kirby** 2331 Co. Hwy 280 E DeFuniak Springs, FL 32435 850.951-1961 (H) kirbyk@walton.k12.fl.us	**William (Bill) Eddins, Jr** 301 Ralph Long Rd. DeFuniak Springs, FL 32433 850.307-8101 (C) eddinsb@walton.k12.fl.us
District 4	**District 5**	**School Board Attorney**
Mark D. Davis 694 Baldwin Ave. DeFuniak Springs, FL 32433 850.892.5838 (W) davisMAR@walton.k12.fl.us	**Jason Catalano** 43 N 4th Street Santa Rosa Beach, FL 32459 850.368-3065 (C) catalanoj@walton.k12.fl.us	**Ben L. Holley, Esq.** P.O. Box 1238 Crestview, FL 32536 850.682.2336 (work) 850.682.2779 (Fax) benlholley@earthlink.net

Emerald Coast Technical College

A public educational institution providing for the career/technical and adult basic education needs of the adult / postsecondary student and the community

Accreditations and Approvals
Accredited by:
The Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Telephone: 770-396-3898 / FAX:770-396-3790 , www.council.org
And   AdvancED ; www.advanc-ed.org

Programs Approved by:
State of Florida Department of Education

Automotive Services Technology
NATEF Certified: Brakes, Engine Performance,
Electrical Electronic Systems, Suspension & Steering

Practical Nursing
Approved by the
Florida Board of Nursing

761 North 20th Street   DeFuniak Springs, Florida 32433   850.892.1240
www. ectc.edu

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Welcome to Emerald Coast Technical College – Your first choice in career education!

On behalf of the faculty, staff, and administration, it is a pleasure to welcome you to Emerald Coast Technical College. We adopted our new name in January, 2015, to better communicate our focus on offering rigorous postsecondary career / technical education programs that prepare students for meaningful employment and careers. Full-time students find that many of our programs can be completed within one year while also providing effective preparation for significant industry certification and licensure. Serving students from northwest Florida and its beautiful emerald coast to southern Alabama, our professional instructors and staff are here to help ensure that your learning experiences will be rewarding. We look forward to helping you build a satisfying career, add to your skills portfolio, or just keep up with the skill demands of our ever-changing world. The mission of ECTC is centered on preparing students for meaningful employment and empowering them to meet the demands of an economy that is continuing to develop in a global marketplace. As you eagerly look to your future, look to ECTC to enthusiastically help you prepare for real work and real rewards!

Mike Davis
Principal/Director

HISTORY

Begun by the Walton County School District in the 1970's as a career education school offering training in skilled trades to high school students, Emerald Coast Technical College adopted its current name in 2015 to reflect the evolution of the integral role of the college in developing career education opportunities for postsecondary students. In program year 2015-2016, such opportunities range from high skill/high wage career education and industry certification and licensure programs to an adult general education program for persons seeking to achieve a GED or to improve their basic academic skills. Whatever the individual's goals, ECTC provides programs that help students acquire and develop academic and technical skills that lead to a competitive edge in business and industry.

Postsecondary career education programs currently serve students from both Walton County and neighboring counties, including border counties in Alabama. Regulated programs such as practical nursing are approved by the appropriate regulating agency. Programs in the ever-expanding field of information technology include applied cybersecurity along with networking support services, computer systems and information technology, and web application development and programming. Students wishing to enter the growing field of business, management, and administration will find administrative office specialist and medical administrative specialist programs that not

only prepare the student for immediate employment, but also, provide a fast-track to credentialing in commonly used business software. Students completing the rigorous demands of the automotive service technology program are prepared to demonstrate their skills competencies through successful testing for a variety of ASE (Automotive Service Excellence) certifications. Electricity provides the student with a meaningful introduction to the spectrum of skills needed in the industry as well as skills portability through NCCER (National Council on Construction Education and Research) certifications. Air-conditioning, refrigeration, and heating technology can provide the foundation for students who wish to enter this locally and regionally growing occupation. The human services cluster features an intense cosmetology program that can be completed in a calendar year, preparing students for successful employment in this growing field of personal services. Career mobility programs in the State of Florida can assist many ECTC graduates and program completers in meeting their long-term education and career training goals through articulation agreements with state colleges. High school students, too, can begin preparing for their postsecondary education or for employment through technical dual enrollment options.

In 2014-2015, over 225 students were enrolled in career education programs at Emerald Coast Technical College. Over 80% of the postsecondary students who attended ECTC in 2014-2015 received some form of financial assistance. Small classes, individual attention, programs responsive to both local and national economies, an overall placement rate of 92%, as well as full staff commitment to student achievement, help make this college a first choice for their career education for a growing population of students in the local and surrounding area.

For high school students who meet the rigorous eligibility requirements, the college makes acceleration options available through career/technical (CTE) dual enrollment and/ or advanced placement in postsecondary career education programs that lead to qualifying industry certifications (F.S.1008.44). Students who meet these requirements are eligible to earn both high school credits and postsecondary (PSAV) credits along with industry certifications. Students eligible to participate in technical dual enrollment and/or advanced placement also benefit from the exemption of payment of tuition and fees for the PSAV courses taken at ECTC (F.S. 1009.25).

Whether for personal satisfaction or because of career or higher education requirements, students electing to earn a General Equivalency Diploma (GED®) find Emerald Coast Technical College staff are committed to helping them achieve their goal. For school year 2014-2015,

students who realized this goal became eligible for participation in annual graduation ceremonies.

As a full partner with industry and the local community, Emerald Coast Technical College makes available to the public a variety of enrichment and introductory courses. Continuing workforce education programs help workers stay informed of new skills required in their respective industries and help them achieve needed certification or credentialing. Community education offers opportunities to explore new topics or gain skills for personal satisfaction. For industry, customized training programs are developed to help area businesses maximize productivity.

PHILOSOPHY AND MISSION

Emerald Coast Technical College is committed to the vision of empowering students and powering the future through the delivery of high-quality, affordable education and training to all persons in the community who are seeking and can benefit from participation in postsecondary career education opportunities, adult education opportunities, and other workforce development and enrichment activities. To this end, the center's mission is:

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

Emerald Coast Technical College further subscribes to the following beliefs:
- All students have equity, access, and opportunities.
- All work has dignity and is a valued tradition of the American way of life.
- Students learn in diverse ways and require a variety of teaching strategies.
- Technological advances in programs are required to meet the changing demands of business and industry.
- Basic skills and high-level academic skills are necessary for a student to compete successfully in the local and global economy.
- Career education should adequately prepare students to secure employment that provides for self-sufficiency or to successfully continue in post-secondary career training endeavors.
- Staff are the most vital resource in providing students with education and training; therefore,
- Professional development is fundamental to growth and on-going delivery of successful educational programs.

Equity/Equal Rights

Emerald Coast Technical College is committed to the concepts of equal opportunity and equity and complies with Florida Statutes regarding non-discrimination. 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 in accordance with the Student Grievance Procedure described in this handbook to the Equity Officer, Walton County Schools, 145 Park Street, DeFuniak Springs, Florida 32435. Emerald Coast Technical College will provide for equitable access to workforce education programs to ensure that impediments related to gender, race, national origin, color, disability, or age do not prevent access for students who wish to participate. Students presenting with disabilities through self-report or through the IEP (Individual Education Plan) process will be provided accommodation as appropriate to help the student achieve success.
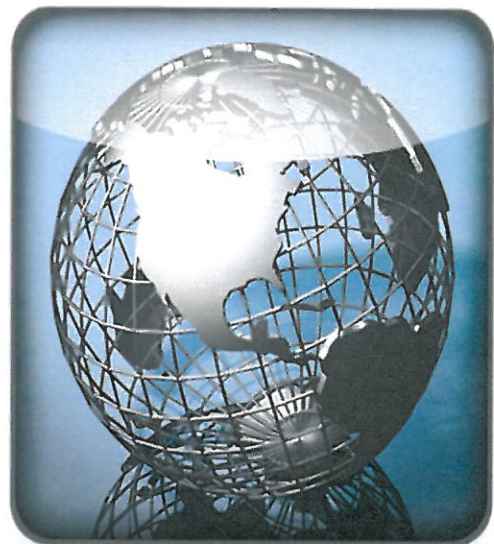
General Information

"Fortune favors the prepared mind..."
—Louis Pasteur
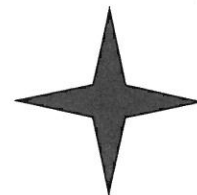
Emerald Coast Technical College
2015-2016 School Calendar

2015		2016	
July 1 - 3	HOLIDAY – 4th of July – College Closed	January 1	HOLIDAY – New Year's Day – College Closed
July 16	Cosmetology Interviews Close for August start date	January 4	Students OUT - Teacher Work Day
July 21-24	Returning Student Registration	January 5	Students OUT – Professional Day
July 28-31	NEW and Returning Student Registration	January 6	Students Return
July 28-31	Financial Aid Meetings: NEW and Returning Students	January TBA	NEW Cosmetology Student Orientation
August 3	Returning PN Students Begin Classes	January 18	HOLIDAY – Martin Luther King Day – College Closed
August 3 - 7	Professional Days/Teacher Work Days	February 29	NEW Adult Education Term Begins
August 10	Classes Begin for Students, except PN	February 12	Students OUT – Professional Day
September 7	HOLIDAY – Labor Day – College Closed	February 15	HOLIDAY – Presidents Day – College Closed
October 8	Professional Day – Students OUT	February 25	Adult Education Term 2 Ends
October 9	Teacher Work Day – Students OUT	February 29	Adult Education Term 3 Begins
October TBA	NEW PN Student Orientation	March 10	Students OUT – Professional Day
October TBA	NEW PN Student Classes Begin	March 11	Students OUT – Teacher Work Day
October 29	Adult Education Term 1 Ends	March TBA	Registration for NEW Students
November 2	Adult Education Term 2 Begins	March 28 – April 1	Spring Break – College Closed
November 11	HOLIDAY – Veterans Day – College Closed	May TBA	NEW PN Student Orientation
November 23-27	HOLIDAY – Thanksgiving Holidays – College Closed	May TBA	NEW PN Student Classes Begin
December TBA	PN Pinning Ceremony	May 25	Adult Education Term 3 Ends
December 18	Last Day of Classes for 2015	May 26	Students OUT – Teacher Work Day
December 21-31	Christmas Break – College Closed	May 30	HOLIDAY – Memorial Day – College Closed
		June TBA	Graduation Ceremony
	************************	June TBA	Cosmetology Graduation Ceremony
	************************	June TBA	PN Pinning Ceremony
	************************		
	************************	Administration	Monday – Friday 7:30 AM – 4:00 PM - SUMMER Hours May Be Adjusted
	************************	Business Office	Monday – Friday 7:30 AM – 4:00 PM - SUMMER Hours May Be Adjusted
	************************	Bookstore	Monday – Friday 7:30 AM – 4:00 PM - SUMMER Hours May Be Adjusted
	************************	Financial Aid Office	Monday – Friday 7:30 AM – 4:00 PM* - REDUCED HOURS IN SUMMER
	************************	Testing	See Testing Schedule
	************************	Class Times	See Class Schedule
			Additional times available by appointment

Accreditation and Approvals

Emerald Coast Technical College is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, Telephone: 770-396-3898; FAX: 770-396-3790; (www.council.org), and by AdvancED, Alpharetta, Georgia 30009, Telephone: 888-413-3669; www.advanc-ed.org.

PSAV programs at ECTC are approved for Veterans Benefits by the State Approving Agency, P.O. Box 31003, St. Petersburg, Florida.

Emerald Coast Technical College is eligible to accept the Florida Bright Futures Scholarship and the Florida Prepaid Scholarship Program, and to award the Florida Postsecondary Career Education Student Assistance Grant (FSAG-CE) through the Florida Department of Education Office of Student Financial Assistance. Selected PSAV programs offered by ECTC are approved for Title IV federal financial aid.

Many of the programs at ECTC have received certification or approval specific to the industry. The practical nursing program at Emerald Coast Technical College is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, Tallahassee, Florida 32399.   The electricity program provides opportunities for students to earn NCCER (National Center for Construction Education and Research) certifications through the center's approval as an accredited training and education facility (ATEF). The Automotive Service Technology program is certified by the National Automotive Technicians Education Foundation (NATEF). As an education services provider in the Walton County School District, authorized by the Florida Department of Education, the center is approved by the Department of Business and Professional Regulation (DBPR) to offer cosmetology and specialty training programs. Programs offered at Emerald Coast Technical College are approved and regulated by the Florida Department of Education.

Emerald Coast Technical College is an approved regional testing center for Prometric™ Florida Certified Nursing Assistant (CNA) exams and for NATE (North American Technician Excellence) certification exams.   The center is also an approved Certiport® testing center for a variety of information technology certifications and is an authorized Pearson Vue Test Center.

Career Education Completion Certificates

As a non-degree granting institution under the authority of the Florida Department of Education, Division of Career and Adult Education, Emerald Coast Technical College awards certificates of completion in Postsecondary Adult Vocational (PSAV) programs. As provided in 6-A-14.030(6),(9), FAC (Florida Administrative Code), ECTC awards credit in clock hours. Students may earn certificates detailing competency attainment for each of the occupational completion points (OCPs) offered in a program. Occupational completion points correlate to specific standard occupational codes (SOCs) and titles and successful accomplishment may also prepare students for appropriate third-party skills verification through industry certification or licensure. Certificates are issued upon satisfactory attainment of the following criteria:

1. Demonstrated mastery of all program competencies (instructor signature)
2. Documented attendance and participation of student (minimum hours required by licensure or regulatory agency and by ECTC)
3. Participation in an exit interview with the instructor (Program Completion Certificate)
4. Attainment of designated academic skill levels (Program Completion Certificate)
5. Satisfaction of all financial obligations to the school.

Campus Safety

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.

Change of Address/Student Information

Students are responsible for notifying Emerald Coast Technical College of any changes to their address, contact information, or identifying information (e.g., change of name). Change of information forms can be obtained in admissions, student services.

Computer Usage/Acceptable Use Policy

Emerald Coast Technical College provides computer usage and Internet access to students through the Walton County School District. Students who wish to benefit from these technology resources must sign an acceptable use agreement as a condition of receiving computer use privileges. Compliance forms are available in the main office or in admissions. Students who are scheduled for computer-based testing must also comply with the acceptable use policy.

Drug Free Schools and Communities Act

Emerald Coast Technical College prohibits the use, possession, or distribution of illicit drugs and alcohol by students or school employees on school property or as part of any school activities. Students and employees should be aware that certain health risks are associated. Student services is available to provide referral for students and employees who may be able to benefit from drug or alcohol counseling or treatment programs. Such services are available through community agencies in the local area. A listing of community resources is available in student services. In addition to legal sanctions and penalties as prescribed under federal, state and local law for the unlawful possession or distribution of illicit drugs and alcohol, students or employees who violate the controlled substances policy will be subject to appropriate disciplinary actions and sanctions, up to and including, expulsion or termination of employment by ECTC and the Walton County School District.

Adult students who are eighteen years of age and older may smoke only in designated smoking areas. Smoking is not permitted in school buildings or in school parking areas.

Summary of Reported Crimes on Campus

This annual security report is prepared as part of the annual catalog/student handbook and in compliance with the Federal Student Right-to-Know and Campus Security Act. Crime statistical data is based on information obtained through local police agencies. Reports concerning criminal actions or other emergencies should be directed to the office of the Principal/Director. (Building 100).

Reported Crime	2013		2014		2015	
	Total Stat. Crime	Hate Crime	Total Stat. Crime	Hate Crime	Total Stat. Crime	Hate Crime
Homicide Offenses	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary (B&E)	0	0	0	0	0	0
Larceny/ Theft Offenses	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0

Federal and Florida laws require that a person designated as a *"sexual predator or offender"* register with the Florida Department of Law Enforcement. The Florida Department of Law Enforcement (FDLE) is then required to notify the appropriate local law enforcement agency where the predator/offender registrant resides or *attends an institution of higher learning.* Information regarding sexual predators or sexual offenders attending such institutions may be accessed from local law enforcement agencies, by calling the FDLE hotline (1-888-357-7332), or through the FDLE website: www.fdle.state.fl.us/sexual_predators

Facilities

Emerald Coast Technical College operates one main campus located at 761 North 20th Street in DeFuniak Springs, Florida.

Building 100:
- Administration
- MIS/Data Entry
- Financial Aid
- Student Services
- CareerSource®/Workforce Development
- School Bookstore
- Admissions/Enrollment-Registration
- Construction Trades Programs: Electricity, Air-Conditioning, Refrigeration, & Heating Technology and Lab
- Welding Technologies Program and Lab
- Information Technology Programs and Lab
- Automotive Services Technology Program and Lab
- Instructor Offices
- Restrooms
- Staff Lounge

Building 200:
- Human Services Programs (Cosmetology) w/ Lab
- Instructor Offices
- Restrooms

Building 300:
- Adult Education Programs
- Business Programs
- Testing Lab
- Restrooms

Building 400:
- Media Center
- Health Sciences Department Programs
- Health Sciences Labs
- Health Sciences Director Office
- Health Sciences Instructor Offices
- Restrooms

Portable #1/2/3:
- Postsecondary Student Lounge
- Restroom
- Storage

Food Services

Emerald Coast Technical College does not provide a campus-based food service program. Vending machines are located in the administration building (100). Through the school receptionist, students may also place orders for lunches provided through the Walton High School lunchroom during district scheduled days.

Frequency of Course Offerings

Emerald Coast Technical College makes every effort to offer courses in a manner that will facilitate completion of the student's program within established timeframes. Practical nursing programs are offered in cohort format and provide two or more entry points for students within a 12-month period. Short-term programs are sequenced to maximize the student's opportunity for completion within six to twelve months and are offered at least once per school year. The nature of most career programs and career education instruction at ECTC provides opportunities for full-time students to complete the required sequence of coursework within a one to two year period. Students who elect to attend fewer than 900 clock hours per year may find that the timeframe for program completion is lengthened accordingly. Curriculum for career education programs is updated a minimum of every two years. As programs become daggered for deletion and for discontinued support by the State of Florida Department of Education, ECTC provides for a maximum teachout period of one year so that currently enrolled students may complete their certificates.

Graduation

Students who successfully complete PSAV and adult education/GED® program requirements are invited to share their success with family and friends by participating in graduation ceremonies. These ceremonies, complete with caps and gowns, are scheduled on the school calendar. Students must notify student services of their intent to participate.

Job Placement and Employment Support Services

Emerald Coast Technical College provides students with access to many job search resources including Internet-based job search tools. Student services and instructional staff offer assistance with employability skills including job application completion, resume writing, interview skills, and job referral/job placement. In addition to placement assistance

offered by student services and faculty, assistance is also available free of charge through CareerSource®/Regional Workforce personnel located in Building #100. Students may also access a variety of labor market and referral services online at www.employflorida.com..

High School Students - Technical Dual Enrollment

High school students may apply for admission to selected technical dual enrollment career education programs at Emerald Coast Technical College. Technical dual enrollment programs provide high school students with opportunities to earn postsecondary adult vocational (PSAV) credits as well as high school credits. These programs have explicit requirements, including minimum grade point average and program-specific test scores. The ECTC dual enrollment counselor can provide additional information. Technical dual enrollment requires high school guidance counselor and parent approval.

Lost and Found

Emerald Coast Technical College and the Walton County School District assume no responsibility for lost or stolen articles. Students finding articles should take these to the administrative office in building 100. Students who have lost an article should report the loss to the receptionist/secretary in the administrative office (Building 100). Items not claimed by the end of the term may be donated to charitable organizations.

Media Center

Emerald Coast Technical College provides media center services to postsecondary and developmental/adult education students. The media center is available during regularly scheduled school hours and by appointment. The compact media center houses over 1800 volumes including a selection of Accelerated Reader® books and test preparation materials. Videos, CDs, DVDs, print periodicals, and a reference selection are also available to students. Computer and printer access provide expanded and current reference access for students.

Parking Privileges

Students who operate a vehicle, including a motorcycle, on campus must observe the following rules:

- All cars must have a parking permit prominently displayed in the rear driver-side window or behind the driver if a truck
- Parking permits are issued by the receptionist/secretary, building 100. Students wishing to purchase a parking permit must present a current copy of the vehicle registration, proof of insurance (insurance card), and the student's driver's license along with the required $10.00 parking permit fee and completed parking permit request form.
- Students must obey all posted rules and speed limits on campus. Unless otherwise posted, the speed limit on campus is 5 miles per hour.
- Students should park in spaces designated for student parking.
- To provide for student safety, students are not permitted to loiter in parking areas.
- Students should observe all safety precautions, including locking vehicles.
- Students should refrain from playing a radio or other sound equipment in an excessively loud manner.
- Student vehicles may be subject to search by law enforcement officials

Pinning Ceremony

As part of ECTC health sciences program offerings, practical nursing and the patient care technician students who successfully complete program requirements participate in the traditional pinning ceremony as the celebratory finishing point of each program. Family and friends are invited to share in recognizing each student's achievement.

Social Security Numbers

Each student who enrolls in Emerald Coast Technical College is requested to provide his/her social security number for use as student identification in the management information system (MIS) maintained by the school district. A student is not *required* to provide his/her social security number as a condition of enrollment or graduation. A student may satisfy the *requirement* by presenting his/her social security card or a copy of the card at admissions or registration. The student's social security number will be used as a unique identifier in the student's permanent file. A notation will be made in the student's file when the student identification number is not the social security number.
(F.S. 1008.386).

Student Records and Transcripts

Student transcripts are maintained electronically and /or filed in individual student record files in the student services department. Upon request and retrieval, adult students and parents/guardians* have the right to access, inspect, and review their individual student educational record. Adult students are defined as those students 18 years and older OR those students enrolled *only* in postsecondary/adult courses and programs. Such access is available while the records are under the direct custody of an approved school records custodian. Students may request official transcripts through the main office in building 100. Transcripts require a payment of $5.00 per ordered transcript and are usually processed within ten business days.

Rights of Students And Parents

The rights of students and their parents with respect to education records created, maintained, or used by Emerald Coast Technical College shall be protected in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g and the implementing regulations issued pursuant thereto. As a postsecondary institution, with respect to disclosure of a student's personally identifiable information, Emerald Coast Technical College makes every effort to balance the interests of safety and privacy for individual students.

Except for directory information, Emerald Coast Technical College will not release a student's records without written consent of the student (parent if student is under 18 years of age and is *not* enrolled as a postsecondary/adult student only) except in those situations provided by law.

As referenced in the 2015-2016 Code of Student Conduct, Walton County School District and Emerald Coast Technical College have designated the following information as directory information which may be released without student (or parent) consent UNLESS otherwise notified:

- Student name, address, email, and telephone listing
- Date and place of birth
- Dates of attendance
- Student participation in officially recognized activities
- Most recent education agency or institution attended
- Photograph
- Major field of study

- Grade level
- Certificates, degrees, honors, and awards received

Students who do NOT consent to the release of the listed directory information should notify admissions/enrollment services when registering for classes.

*Tip: Parents who wish to be informed of grades and other academic progress should request that their child who is over eighteen years of age or is enrolled in ONLY postsecondary/adult courses and programs sign a statement releasing such information to the parent(s). Release forms are available in the admissions office. For students who are eighteen years of age and living with parent(s)/guardian(s), such release is not required in order for school personnel to talk with parents.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
A student should submit, to the administration, a written request that identifies the record(s) the student wishes to inspect. The ECTC records custodian will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask ECTC to amend a record should write to the ECTC administrator, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If ECTC decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before Emerald Coast Technical College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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Emerald Coast Technical College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or Walton County School District in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the ECTC or the Walton County School District has contracted as its agent to provide a service instead of using ECTC or school district employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Walton County School Board, or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school or the Walton County School District.

Upon request, ECTC may also disclose and/or forward any and all education records, including disciplinary records, without consent, to officials of another school in which a student seeks or intends to enroll. Upon request, ECTC will provide the student a copy of the information disclosed and an opportunity for a hearing. (see above #2.)

ECTC will also disclose student information without consent in the following situations:
- Informing parents if the student is under 21 and has violated any law or ECTC's or Walton County School District's policy concerning the use or possession of alcohol or a controlled substance
- Disclosure to parents if a health or safety emergency involves their son or daughter
- Disclosure to protect the health or safety of students or other individuals. This information may be released to appropriate parties such as law enforcement, public health officials, and trained medical personnel. The period for disclosure is limited to the period of an identified emergency and generally does not provide for a blanket release of personally identifiable information.

Students should be aware that the following list provides a non-exhaustive review of situations that may result in student records being disclosed without permission:
- To comply with requests from the Department of Homeland Security (DHS) and its Immigration

and Customs Enforcement Bureau (ICE) in order to comply with the requirement of the Student and Exchange Visitor Information System
- To comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act
- To comply with authorized law enforcement units. Investigative reports and other records created and maintained by these law enforcement units are not considered education records subject to FERPA.

Students may wish to review the brochure "Balancing Student Privacy and School Safety: A Guide to the Family Educations and Privacy Act for Colleges and Universities" and /or the Walton County School District Code of Student Conduct with a representative in student services.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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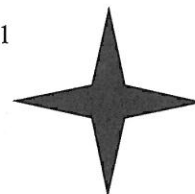
Veterans Services

Emerald Coast Technical College is approved for veterans' benefits by the State Approving Agency. Students who plan to attend Emerald Coast Technical College using their veteran's benefits should contact the financial aid office for assistance in obtaining and filing required VA application forms. Veterans wishing to pursue education under various veterans' benefits programs are also encouraged to use the free counseling services offered by the VA. Emerald Coast Technical College is committed to providing quality support services to veterans and complies with the requirements of the Veterans Administration in implementing and providing educational and training services to veterans.

Students enrolling in programs through veterans benefits are expected to maintain satisfactory progress in their coursework. This performance standard will allow the student to complete training requirements within the number of hours that have been approved by the State Approving Agency. Students not scoring required basic skills levels

through TABE testing and who are not eligible for testing exceptions will be provided an additional 300 hours of developmental/remedial skills assistance through the applied academics program.

A student who is unable to maintain satisfactory academic progress will be placed on academic probation for the month. Veterans not maintaining satisfactory progress beyond two monthly program reports will be terminated for pay purposes. Satisfactory academic progress includes maintaining an acceptable grade point average (GPA) of at least 2.0 on a 4.0 scale. Students should be aware that practical nursing and cosmetology programs require higher numeric grade point averages to remain enrolled. Students who accumulate more than three absences in a monthly reporting period may be placed on probation. Students who have been dismissed/administratively withdrawn for unsatisfactory academic progress may petition the school to be readmitted during the next available enrollment term. With the exception of the practical nursing program, a student may petition for readmission two times. Practical nursing provides for ONE readmission attempt. A student receiving veteran's assistance may be re-certified if there is a reasonable likelihood that he/she will be able to maintain satisfactory progress in the future. The student services department is available to assist students who are having difficulties in meeting program requirements.

Adequate records are maintained to document individual student progress. Students who present appropriate documentation and demonstration of previous education and/or training applicable to the postsecondary career education (PSAV) program will be awarded appropriate credit. The training period will then be decreased proportionately and the Veterans Administration so notified.

Tuition waivers and exemptions may be available for veterans who meet specific criteria. Effective July 1, 2014, an *out-of-state fee waiver* is available for honorably discharged veterans of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in the state while enrolled in the school. This waiver is applicable for 110 percent of the required hours of the program for which the student is enrolled. Students who wish to benefit from this provision must present appropriate documentation of their honorable discharge status (usually the DD-214). Students who may be eligible for this or other benefits are encouraged to discuss their situation with the admissions/enrollment advisor.

Effective July 1, 2014, a tuition waiver is available for recipients of a Purple Heart or other combat decoration superior in precedence. This tuition waiver is provided to recipients who meet the following conditions:

- Enrolled full-time, part-time, or in summer school in a career certificate program
- Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of Florida
- Submit DD-214 form issued at the time of separation from service as a documentation that he student has received a Purple Heart or another combat decoration superior in precedence.

This waiver is applicable for 110 percent of the number of required hours of the certificate program for which the student is enrolled.

Students who may be eligible for this benefit are encouraged to discuss their situation with the admissions/enrollment advisor

Visitors
Emerald Coast Technical College welcomes visitors having legitimate business on campus. To help ensure a safe and orderly learning environment, ALL visitors to the campus MUST contact the Main Office, building 100, and sign in upon arrival. Visitors should also return to the administrative office and sign out when their business on campus is completed. School rules prohibit unauthorized persons (without a visitor's pass) on campus during school hours. Unauthorized person(s) are subject to arrest for trespassing by the Walton County Sheriff's Department.
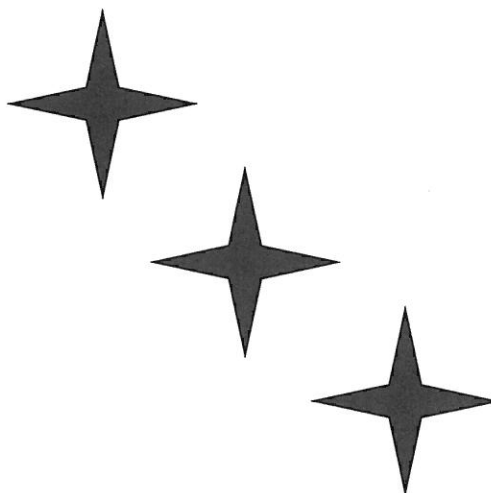
Finance & Financial Aid

"Until you value yourself, you won't value your time....Until you value your time, you won't do anything with it..."

--M. Scott Peck

Fees and Other Costs

Listed fees and costs are provided to assist the student in planning for the financial investment in his/her career education program. Fees and other costs are subject to change without notice and do not represent an all-inclusive list. Students should consult the 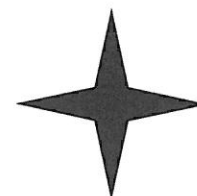admissions/enrollment department, the current course schedule, individual program instructor, handbook, or syllabus for current costs and requirements related to individual programs.

Tuition

Tuition fees are based on guidelines established by the Florida Legislature. All fees are subject to change without notice. Contact the admissions and enrollment office for additional information.

Postsecondary Adult Vocational (PSAV)

Emerald Coast Technical College provides postsecondary career education on a clock hour schedule. PSAV programs may vary in length to a maximum of 1800 clock hours. Full-time enrollment in a period may range from 450 /525 clock hours to over 675 clock hours in limited access, cohort-based programs (e.g., practical nursing). PSAV rates for school year 2015-2016 are $2.88/clock hour for Florida residents. This fee includes: basic tuition ($2.40), student financial aid fee of 10% ($.24), capital improvement fee of 5% ($.12), and a technology fee of 5% ($.12). Out of state tuition rates are $11.71/clock hour. This fee includes: basic tuition ($2.40), out of state fee ($7.38), student financial aid fee at 10% ($.97), capital improvement fee at 5% ($.48), and a technology fee at 5% ($.48).

Special Note for Bright Futures Scholarship Recipients: The technology fee shall not be included in any award under the Florida Bright Futures Scholarship Program. (s1009.22) Students who anticipate using their Bright Futures Scholarship award to pay a portion of their education costs should discuss alternate ways of paying this required fee when reviewing their financial aid award.

Students who have made two unsuccessful attempts to complete a course may be charged the full cost of instruction upon subsequent enrollment attempts in the same course.

Alabama Border State Tuition

Florida Statute 1009.22(4) allows school districts to implement a differential tuition out-of-state fee for residents in service areas of a bordering state in place of the higher out-of-state tuition rate. For Alabama residents in ECTC's service area, this tuition differential for 2015-2016 is $.05 per clock hour, or $7.50 per 150 hour course, or $2.93/clock hour. Alabama residents should present appropriate identification as an Alabama state resident to benefit from this provision. Such identification can include, but is not limited to, a valid State of Alabama driver's license or voter's registration.

Adult General Education / Developmental

This educational service is provided for a block tuition rate of $30.00 per adult general education program term of enrollment, for a maximum tuition fee assessment of $90.00 per school year (s.1009.22F.S.). Fees are not prorated. Adult general education terms are offered three times per school year and provide for open enrollment/open exit. Students may enroll at any time after the term begins and until the last week of the term. Developmental programs are not eligible for Title IV Financial Aid.

➢ **Adult Basic Education (ABE)**
Adult basic education provides basic literacy and life skills to adults. Students may enroll in these programs to develop required scores for enrollment into GED®, improve reading, writing, or mathematical skills, or to pursue employment or personal goals. Tuition is assessed at the rate noted for developmental programs. These courses are NOT eligible for Title IV financial aid.

➢ **Applied Academics for Adult Education**
Applied Academics for Adult Education is provided to help prepare the student for successful enrollment into postsecondary education. These courses are NOT eligible for Title IV financial aid.

➢ **General Educational Development – GED® Preparation Program**
GED® Preparation is provided to assist students in obtaining the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma, as well as to be better prepared for postsecondary education. These courses are NOT eligible for Title IV financial aid.

Dual Enrollment

Dual enrollment students are exempt from the payment of registration, matriculation, and lab fees. Students who participate in dual enrollment are provided books through the Walton County School

District. Students may be required to purchase program supply/tool kits and/or personal protective equipment that become the property of the student upon exit from the program. Industry certification and licensure fees that are not included in lab fees are the responsibility of the student. Interested students should see their guidance counselor for more information.

Fee Waivers/Exemptions/Deferrals

Students who meet certain requirements may be eligible for a fee waiver, exemption, or deferral. Students should discuss their individual situation before completing the registration process. Additional information regarding eligibility for fee waivers, exemptions, and deferrals is available in student services.

Other Fees and Costs

Registration Fees

A registration fee of $50.00 is assessed *for each new program of enrollment during the school year*. Students enrolling in more than one program during a school year will be assessed the $50.00 registration fee for each new program of enrollment. The registration fee must be paid before the student can complete the registration process and enroll in the program. The registration fee is non-refundable and is not eligible for deferment or waiver except as provided for in statute and rule. Students returning to the same program of enrollment in 2015-2016 from school year 2014-2015 will be assessed a $30.00 returning student registration fee for that program. Dual enrollment students are exempt from payment of registration fees.

Students should participate in a free information session / orientation to postsecondary career education before initial registration. This information session/orientation is designed to provide the potential student with information related to program costs, requirements, available financial aid, schedules, admissions procedures, required testing, and available services, including career counseling to assist in appropriate program selection. Students may participate in the orientation session online at www.ectc.edu or in person through student services.

Lab /Supply Fees

Most programs and courses require a lab fee and/or a supply fee to help offset the costs associated with career skills training in PSAV, Community Education, and CWE (Continuing Workforce Education) programs. These fees vary by program and are subject to change. Required lab fees are noted on the student course schedule. Fee exemptions for tuition and lab fees are provided for technical dual enrollment students and for students enrolled in approved apprenticeship programs. (F.S. 1009.25(2)(a)(b); F.S. 1007.27; F.S.446.021). Such fee exemptions are not applicable for required purchases that become the property of the student; e.g., uniforms, personal supply kits, personal protective equipment).

Lost Book Charge

Students are assessed a fee that equals the actual replacement cost of lost library books. Technical dual enrollment students who have been provided textbooks at no charge must pay a fee equal to the cost of textbook replacement for lost or damaged textbooks.

Parking Privileges

Parking privileges are available to students for $10.00 per school year. Students should present proof of insurance and vehicle registration along with driver's license for issuance of the ECTC parking permit. Parking permits are available in the administration business office in building 100. Passes are only good for the current school year. New passes are required each school year.

Program Kits/Protective Gear/Uniforms

Program kits, protective gear, and uniforms may be required of students enrolled in many career education programs. Program kits or sets may be purchased in the ECTC bookstore. These kits may include small tools or program-specific gear or items for the individual student to use in skills demonstration courses. Uniforms are mandatory for students who participate in clinical rotations. Uniforms clothing that readily identifies the student as a ECTC student at the clinical site. These uniforms and program kits become the property of the student upon purchase
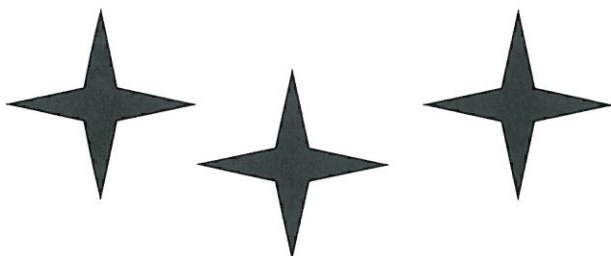
Returned Check Fee

A dishonored check fee of 10% of the face value of the check, not to exceed $25.00, may be charged for returned checks to cover processing and handling in the business office. Students who do not make arrangements for successful resolution of returned checks within three days of notification may be administratively withdrawn from class for non-payment when tuition charges are involved.

Transcript Fees

Emerald Coast Technical College assesses a $5.00 fee for each official transcript requested by the student. Students should complete the transcript request form (available on the website or at the receptionist desk) and submit the required fee. Transcripts are generally processed within ten business days.

Fee Exemptions/Fee Waivers

Tuition fee exemptions and tuition fee waivers may be available to qualifying students. In general, these exemptions and waivers apply to tuition fees only. Students should discuss their situation with the admissions/enrollment advisor to see if tuition fee waivers/exemptions may apply. Students who are eligible for these fee exemptions and/or fee waivers must present the appropriate documentation for the fee waiver/exemption.

Refunds

A full refund (100%) of paid tuition and lab fees for persons who do not enter a PSAV course will be made within 45 days of the student's failure to enter the course/period start date. Withdrawals after the third class meeting for the course will result in no refund of tuition or lab fees. No refund is available for payments related to books, registration, and testing fees. No refunds will be issued for continuing workforce education or community education programs after two class meetings.

Refunds for withdrawals or cancelled classes are issued after all financial obligations of the student to Emerald Coast Technical College have been cleared. For students who have received scholarships or other financial aid (e.g. community based scholarships, institutional scholarships), approved refunds will be made in accordance with the wishes of the institution initially awarding the financial aid. When a student withdraws and a refund is due, such refunds will be processed by the business office of ECTC and the Walton County School District within 45 days of official withdrawal or class cancellation.

Any credit balances from a period resulting from a change in course scheduling prior to the last day to drop a course will be applied to the current enrollment period. For example, a student who enrolls in administrative office specialist and subsequently withdraws and enrolls in network support services during the drop/add period may have the tuition and fees previously credited to the administrative office specialist program subsequently credited to network support services. Students should discuss such changes with financial aid to determine any potential consequences related to the financial aid award.

Testing Fees

TABE (Tests of Adult Basic Education) testing is computerized for immediate score reporting and is provided on a scheduled basis. The fee for TABE testing is $25.00 as of the publication date of this catalog. This fee is subject to change. TABE testing is required prior to enrollment into any adult general education/developmental program; e.g., ABE, GED®, applied academics to assist with appropriate program placement. For students who do not meet specified exceptions, the TABE is required for PSAV programs that are 450 clock hours or more in length.

Students who present official transcripts documenting an earned and awarded associate's or higher degree may be exempt from this test. Students who present with an official transcript documenting award of a standard high school diploma from an accredited high school in Florida, noting enrollment into ninth (9th) grade in 2003 or later, may also be exempt from this test. Students should note that some PSAV programs require the TABE as a component of the program selection rubric. Please see student services if you have questions about this requirement.

Nursing program entrance tests (TEAS) are required of all applicants to the practical nursing program. This test is computerized, providing for immediate score reporting. The fee for the TEAS test id $65.00 as of the publication date of this catalog. Students who are required to take the TABE (see above) are encouraged to achieve the required exit TABE scores prior to taking the nursing program entrance test. As with other testing services, this fee is subject to change without notice.

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CareerScope® is a computerized interest and aptitude inventory. This test is provided at no charge to assist the student in assessing possible career goals. Students should schedule the assessment through testing/student services.

Licensure/Industry Certification/Credential Fees are specific to each career education program. Career education programs at ECTC prepare students for entry into the workforce and skills upgrade as well as provide a foundation for continued education. Successful completion of these programs prepares students for appropriate licensure or industry certification/skills verification through independent third party assessment. Specific testing fees for industry certification or licensure may be included in many program/course fees. Students should be prepared to complete the appropriate application and sit for these tests when scheduled. Students who have questions about this service should discuss licensing /certification requirements and arrangements with a representative in student services.

Students wishing to enroll in health sciences programs should be prepared to meet the licensing requirements of the Florida Board of Nursing. Requirements for licensure can be found at: http://www.floridasnursing.gov/.

Requirements for licensure as a cosmetologist in the State of Florida can be found at: http://www.myfloridalicense.com/dbpr/pro/cosmo/.

Licensure and certification fees vary by program. Most programs require that students test at prescribed testing centers. Any listed test fees may change without notice. Emerald Coast Technical College is an approved testing center for the following:

NATE® (North American Technician Excellence) certification tests represent real working knowledge of HVACR systems and are designed to allow the test-taker to certified in specific knowledge areas.

NCCER Certification (National Center for Construction Education and Research). Students enrolled in construction trades programs may test for appropriate NCCER certification at successful course completion. Annual rates for certification(s) vary based on specific test administrations. This fee is assessed with each test administered for the year.

Prometric[TM] regional testing center for the **Florida CNA** (Certified Nursing Assistant) exam. Fees for this exam vary depending on the type of test requested (written or clinical skills demonstration/English/Spanish/ and student residency for the past five years. Students must register directly with Prometric[TM] for this exam (www.prometric.com/NurseAide/FL.htm).

Pearson Vue Authorized Test Center
Emerald Coast Technical College is an authorized Pearson Vue Test Center. Pearson Vue provides testing for a variety of certifications, including the GED®. Student who are interested in registering for the GED® should register directly with the GED® testing service at: www.gedtestingservice.com. Students may also request official GED® transcripts through this web link.

Registered Certiport testing center for **IC^3®/GS^4** certification and **MOS** (Microsoft® Office Specialist). IC^3®/ GS^3 certification cost is $80.00 plus $15.00 test set-up fee. This fee may be waived for ECTC students. The cost for MOS exams is $100.00 per application plus a $15.00 per test set-up fee. Students are reminded that these fees may change without notice.

Text Books

Textbooks are available for purchase in the school bookstore. Textbook ISBN information is available on the course syllabus to enable students to purchase required textbooks from non-school vendors. Students enrolled in CTE dual enrollment programs are provided appropriate textbooks at no charge through the Walton County School District. Such textbooks remain the property of the Walton County School District.

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Estimate of Tuition and Supplies for Student Enrollment Period of 900 Clock Hours

Some programs such as those in the health sciences may require substantially higher investment in hours per term, books, supplies, uniforms, and other costs. The following is listed as an *estimate only* for a non-health sciences PSAV program for one program during a school year. Individual student costs will vary.

Tuition	
Florida resident for 900 clock hours	$2,592
Books, supplies, lab fees	1,300

Tuition	
Alabama border state resident for 900 clock hours	$2,637
Books, supplies, lab fees	1,300

Tuition	
Out of state resident for 900 clock hours	$10,539
Books, supplies, lab fees	1,300

Recap of Fees (Note: These fees may change.):

Application Fee	$ 50.00 (per program of enrollment per school year)
PSAV Tuition:	
FL Resident Tuition	$2.88/clock hour
AL Resident Tuition	$2.93/clock hour
Out of State Tuition	$11.71/clock hour
Adult Education / Developmental Programs Block Tuition	$30.00 per term; maximum $90.00/year
Community Education	Vary/Determined by program offering
CWE	Varies – minimum $11.71/ clock hour
Lab Fees	Vary/Determined by program
Lost Book	Cost of book replacement
Parking Fee	$10.00
Returned Check Fee	10% of face value not to exceed $25.00
Supplies	Vary/Determined by program
Textbooks	Vary/Determined by program
Uniforms	Vary/Determined by program
Testing Fees:	
CareerScope®	No charge for student planning
TEAS	$65.00
TABE	$25.00
CNA – Prometric	Charged determined by testing agency
NCCER	See Program Handbook
IC^3 GS4	Per test (includes set-up) estimate: $80.00
Quickbooks®	100.00
Microsoft Products	TBA
*Set-Up Fees for Certiport® Exams	$15.00 per test

Student Worksheet for Planning Educational Investment

My Goal: _____

When I plan to enroll: _____

Item	Estimated Cost	How I Plan to Pay
Tuition		
Books		
Supplies		
Lab Fees		
Testing Fees		
Uniforms		

A program net cost calculator is available on the school website: www.ectc.edu.

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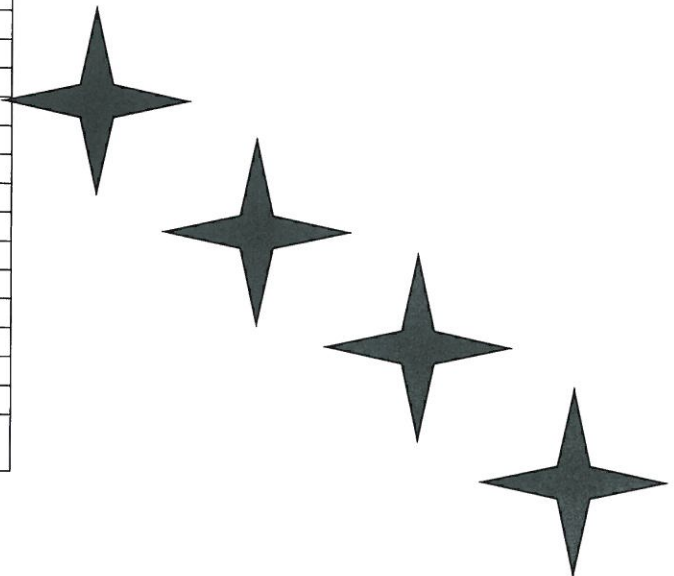
Financial Aid

The financial aid policies of Emerald Coast Technical College are developed in collaboration with the Walton County School District Finance Director and approved by the Walton County School Board.

Students who are interested in pursuing career education goals through Emerald Coast Technical College are encouraged to discuss their financial aid needs with the office of financial aid. Grants and scholarship funds from a variety of resources can help make it possible for a student to attend courses and complete programs by addressing the student's demonstrated financial need. Many of these resources are available only after completing the online Free Application for Federal Student Aid (FAFSA). Some funds may be available only during specific application periods, some funds may be limited, and some funds may have specific non-discriminatory requirements. Some financial aid awards do not include fees that are required in addition to the basic tuition rate. These required fees become the responsibility of the student. The office of financial aid can provide additional information regarding financial aid and scholarship opportunities. Students interested in applying for financial assistance should apply with the office of financial aid. The primary responsibility for meeting educational costs is that of the student and the student's family.

Students are encouraged to apply as early as possible and to submit accurate and complete applications to meet published deadlines. Financial aid is the term applied to the difference between the total cost of the ECTC education program and the family's expected family contribution (EFC) to the student's education as determined by the FAFSA (Free Application for Federal Student Aid) Student Aid Report (SAR). Household size, number attending college/postsecondary education, income and assets, and residency are among the factors that are considered in establishing the EFC. Students should submit an accurate FAFSA as soon as possible after January 1 of each year. FAFSA forms are available at www.fafsa.ed.gov. Students should always make a copy of the completed application, ensure that information provided is accurate, and that appropriate signatures are affixed. Students should note that this application is required for all need-based financial aid at ECTC.

After submitting the FAFSA, the student should expect to receive a student aid report (SAR) within a few days. Students should review the report for accuracy as soon as it is received. Any revisions or corrections should be made promptly. Students should complete the ECTC financial aid packet and ensure that stated timelines are followed. During the verification process, students may be required to provide the ECTC Financial Aid Office with a variety of documentation such as income tax returns or tax forms, VA or social security statements confirming benefits, and other relevant information. Students who are applying as non-resident aliens will be required to provide copies of their Alien Registration Cards.

Should a student's financial circumstances change significantly after applying for financial aid, the student should contact the ECTC Financial Aid Office. Such changes as separation or divorce, death of a major wage-earner, uninsured medical expenses, or substantial reduction in income may result in re-evaluation of the student's financial need.

Students are required to notify the ECTC Financial Aid Office if additional scholarships are received. Adjustments to the student's financial aid package may be necessary to ensure compliance with federal, state, and institutional policies and guidelines related to financial aid.

Federal Financial Aid – Title IV

At the time of publication of this catalog, ECTC will not disburse federal financial aid to persons who do not have a standard high school diploma/GED® or other recognized equivalent of a high school diploma (34 CFR 600.2 GEN-14-06). This provision also applies to state and local institutional financial aid programs at ECTC. ECTC is awaiting clarification and further guidance regarding new rulings that may expand financial aid opportunities to students who do not meet these eligibility requirements

Federal financial aid includes Pell Grant. Students interested in applying for financial aid should complete the Free Application for Federal Student Aid (FAFSA). This application can be accessed online at www.FAFSA.ed.gov.
At this time, ECTC is not participating in federal loan programs and Federal Work Study.

Special Institutional Scholarship Award

A limited number of postsecondary institutional scholarships are made available to eligible career education students each year. During program .year 2014-2015, the average award for this financial aid was $500.00. Students interested in applying for this

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scholarship should complete the FAFSA at www.fafsa.ed.gov and the ECTC Institutional Scholarship Application. Additional information and application forms for institutional scholarships are provided through the ECTC Office of Financial Aid.

Florida Student Assistance Grant –Career Education (FSAG-CE)
Emerald Coast Technical College participates in special state financial assistance grant funding to students. Students must submit a completed FAFSA, be a Florida resident and meet other requirements. Please see the financial aid director or financial aid specialist in student services for additional information or to apply for this grant. Awards in 2014-2015 ranged from $200.00 to $400.00, with an average award of $300.00

Scholarships
Emerald Coast Technical College is an eligible institution participating in the Florida Bright Futures scholarship program. Bright Futures Scholarship Awards may not be used for some required fees (e.g., technology fees). Initial awards are made through the student's high school and are based on academic scholarship with specific grade point average, SAT/ACT/CPT/PERT and community service hour requirements. The initial award also requires that the student earn a Florida high school diploma or equivalent and be free of any felony convictions (unless the student's civil rights have been restored by the Florida Governor and Cabinet sitting as the Executive Board of Clemency). Continued awards require maintenance of specified GPA requirements. Students receiving the Bright Futures Scholarship Awards should discuss specific terms and requirements of these scholarships with a representative in financial aid.

Local Private Scholarships
Local business and industry and community organizations may provide tuition, books, supplies or other support for eligible postsecondary students enrolled in career education programs. Specific requirements and application deadlines may apply. Please see a representative in the ECTC Financial Aid Office for more information.

Veterans Benefits
Most postsecondary programs at Emerald Coast Technical College are approved for veterans' benefits by the State Approving Agency. Eligible veterans may be certified for training through the Office of Financial Aid. Veterans are reminded that specific attendance and grade attainment are required for

continued support. Please see a representative in the Financial Aid Office for more information or for assistance in applying for these benefits.

Vocational Rehabilitation
Florida Department of Education Division of Vocational Rehabilitation may assist eligible students who require occupational training or retraining as part of rehabilitation to secure suitable employment. For additional information, please call 850-833-9114.

CareerSource
Florida residents can access a variety of employment services through www.employflorida.com. Students who reside in Region 2 (Walton and Okaloosa counties) may also be eligible for help in securing information or referral for additional scholarship or grant opportunities for needed occupational skills training or job search assistance. Students who are interested in these services should see a CareerSource representative in building 100 for more information.

Satisfactory Academic Progress

Emerald Coast Technical College offers PSAV (postsecondary adult vocational) career education programs. Students are reminded that grading standards may be higher than that of the approved K-12 system. Students must maintain satisfactory academic progress (SAP) toward completion of their certificate in order to receive financial aid. The following is a non-exhaustive sample listing of areas in which a student in PSAV career education programs may be graded: safety, work habits, projects, class participation, cooperation, attitude, punctuality, attendance (per general and program policy), completion of projects, objective tests, written and oral reports, comprehensive evaluations, skill proficiency/competency, skill demonstration, and professional ethics. Student grades may be reduced due to excessive absences especially in specific licensure programs (e.g., cosmetology, practical nursing), failure to make up missed work, and academic dishonesty (cheating and/or plagiarism). Satisfactory academic progress is evaluated at least twice per year, usually on a course by course basis. Students should refer to the appropriate program handbook for more detailed information regarding grading and satisfactory academic progress requirements.

The following satisfactory academic progress standards apply to students who receive financial aid:
(1) A student must maintain a 2.0 cumulative grade point average on a 4.0 grading scale on all courses attempted in PSAV programs, including any transfer credit.

The following numeric grading scale is used in calculating grade point average for all students who enroll in PSAV programs at ECTC:

Health Sciences Human Services (Cosmetology)			All Other PSAV Programs		
94 - 100	A	4.0	93 - 100	A	4.0
85 - 93	B	3.0	84 - 92	B	3.0
77 - 84	C	2.0	70 - 83	C	2.0
0 - 76	F*	0.0	0 - 69	F	0.0
NG (No Grade) F			NG (No Grade) F		

(2) A student must maintain a successful completion rate on all PSAV courses attempted. This rate must provide for the student to successfully complete the program in a maximum of 150% of the time (clock hours) usually allocated for such successful program completion. This rate of completion is generally 66.67% of program hours each enrollment period. For example, a student enrolled in a 900 clock hour program must complete the program in a maximum of 1350 clock hours. Most programs (exception is practical nursing and some additional allied health programs) will provide for a minimum of 150 clock hours to be earned in a course each semester, and a maximum of 600 clock hours to be earned in a program each semester. Practical nursing usually provides for a maximum of 675 clock hours to be earned in a semester. Students are reminded that additional time to complete a program may result in the assessment of additional tuition and fees that may not be covered by some financial aid sources.

Students who are applying for or receiving financial aid should discuss their educational progress and plans with the financial aid office to help ensure that they will complete their programs in a timely manner.

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 continue to be unable to demonstrate satisfactory academic / program progress may be placed on academic probation for a minimum of one enrollment term 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 same 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.* Students are encouraged to review the handbook of the specific program in which they enroll for additional information.

*The practical nursing program permits only **ONE** re-enrollment attempt in the practical nursing program within the two year period. Students may submit a written appeal. Such appeals are reviewed by the program director.

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 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.

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, and adult general education/developmental 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. Students are encouraged to use available support services to help them achieve successful program completion.
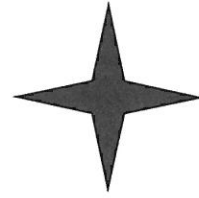
Student Services

"Out of clutter, find simplicity. From
discord, find harmony. In the middle of
difficulty, lies opportunity...."
--Albert Einstein

Academic and Career Counseling

Advisors are 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.
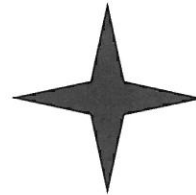
Career counseling services are available to students to help in planning and achieving career and academic educational goals. Student services can help students explore possible career options through current labor market information and objective and subjective assessment of student interests, aptitudes, 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 can benefit from enrollment into developmental program available at ECTC. 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. Student services may also provide the student with referral for additional services as needed.

Financial Aid Counseling

Financial aid counseling is available to assist students in securing or maintaining financial aid to help meet the costs associated with attending Emerald Coast Technical College. The financial aid office can help students in selecting needed financial assistance for which they may be eligible as well as explaining the requirements of grants and scholarships, satisfactory academic progress, successful completion rate, enrollment periods, and appeals.

Students should contact the financial aid office after enrollment if they have questions about their financial aid award(s) or if they are concerned about meeting the requirements for maintaining financial aid.

Services for Students with Disabilities

ECTC student services is 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.

Student Grievance Procedure and Due Process

The following information in 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 and on the ECTC website at 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 64). Filed grievances are maintained for a period of seven (7) years from the date of the principal's decision.

"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 Dr. David Jeselnik. Contact may be made at the Tivoli Complex, 145 Park Street, Suite 5, DeFuniak Springs, Florida 32435, phone (850) 892-1100.

Testing Information

The following testing services are provided as services of ECTC and the ECTC Assessment and Testing Center

CareerScope

CareerScope® assessment is available to assist students in their career planning and decision-making, This computerized, objective assessment assists counselors in providing appropriate advisement and proper placement in career education classes offered at ECTC. CareerScope, is administered at no charge to the student. Assessment reports are generated upon completion of the assessment. These reports assist the ECTC counselor and provide the student with an interest and aptitude assessment profile. Graphs and explanations, as well as career recommendations that focus on the integration of the test taker's aptitude and interest profile are available to help in the discussion..

NATE® (North American Technician Excellence)

certification tests represent real working knowledge of HVACR systems and are designed to allow the test-taker to certified in specific knowledge areas.

Nursing Program Entrance Test (TEAS)

Students applying to the practical nursing program must complete the Test of Essential Academic Skills™ - TEAS®. This test is administered through a computerized testing base, providing for immediate score reports. Testing dates and times may vary during the year in order to accommodate student enrollment and registration requirements. Students may register for this test through admissions or student services. Please see the admissions or career counselor in student services for additional information.

GED® Testing

GED® testing services are provided through ECTC as an authorized Pearson Vue Test Center. Students should register for the GED® through the following link: www.gedtestingservice.com. Students may also request official GED® transcripts through this web link.

TABE

Except for those students who meet specific exemptions, TABE testing is **required** for students enrolling in PSAV programs over 450 clock hours in length. Specific grade level exit scores in reading, math, and language are noted for each career education program. See the programs of study section for additional information on these score levels. Students may enroll in applied academics or other developmental programs such as ABE if exit scores are not attained in the first testing. Students may register for the TABE by calling 850-892-1240 ext. 5101/ 850-892-1241 or by referral from admissions or student services. The TABE is administered through computer-based testing in order to provide immediate score reports. Testing dates and times may vary during the year in order to accommodate increased student enrollment and registration periods. Students should present two forms of identification when registering for this test and should allow a minimum of three hours for initial testing.

Certiport Testing

Emerald Coast Technical College is a Certiport Testing Center. Students may redeem vouchers for proctored testing in Microsoft Office 2007/2010, IC3/GS3, Quickbooks, ACA and HP certifications.

These tests are not provided on the ECTC campus. Test descriptions are made available for information purposes only. Student services can assist students in registering or in locating available test sites.

PERT (Postsecondary Education Readiness Test)

The PERT is administered by Northwest Florida State College. This test is designed to ensure proper course placement in college programs and is required for first-time in-college students prior to initial registration. High school students wishing to benefit from college credit dual enrollment opportunities should be prepared to meet this requirement. Some exemptions may apply for students who present with college level approved SAT or ACT scores that are less than two years old. Students who need to take the PERT should contact a representative from Northwest Florida State College to schedule this test.

ACT

- Walton High School is the local test center for the ACT. However, a student may test at any test center in the United States that is giving the assessment on the National testing date.
- Required ACT scores are used to meet one of the requirements of the Bright Futures Medallion (75%) and Academic Scholars (100%) and Gold Seal Vocational (75%) Awards.
- The ACT Assessment provides a comprehensive package of educational assessment and career planning services for college-bound students. It provides students with a unique interest inventory that yields valuable information for career and educational planning.
- Registration packets can be picked up from Student Services or accessed online at www.act.org.

SAT I

The SAT Reasoning Test is a measure of the critical thinking skills determined as needed for academic success in college. The SAT assesses how well the individual analyzes and solves problems—skills learned in school and needed in college. The SAT is typically taken by high school juniors and seniors. Each section of the SAT is scored on a scale of 200—800, with two writing subscores for multiple-choice and the essay. It is administered seven times a year in the U.S., Puerto Rico, and U.S. Territories, and six times a year overseas

The SAT Reasoning Test (SAT I) includes a Critical Reading, Mathematics, and Writing section, with a specific number of questions related to content. In addition, there is one 25-minute unscored section, known as the variable or equating section. This unscored section may be either a critical reading, mathematics, or writing multiple-choice section. This unscored section does not count toward the final score, but is used to try out new questions for future editions of the SAT and to ensure that scores on new editions of the SAT are comparable to scores on earlier editions of the test.

See your career or guidance counselor for more information if you are interested in taking the SAT.

Armed Services Vocational Aptitude Battery (ASVAB) (Optional)

The ASVAB is scheduled at various times at area high schools and may also be arranged by contacting the appropriate military recruiter. This assessment is for any student in considering a military career and is given at no charge to the student.. ECTC students interested in taking the ASVAB should see their career counselor to arrange for testing. The ASVAB is the most widely used multiple aptitude test battery in the world, developed and maintained by the Department of Defense. The ASVAB consists of the following eight individual tests:

> Word Knowledge
> Paragraph Comprehension
> Mathematics Knowledge
> Arithmetic Reasoning
> General Science
> Mechanical Comprehension
> Electronics Information
> Auto and Shop Information

Students are provided with scores on each of these individual tests and three Career Exploration Score composites: Verbal Skills, Math Skills, and Science and Technical Skills. The battery takes approximately three hours to complete and test results are returned to schools in about two weeks.

Websites Worth Visiting Independently or With Your Counselor

www.employflorida.com

Employflorida.com is an on-line employment resource linking all of Florida's state and local workforce services and resources. Services range from labor market information to job search information, and resume preparation and upload.

www.floridashines.org

This website offers information on career exploration through personal assessment.

www.testpreview.com

This website provides students with information about many standardized tests as well as practice tests.

ADMISSIONS

..."Without preparation, opportunity is an empty promise...."
*   --Alan Page, MN Supreme Court Judge*

Admissions

Students who have attained the age of 16 years, are beyond the age of compulsory school attendance, and who meet one or more of the following requirements may enroll in most PSAV (Postsecondary Adult Vocational) Certificate programs at Emerald Coast Technical College:

> Valid Standard High School Diploma*
> GED® or other recognized equivalent of a high school diploma (34 CFR 600.2 GEN-14-06)*
> Special Diploma (Specific provisions apply.)
> Special Admission Provisions for persons with disabilities 1007.264 F.S; 1007.265 F.S.(see a counselor for additional details)
> Provisional Admission based on application **

Note: Students wishing to benefit from PSAV to AAS/AS degree articulation agreements *must* have achieved a standard high school diploma or equivalent *and* must meet specified college requirements.

*Students must provide documentation of the award of the valid standard high school diploma, GED®, or other recognized equivalent of a high school diploma through official transcripts. Until ECTC receives official transcripts indicating the award of the standard high school diploma, GED®, or other recognized equivalent of a high school diploma, the student is admitted on a provisional/conditional basis pending receipt of these transcripts. No financial aid will be disbursed until official transcripts of the valid high school diploma, GED®, or other recognized equivalent of a high school diploma are received.

**Students provisionally admitted may enroll in the first course of their PSAV program; however, no federal financial aid will be disbursed to the student until all requirements for admission to ECTC and qualification to receive financial aid are met. Tuition waivers, exemptions, and/or deferrals are not available to students who are admitted under this provision until the student meets the regular admission requirements. Special diplomas and certificates of attendance may be accepted for admission into certain PSAV programs provided the student The special diploma does not meet requirements of the standard high school diploma. In general, students must have achieved a standard high school diploma/GED® in order to access federal financial aid. Students presenting a special diploma who wish to enroll into PSAV program *and* to benefit from Title IV financial aid programs may wish to enroll in ECTC adult education/developmental programs to earn a GED®. Students are reminded

that some PSAV programs at ECTC require the standard high school diploma or GED®/other recognized equivalent of the high school diploma. Students enrolling in the practical nursing program MUST have achieved a standard high school diploma or GED® and must be 18 years old at the time of the first scheduled clinical rotation.

Students who are enrolling in PSAV programs over 450 hours in length and who do not meet certain exemption requirements should present current TABE scores (less than one year old). Students are required to attain appropriate exit scores before a certificate of program completion can be awarded. Students who are required to take the TABE and who do not attain the program exit scores are encouraged to enroll in the appropriate adult education/ developmental program to help in achieving required exit scores.

Students who meet the following exemptions are not required to take the TABE:

> Submit official transcript of award of a standard high school diploma from an accredited *Florida* high school, noting enrollment into ninth grade in an accredited *Florida* high school after 2003
> Submit an official transcript of award of an associate's or higher degree from an accredited college /postsecondary education institution
> Submit official documentation verifying achievement of FLDOE approved and specified industry certifications/ licensure. See a representative in student services for additional information.

General Admissions Procedures for Postsecondary Certificate Programs

- Complete Orientation/General Information Session
- Complete *general* application. There is no cost for submitting the general school application. This application informs Admissions that you are interested in attending ECTC.
- Request official transcripts from accredited educational institutions
- Complete *program* application and application requirements for special / limited access programs (e.g. practical nursing, cosmetology)
- Complete appropriate testing (e.g., TABE if no exemption applies; Nurse Entrance Test

(TEAS for practical nursing programs); CareerScope® if requested

- Contact Admissions
- Meet with counselor/advisor for career counseling if needed.
- Meet with financial aid specialist if needed
- Complete registration for classes; pay registration fees
- Pay tuition & fees and purchase textbooks and supplies

Limited access programs such as practical nursing and cosmetology require a student interview with career program staff *prior* to admission to the *program*. Waiting lists are maintained for some limited access programs and students may register and enroll only after receiving the appropriate program acceptance letter.

Students are encouraged to meet with program instructors prior to first class attendance. Counselors can advise students regarding "best match" with career education programs and individual student interest and aptitude profile and personal goals. Counselors and teachers can assist students in evaluating job placement possibilities.
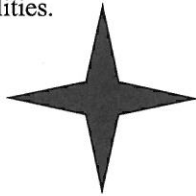
Florida Residency

Determination of resident status for tuition purposes is made at the time of initial enrollment. For purposes of establishing residency, initial enrollment means the first day of class. (FS 1009.21(b). Residency determination criteria are established by Florida statute along with the Florida Board of Education Administrative Rules. Specific criteria are applied in the determination of designation of students as Florida residents, Border state residents, or non-Florida residents for the purpose of fee assessment. In general the student or his/her parents if student is classified as a dependent, must have established and maintained legal residence in Florida for a minimum period of 12 months immediately preceding the initial date of enrollment. Special provisions regarding residency apply to military personnel and to recent high school graduates. The admissions/enrollment office can provide students with additional information on establishing residency and/or out-of-state fee waivers. Students are reminded that providing false information regarding residency is a violation of Florida law and could

result in disciplinary action as well as increased tuition assessment.

Transfer Students/Credits

ECTC welcomes students who wish to transfer to the school from other educational institutions. Students who transfer to ECTC should follow the same admissions process in place for all students desiring to enroll at ECTC. Transferring students should meet with a career counselor to help facilitate the transfer process and to help ensure that possible transfer credits are discussed. After filing a school application and any program applications, if applicable, the student should request official transcripts from the school from which he/she is transferring and submit any required testing results. Students whose transcripts indicate that the student was *not* making satisfactory academic progress; whose grade point average was *below* 2.0, and/or whose transcripts indicate that the student was *not* in good standing should discuss their situation with student services. In such cases, the student *may* be placed on academic probation during the first term of enrollment while working toward achieving satisfactory academic progress.

Students who enroll in PSAV programs at Emerald Coast Technical College may be awarded credit toward program completion based on evaluation of official transcripts from educational institutions and/or through competency testing. Career/technical related transfer credit from regionally/nationally accredited institutions may be awarded based on corresponding course numbers/course content from Florida educational institutions, course content from out of state regionally/nationally accredited institutions, or demonstrated competency through recognized testing agencies or industry certification. In general, students may receive credit ONLY for courses that COMPLETELY fulfill the requirements of the course for which credit is to be granted by ECTC; i.e., no partial course credits are granted. Transfer credit is generally reflected on the transcript as "P," Pass, credit and is not included in the GPA.

To facilitate appropriate credit transfer or documentation of award of high school diploma, Emerald Coast Technical College may request that international students submit transcripts and documents from foreign institutions to international credential evaluation agencies or organizations for appropriate evaluation. The office of admissions can assist students in locating these services if needed.

Students wishing to transfer between programs at ECTC must meet the requirements of the receiving program; e.g., a student wishing to transfer from the patient care technician program to the practical nursing program must submit appropriate testing results (TABE , TEAS), program application, and complete an interview with the practical nursing program director/instructors.   Students who wish to transfer between programs at ECTC should discuss their intent with the admissions/enrollment advisor. Transfers are contingent upon space available as well as meeting the requirements of the receiving program.

Students wishing to transfer between programs offered at Emerald Coast Technical College may transfer a *minimum* of one successfully completed course provided that course numbers are identical. Transferred coursework must be at the same level and competency attainment in order to receive credit in the receiving program. Please see a representative in student services to discuss your situation if this provision applies to you.

Secondary to PSAV Credit Transfer/Articulation

Emerald Coast Technical College may award PSAV credits for high school career education coursework when authorized by articulation agreements with the Walton County School District   Such articulation agreements define specific competency attainment and documented demonstration of skills at the postsecondary level of rigor in addition to general PSAV program admission requirements.   Students will usually be required to present the designated industry certification or credential in order to receive PSAV credits.   The ECTC career counselor can provide additional information regarding available secondary to PSAV articulation agreements and requirements.

Orientation

Orientation to the career education experience at Emerald Coast Technical College is made available to potential students to facilitate increased student success. An on-line orientation is available to students and provides information to acquaint students with general policies, procedures, functions, and personnel at ECTC. The presentation includes financial aid, the admissions and registration process, available programs, labor market information related to the value of career education for the state and region, and additional information to assist the student in determining suitable enrollment. Face-to-face general orientations are also provided as needed

by the student services department. Program orientations are provided by instructors during the beginning weeks of scheduled classes. These program orientations help advise the student regarding specific program requirements and expectations and include: policies, procedures, and general and emergency safety provisions.

Some programs require student attendance at scheduled program orientation sessions.   Health sciences programs (e.g., practical nursing, patient care technician, pharmacy technician) require that students attend a scheduled orientation session at the beginning of each cohort-based program offering as a condition for program enrollment. The cosmetology program also requires that students participate in a scheduled orientation as a condition of enrollment into the program.

Community Education and Enrichment

Short-term community education and enrichment programs are available to the general community on an as-requested basis throughout the year. No formal admission policies apply; however, students interested in applying for these programs should complete the community education registration forms when submitting the required fee.

Continuing Workforce Education (CWE)

Continuing workforce education programs are made available to the community on an as-needed basis. CWE programs are designed to address the needs of persons who wish to upgrade their skills or to prepare to meet the requirements of an industry certification exam. These programs have varying admissions requirements depending on the offering.   See a representative in student services or admissions for more information.

Adult Education/Developmental Academic Skills Programs

Developmental academic skills programs are open-entry, open-exit programs designed to help the individual student acquire a prescribed level of basic skills to meet requirements for enrollment into specific programs or to help the student achieve personal goals.   The counselor will assist the student in appropriate course selection.   Students may be registered into these programs prior to enrollment into PSAV programs.

Applied Academics for Adult Education

Applied Academics for Adult Education (AAAE) is available to assist students in attaining required exit academic/TABE levels for their selected PSAV career education program. Students may enroll after developing an appropriate program of study with the counselor. Minimum attendance requirements apply.

Adult Basic Education (ABE)

Adult basic education provides basic literacy and life skills to adults. Students may enroll in these programs to develop required scores for enrollment into GED® preparation, to improve reading, writing, or mathematical skills, or to pursue employment or personal goals.

General Admissions Procedures for Technical Dual Enrollment

The purpose of technical dual enrollment is to assist qualified students in achieving relevant industry certifications and postsecondary career technical education credits while also achieving high school credits. Enrollment is available for specific programs only and may be offered at times other than the regular school day. High school students who meet requirements for technical dual enrollment are encouraged to discuss this possibility with their guidance counselor and with the career counselor at ECTC. Students who are participating in technical dual enrollment courses must not be scheduled to graduate *prior to completion* of the dual enrollment course; i.e., high school seniors who wish to participate in technical dual enrollment may not be dual enrolled in a PSAV course that extends beyond the senior's scheduled date of graduation.

Students who wish to be considered for participation in technical dual enrollment should meet eligibility requirements as detailed on the Emerald Coast Technical College CTE Dual Enrollment Admission Form. Such eligibility requirements include:
- ➢ Have a cumulative unweighted grade point average (GPA) of 2.5 or above
- ➢ Be at least 16 years old and currently enrolled in a Walton County District high school (including Walton Virtual School) and/or registered home educated students enrolled in a program that is in compliance with 1002.41 F.S.
- ➢ Be free of disciplinary action in the semester prior to enrollment as well as continue to be free of disciplinary action(s) while enrolled in CTE dual enrollment

- ➢ Meet specified postsecondary education readiness scores on the Test of Adult Basic Education (TABE). Students may contact the advisor/career counselor in ECTC's student services to arrange for testing and for program required scores.
- ➢ Be pursuing an approved industry certification. Students should contact the ECTC counselor/advisor for industry certifications that currently meet this requirement.
- ➢ Students and parents/guardians MUST attend a mandatory information session with Emerald Coast Technical College advising staff to review ECTC satisfactory academic progress policies. Students are reminded that they must meet the grading and attendance policy of the ECTC program of enrollment in order to be awarded PSAV credit. Students and parents should review the satisfactory academic progress policies of the specific program of enrollment prior to registration.
- ➢ Students must not be schedule to graduate from high school prior to completion of the dual enrollment course in which they are enrolled
- ➢ Parents/guardians, students, home school administrative staff, and ECTC staff must sign the CTE Dual Enrollment Admission Form
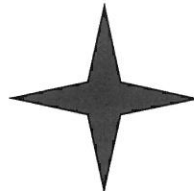
Articulated Credits / Career Pathways / Career Mobility Programs

Students who successfully complete selected PSAV programs at ECTC may be able to benefit from Florida statewide articulation agreements that apply (articulate) PSAV program completion to Florida community college credits in specific AS/AAS programs. Appropriate industry certifications or other validation mechanisms and/or conditions may also be required. These agreements are subject to change without notice and additional programs may be added throughout the year. Students interested in pursuing specific career pathways should discuss their plans with a counselor in student services. Articulation agreements are currently available for the following programs:

PSAV Program at ECTC	AAS/AS Program Possible Credits
Administrative Office Specialist	Office Administration 18 Possible Credits
Automotive Service Technology	Automotive Service Management Technology 19 Possible Credits
Building Construction Technologies	Building Construction Technology 3 Possible Credits
Medical Administrative Specialist	Office Administration 18 Possible Credits
Network Support Services	Computer Engineering Technology 9 Possible Credits
Network Support Services	Networking Services Technology 9 Possible Credits
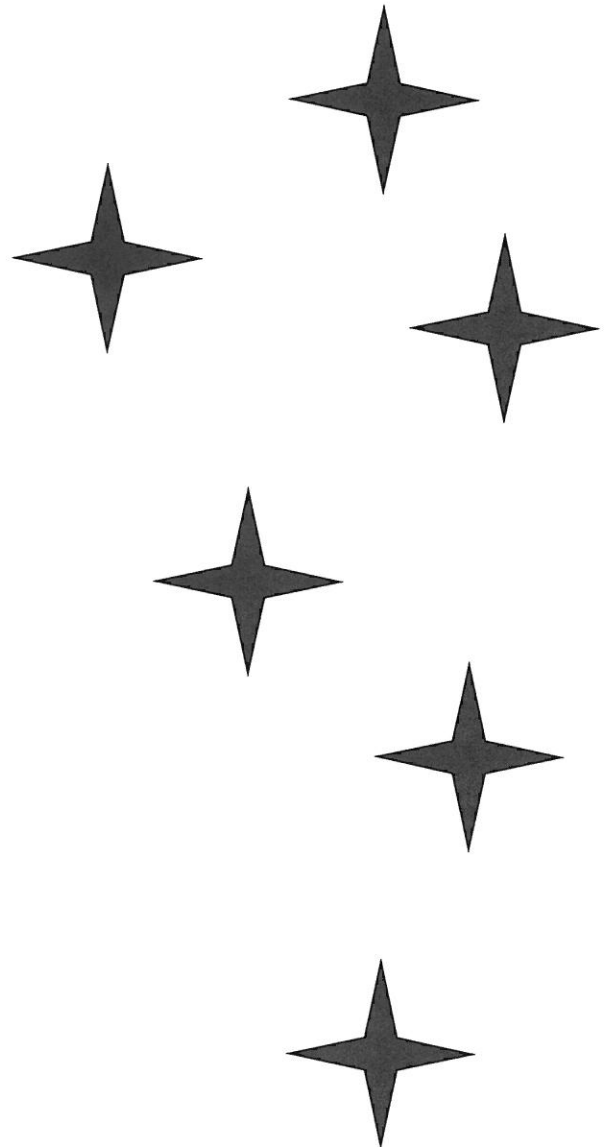
Student Activities

"…..You can earn all "A s" and go out and
flunk life….."
--Walker Percy
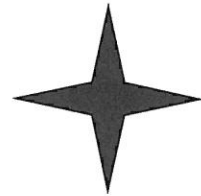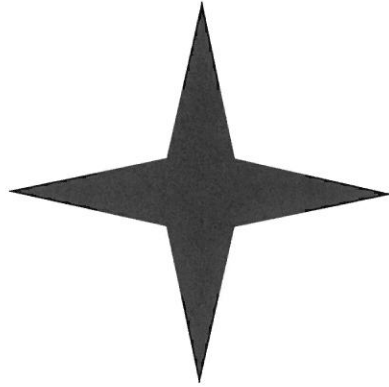
Student Organizations

Emerald Coast Technical College does not currently offer specific opportunities to participate in career technical student organizations (CTSOs). Students who are interested in participating in CTSOs are encouraged to indicate their interest to their individual instructor or to a representative in student services.

Student Handbook

"Until you value yourself, you won't value your time. Until you value your time, you won't do anything with it…"
--M. Scott Peck
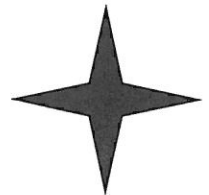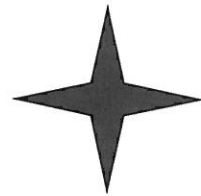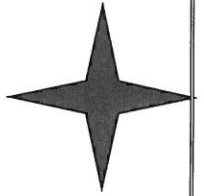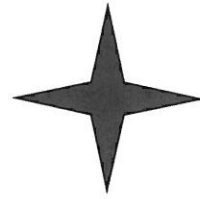
Student Rights and Responsibilities

Emerald Coast Technical College is a public postsecondary and secondary educational institution. A school of choice, ECTC reserves the right to deny admission to any program. Students who apply for admission to Emerald Coast Technical College agree to comply with current school district and school policies, procedures, and regulations as published in the catalog and handbook, program handbooks, school district code of conduct, and any policy statements and manuals. Instructors take a primary role in reviewing and detailing classroom expectations and requirements. Students enrolled in ECTC are expected to demonstrate conduct appropriate to the mature student who is seeking to achieve skills in a selected trade or profession. Respectful behavior, ethical conduct, personal integrity, and earnest application to learning are among the traditional student traits that are cultivated at ECTC.

Students who are enrolled in any program or course at ECTC are expected to take on full accountability and liability for their actions. Willful destruction of property, violence, harassment and/or intimidation, or disruption of any school activity is not permitted and can result in appropriate civil, criminal, and/or financial penalties

The following topics provide general information regarding school policy and procedure and expectations for student conduct. Students who are accepted into career education programs should familiarize themselves with their particular career education student handbook as various industries, industry organizations and licensing and credentialing authorities may impose specific requirements for licensure and credentialing.

Students are reminded that the Walton County School District Code of Conduct for students provides for *minimal* acceptable standards of conduct.

Attendance

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. For many programs, **including practical nursing, patient care technician, and cosmetology, these attendance requirements are more stringent than general school attendance 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 tardies in PSAV courses may result in the award of lower grades for work ethics and work habits. Students who accumulate more that 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 veterans 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.

ECTC Student Code of 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. Questions related to the Code of Conduct may be directed to instructors, student services or administration.

Student Conduct – General Rules and Regulations

Disciplinary action may result from the following non-exhaustive list of behaviors/offenses:

- Academic dishonesty
- Knowingly furnishing false information to ECTC
- Violation of Walton County School District Acceptable Use Policy regarding computer and technology usage
- Violation of regulations relating to driving or safety on campus
- Harassment or physical or verbal abuse on ECTC campus or at ECTC supervised or sponsored events or at Walton County School District locations
- Theft, willful destruction or damage of school, school district or school district employee property
- Use or sale of unlawful drugs on campus
- Use of alcohol on campus

- Intentional disruption or obstruction of the learning environment or other ECTC activities
- Failure to comply with duly authorized and identified ECTC staff acting in performance of their official duties

Students who commit any of the above offenses may receive verbal admonition or warning, written admonition or warning, probation, suspension, administrative withdrawal/expulsion, or report and complaint to appropriate civil authorities.

As required in 1006.147, F.S., Emerald Coast Technical College prohibits bullying and harassment including "the use of data or computer software that is accessed at a non-school-related location, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the school district, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school."

Academic Dishonesty

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 Emerald Coast Technical College. 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 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.

Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer –to –peer file sharing, may subject students to civil and criminal liabilities, and will include disciplinary procedure regarding illegal downloading or unauthorized distribution of copyrighted material using the school's information technology systems.

Alcohol, Drugs, Illegal Substances

Emerald Coast Technical College is committed to providing a safe, effective learning environment. Illegal drugs, alcohol, and other illegal substances are prohibited and not permitted on campus. Students should refer to the Walton County School District Student Code of Conduct for additional information and disciplinary procedures regarding possession and/or participation in school activities while under the influence of alcohol, drugs, or illegal substances.

Cancelled Classes

Students who have enrolled in a class that is subsequently cancelled during the usual drop/add period will be notified as soon as possible. Course schedules will be updated as cancellation information is available. Students whose classes are cancelled may transfer to another class during the usual drop/add period or may withdraw without penalty or charge during the usual drop/add period.

Dropping/Adding Courses

Students enrolled in PSAV courses may drop or add courses without penalty during the scheduled first five days of class each term. Students should discuss their schedule change needs with student services or admissions to ensure that class space is available and that the schedule change is appropriate for the student's plan of study. Students who are receiving financial aid should discuss schedule changes with the Financial Aid Director prior to making any changes in order to determine the impact of such

change on the student's financial aid award. Students who wish to withdraw completely from ECTC should complete the withdrawal form. A full refund of tuition will be made for complete withdrawals within the scheduled drop/add period. No refund will be made for testing, registration fees, lab fees that have been used, or books or supplies that are not sealed in the original package. Schedule adjustments made after the drop/add period may result in additional fees and in forfeiture and /or repayment of any financial aid award.

Incomplete Work

Students who are unable to complete usual class assignments during the scheduled term may receive an "I" as an indication of the incomplete work. Students have a period of ten days in the following term to complete assignments. After ten days, the student may be assigned a grade of "F" indicating failure in the class. Due to the nature of clock-hour scheduling, some courses may be scheduled to be completed within multiple terms; however, class assignments specific to each term of enrollment should be completed by the end date of the term of enrollment. Students who are unable to successfully complete the required competencies in a PSAV class (other than nursing and other allied health occupations) may register and pay for additional time to master these competencies. Additional time is limited to 150% of the hours usually required for program completion. Students who require this provision should discuss their needs with the instructor and with student services/admissions. Students who are receiving financial aid should discuss this need with the Financial Aid Director.

Withdrawing from ECTC

Students who must withdraw from ECTC prior to completion of the term of enrollment or prior to completion of scheduled classes, should notify student services. Students who have received financial aid should also inform the Financial Aid Director to discuss possible repayment of financial aid as awarded. Students should complete withdrawal requirements including settling of any financial responsibilities and review of student information to facilitate subsequent requests for student records/transcripts.

Program Descriptions

" ...the pitcher longs for water to carry
And a person for work that is real...."
--Marge Piercy
from "To be of Use"

"Your first choice in career education"

Adult / Career (PSAV) Education Program Descriptions

Programs are developed in accordance with the State of Florida Department of Education Division of Career and Adult Education (DCAE) Curriculum Frameworks guidelines for student competency and skill attainment. Additional information regarding these frameworks and competencies is available at: http://www.fldoe.org/workforce. Programs may be added or deleted after the publication date of this catalog. For the most up-to-date listing, please see a representative in Admissions or Student Services.

The source of labor market information (wage and growth rates) is the Employ Florida Marketplace: www.employflorida.com. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: www.ECTC.edu.

Adult Education/Developmental Programs	
Adult Basic Education	Program Length Varies
Applied Academics	Program Length Varies
GED® Preparation	Program Length Varies
Architecture & Construction	
Air-Conditioning Refrigeration and Heating Technology 1	750 Clock Hours
Air-Conditioning Refrigeration and Heating Technology 2	600 Clock Hours
Electricity	1200 Clock Hours
Business, Management, and Administration	
Administrative Office Specialist	1050 Clock Hours
Medical Administrative Specialist	1050 Clock Hours
Information Technology	
Applied Cybersecurity	750 Clock Hours
Computer Systems & Information Technology	900 Clock Hours
Network Support Services	1050 Clock Hours
Web Application Development and Programming	1050 Clock Hours
Human Services	
Cosmetology	1200 Clock Hours
Health Science	
Patient Care Technician	600 Clock Hours
Practical Nursing (PN)	1350 Clock Hours
Pharmacy Technician	1050 Clock Hours
Manufacturing	
Welding Technologies (Teachout ONLY)	1170 Clock Hours
Welding Technology	1050 Clock Hours
Advanced Welding Technology	750 Clock Hours
Transportation, Distribution, and Logistics	
Automotive Service Technology	1800 Clock Hours
Global Logistics and Supply Chain Technology	600 Clock Hours

Adult Education / Developmental Education Programs

Program:	Adult Basic Education (ABE) 9900000	Total Clock Hours:	Varies

The Adult Basic Education (ABE) Program includes content standards that describe what students should know and be able to do in Mathematics, Language Arts (language, speaking and listening, and writing), and Reading. The content standards serve students by providing basic skills instruction (0.0 – 8.9) and critical thinking skills to prepare students for GED preparation (9.0-12.9), postsecondary education, and employment.

The ABE program provides non-credit courses designed to develop literacy skills necessary to be successful workers, citizens and family members. A student enrolled in the ABE program may be receiving instruction in one or more of the following courses: Mathematics, Language Arts, or Reading.

Tuition: $30.00 per term. Tuition does not include registration and parking fees that may apply.

Program:	GED® Preparation 9900130	Total Clock Hours:	Varies

The GED® Comprehensive Preparation Program consists of four content-area assessments: Reasoning through Language Arts, Mathematics Reasoning, Science, and Social Studies. The purpose of the program is to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma and be better prepared for postsecondary education. An additional performance level will certify that the adult student is career and college ready. This program strives to motivate students not only to obtain a GED® diploma, but to continue their education to earn a postsecondary degree, certificate, or industry certification. In order to be enrolled in the Comprehensive course number, students must be receiving concurrent instruction in at least two of the above subject areas.

THE GED® ASSESSMENT

Information on the GED® Assessment and the performance targets and content topics are derived from the Assessment Guide for Educators provided by GED® Testing Service. The manual can be downloaded at http://gedtestingservice.org.

Tuition: $30.00 per term. Tuition does not include registration and parking fees that may apply.

Program:	Applied Academics for Adult Education (AAAE) S990001	Total Clock Hours:	Varies

The purpose of this program is to prepare students for college and future careers. The Applied Academics for Adult Education (AAAE) program is based upon the assessed needs of the individual and the academic and employability requirements related to Florida's Career and Technical Education (CTE) programs. There have been changes to requirements concerning basic skills remediation for students in career and technical programs. If the student is currently enrolled in a CTE program and meets one of the exemptions in Rule 6A-10.040, FAC, he/she would be able to opt out of the basic skills requirement. However, if the student needs remediation, he/she is eligible for this program.

The AAAE program is a non-graded system. This program is designed for students who have tested at the equivalent of 9th grade and above but lack the required level of basic skills for completion of the CTE program. It is the teacher's responsibility to decide and inform the student of the criteria for demonstrating proficiency in a standard and benchmark. It is not necessary for a student to master 100% of the standards to demonstrate proficiency for the course.

Tuition: $30.00 per term. Tuition does not include registration and parking fees that may apply.

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

My Goal:_____

Program of Study

Program: C400100- Air-Conditioning, Refrigeration and Heating Technology 1	Total Clock Hours:	750

TABE 9/10 ("A" Level Required Exit Scores):	Reading 9	Math 10	Language 9

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. This program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, A/C, Refrigeration and Heating Technician, and Refrigeration Technician (SOC 49-9021). The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants.

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

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $13.11/hour, with anticipated growth of 3.08% in this field. Please visit 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-estimate only
Air Conditioning, Refrigeration and Heating Helper	ACR0041	250	$720.00	$187.50	$250.00
Air Conditioning, Refrigeration and Heating Mechanic Assistant	ACR0043	250	$720.00	$187.50	One text book is required for use throughout the program
Air Conditioning, Refrigeration and Heating Mechanic 1	ACR0047	250	$720.00	$187.50	One text book is required for use throughout the program
Total		750	$2,160.00	$562.50	$250.00

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.

Program of Study

Program:	C400200- Air-Conditioning, Refrigeration and Heating Technology 2	Total Clock Hours:	600

TABE 9/10 ("A" Level Required Exit Scores): Reading _9_ Math _10_ Language _9_

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. This program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, A/C, Refrigeration and Heating Technician, and Refrigeration Technician (SOC 49-9021). The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants.

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

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $13.11/hour, with anticipated growth of 3.08% in this field. Please visit 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
Air Conditioning, Refrigeration and Heating Mechanic 2	ACR0049	250	$720.00	$187.50	$250.00
Air Conditioning, Refrigeration and Heating Technician	ACR0044	350	$1,008.00	$262.50	One text book is required for use throughout the program
Total		600	$1,728.00	$450.00	$250.00

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.

Program: I460312   Electricity   **Total Clock Hours:**   1200

TABE   9/10 ("A" Level Required Exit Scores):   Reading 9   Math 9_   Language 9

The purpose of this program is to prepare students for employment or advanced training in a variety of construction electrical industries. The program focuses n 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 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $14.56/ hour, with anticipated growth of 1.74% in this field. Please visit 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	$864.00	$225.00	$250.00
Residential Electrician	BCV0640	450	$1,296.00	$337.50	One text book is required for use throughout the program
Commercial Electrician	BCV0652	450	$1,296.00	$337.50	One text book is required for use throughout the program
Total		1200	$3,456.00	$900.00	$250.00

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.

Program of Study

Program:	**B070330-Administrative Office Specialist**	Total Clock Hours:	1050

Required Testing/Assessment:
TABE 9/10 ("A" Level Required Exit Scores):   Reading **10** Math **10** Language **10**

The Administrative Office Specialist Program prepares students for careers and further education in the business, management, and administration career cluster, providing for technical skill proficiency and competency-based applied learning. The program includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures 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.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage (2014) for this occupation: $15.32/hour, with anticipated growth of 1.38% in this field.   Please visit 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-estimate only
Information Technology Assistant	OTA0040	150	$432.00	$112.50	$200.00
Front Desk Specialist	OTA0041	300	$864.00	$225.00	$150.00
Assistant Digital Production Designer	OTA0030	150	$432.00	$112.50	$150.00
Administrative Assistant	OTA0043	450	$1,296.00	$337.50	$150.00
Total		1050	$3,024.00	$787.50	$650.00

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.
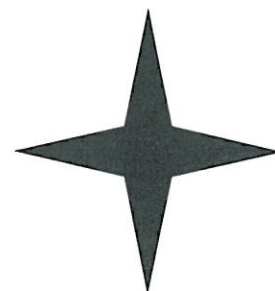
Program of Study

Program: **B070300-Medical Administrative Specialist**   **Total Clock Hours:** _____ 1050

TABE   9/10 ("A" Level Required Exit Scores):   Reading _10_   Math _10_   Language _10_

The Medical Administrative Specialist Program prepares students for careers and further education as an information technology assistant, front desk specialist, medical office technologist, and medical administrative assistant. The program includes, but is not limited to, the use of technology to develop communications skills, higher level thinking skills, and decision making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $ 11.91/ hour, with anticipated growth of 3.64% in this field. Please visit: 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-estimate only
Information Technology Assistant	OTA0040	150	$432.00	$112.50	$200.00
Front Desk Specialist	OTA0041	300	$864.00	$225.00	$150.00
Medical Office Technologist	OTA0631	300	$864.00	$225.00	$150.00
Medical Administrative Specialist	OTA0651	300	$864.00	$225.00	$150.00
Total		**1050**	**$3024.00**	**$787.50**	**$650.00**

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.
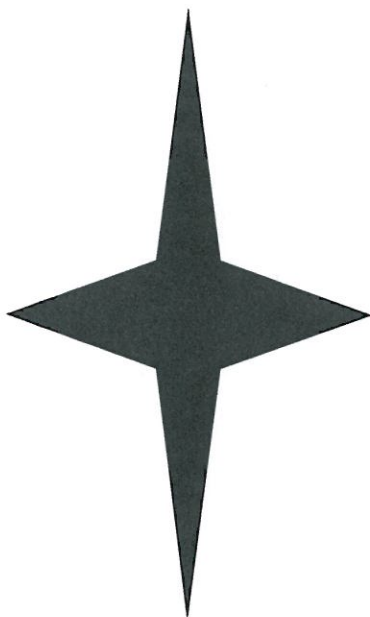
Program of Study

| Program: | **Y100300-Applied Cybersecurity** | | **Total Clock Hours:** | | 750 |

| TABE | 9/10 ("A" Level Required Exit Scores): | Reading _9_ | Math _10_ | Language _9_ |

The Applied Cybersecurity Program prepares students for further education and cybersecurity-related careers in the Information Technology career cluster. Program content includes, but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attach mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, and recovery. Specialized courses focus on database security, planning and analysis, software, and web security.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $ 23.72 / hour, with anticipated growth of 2.51% in this field. Please visit 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-estimate only
Cybersecurity Associate	CTS0018	600	$1,728.00	$450.00	$250.00
Information Security Manager	CTS0019	150	$432.00	$112.50	One text book is required for use throughout the program
Total		750	$2,160.00	$562.50	$250.00

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.

Program of Study

| Program: | **Y100200-Computer Systems & Information Technology (CSIT)** | **Total Clock Hours:** | **900** |

TABE 9/10 ("A" Level Required Exit Scores): Reading __9__ Math __10__ Language __9__

The Computer Systems and Information Technology Program prepares students for employment of advanced training in a variety of occupations in the information technology industry. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the information technology industry: technical and product skills, underlying principles of technology, planning and management, finance, labor issues, community issues, and health, safety, and environmental issues.

This program is a planned sequence of instruction aligned with industry standards. When the recommended sequence is followed, the structure is intended to prepare students to complete the CompTIAA+, Network+, and Security+ industry certifications. Other appropriate certifications may also be available to students who complete the program.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $ 16.22-$25.07/ hour, with anticipated growth of 1.64% - 2.49% in this field. Please visit 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-estimate only
Computer Systems Technician	CTS0082	300	$864.00	$225.00	$250.00
Computer Network Technician	CTS0083	150	$432.00	$112.50	One text book is required for use throughout the program
Computer Networking Specialist	CTS0084	150	$432.00	$112.50	One text book is required for use throughout the program
Computer Security Technician	CTS0069	300	$864.00	$225.00	One text book is required for use throughout the program
Total		900	$2592.00	$675.00	$250.00

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.

Program of Study

| Program: | **Y700500 Web Application Development and Programming** | | **Total Clock Hours:** | **1050** |

TABE   9/10 ("A" Level Required Exit Scores):   **Reading 9**   **Math 9**   **Language 9**
99

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

The content includes but is not limited to the fundamentals of programming and software development; procedural and object-oriented programming; creating web-based applications, including testing, monitoring, debugging, documenting, and maintaining applications. The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $22.24/ hour, with anticipated growth of .95% in this field.   Please visit 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- estimate only
Information Technology Assistant	OTA0040	150	$432.00	$112.50	$250.00
Computer Programmer Assistant	CTS0041	300	$864.00	$225.00	One text book is required for use throughout the program
Computer Programmer	CTS0044	150	$432.00	$112.50	One text book is required for use throughout the program
Web Programmer	CTS0034	450	$1,296.00	$337.50	One text book is required for use throughout the program
Total		1050	$3,024.00	$787.50	$250.00

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.

Program of Study

| Program: | B078000-Network Support Services | | Total Clock Hours: | 1050 |

TABE 9/10 ("A" Level Required Exit Scores): Reading _9_ Math _9_ Language _9_

The Network Support Services Program prepares students for employment in network support services positions. The program includes elements such as computer literacy, software application support, basic hardware configuration and troubleshooting, networking technologies, security and administration, and customer service and human relations skills.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $21.95 - $22.24/ hour, with anticipated growth of 1.65% to 2.00% in this field. Please visit 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-estimate only
Information Technology Assistant	OTA0040	150	$432.00	$112.50	$250.00
Computer Support Assistant	EEV0504	150	$432.00	$112.50	One text book is required for use throughout the program
Network Support Help Desk Assistant	CTS0022	150	$432.00	$112.50	One text book is required for use throughout the program
Network Support Administrator	CTS0023	150	$432.00	$112.50	One text book is required for use throughout the program
Senior Network Administrator	CTS0024	150	$432.00	$112.50	One text book is required for use throughout the program
Wireless Network Administrator	CTS0029	150	$432.00	$112.50	One text book is required for use throughout the program
Data Communications Analyst	EEV0317	150	$432.00	$112.50	One text book is required for use throughout the program
Total		1050	$3024.00	$787.50	$250.00

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.

Program of Study

| Program: | **D500100 - Cosmetology** | | **Total Clock Hours:** | | **1200** |

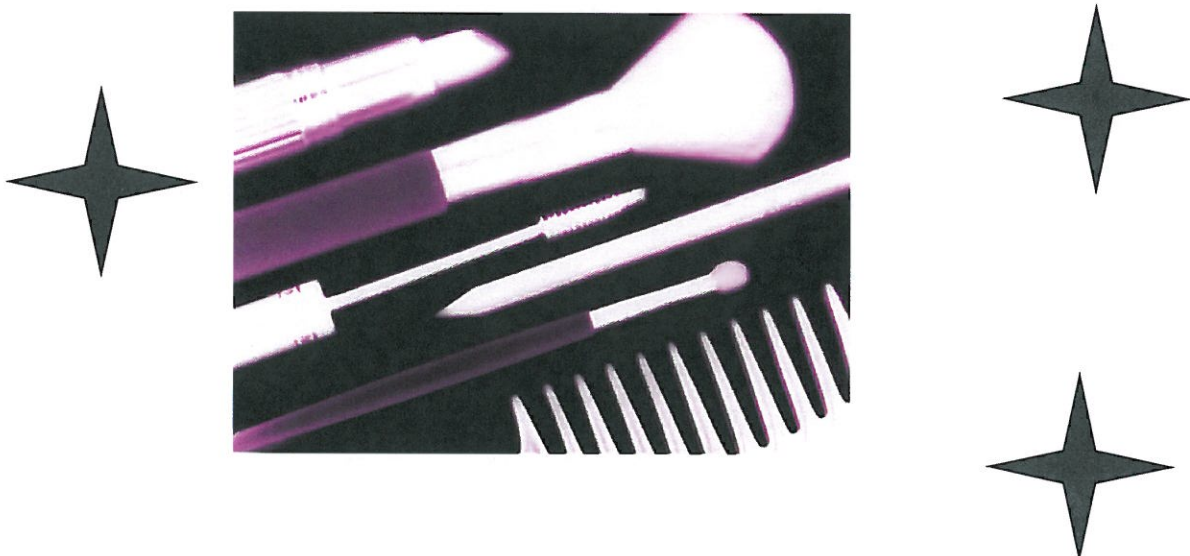**TABE** 9/10 ("A" Level Required Exit Scores): Reading **9** Math **8** Language **8**

The Cosmetology Program prepares students for employment as a licensed Hairdresser and Cosmetologist. The program includes elements such as communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations. For more information about requirements for licensure in this field, please visit: http://www.myfloridalicense.com/dbpr/pro/cosmo/.

Most cosmetologists are self-employed. Florida labor market statistics list this occupation as having a median wage of $10.04/hour, with 2.1% anticipated growth statewide. Please visit 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-estimate only
Grooming and Salon Services, Facials and Nails	CSP0009	225	$648.00	$168.75	$750.00
Cosmetologist and Hairdresser (1 of 3)	COS0002	300	$864.00	$225.00	One text book& kit is required for use throughout the program
Cosmetologist and Hairdresser (2 of 3)	COS0003	300	$864.00	$225.00	One text book& kit is required for use throughout the program
Cosmetologist and Hairdresser (3 of 3)	COS0009	375	$1,080.00	$281.25	One text book& kit is required for use throughout the program
Total		1200	$3,456.00	$900.00	$750.00

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Program of Study

Program:	H170694 - Patient Care Technician		Total Clock Hours:	600

TABE	9/10 ("A" Level Required Exit Scores):	Reading __10__	Math __10__	Language __10__

SPECIAL NOTE: This is a limited access, competitive program. Students must submit required test scores and completed program application requirements/documents before proceeding to the interview. Students are selected based on a competitive, comparative scoring report (rubric) that includes, but is not limited to: test scores, prior education/GPA, previous health care experience, and interview. This program requires that students successfully complete fingerprinting and background check before proceeding to any scheduled clinical experiences. Students whose background check/fingerprinting results indicate that the student will not be permitted to complete the required clinical portion of the program will be administratively withdrawn.

The Patient Care Technician Program prepares students for employment as advanced cross trained nursing assistants (patient care technicians). The program includes elements such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. More information regarding requirements for certification in this field can be found at http://www.floridasnursing.gov/.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $12.91/hour, with anticipated growth of 2.15% in this field. Please visit www.employflorida.com for more information.

This program is eligible for in-house articulation to the ECTC Practical Nursing Program. 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-estimate only
Basic Healthcare Worker	HSC0003	90	$259.20	$112.50	$300.00
Nurse Aide and Orderly (Articulated)	HCP0121	75	$216.00	$93.75	$350.00
Advanced Home Health Aide	HCP0332	50	$144.00	$62.50	$50.00
Patient Care Assistant	HCP0020	75	$216.00	$93.75	$25.00
Allied Health Assistant	HSC0016	150	$432.00	$187.50	$25.00
Advanced Allied Health Assistant	MEA0580	100	$288.00	$125.00	$25.00
Patient Care Technician	PRN0094	60	$172.80	$75.00	$25.00
Total		600	$1728.00	$750.00	$800.00

Special Note: Textbooks, supplies, and uniforms purchased for initial courses are used throughout the program.

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.
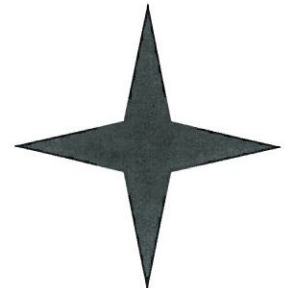
Program of Study

Program:	H170500 – Pharmacy Technician		Total Clock Hours:	1050

ABE	9/10 ("A" Level Required Exit Scores):		Reading __10__	Math __11__	Language __10__

The Pharmacy Technician Program prepares students for employment and/or further education in the health science field. The program focuses on broad transferable skills and stresses understanding and demonstration of elements in the health care industry including: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues. The content includes, but is not limited to metric system, medial terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer applications, employability skills, leadership and human relations skills, health and safety, including CPR.

Florida labor market statistics list this occupation as having a median wage of $29,320.00 (2012), with average projected growth of 20% from 2012 until 2022. Please visit 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- estimate only
Basic Healthcare Worker	HSC0003	90	$259.20	$112.50	$300.00
Pharmacy Technician 1	PTN0084	360	$1036.80	$270.00	$300.00
Pharmacy Technician 2	PTN0085	300	$864.00	$225.00	$100.00
Pharmacy Technician 3	PTN0086	300	$864.00	$225.00	$150.00
Total		1050	$3024.00	$832.50	$850.00

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 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.

Program of Study

Program:	H170605 - Practical Nursing	Total Clock Hours:	1350

TABE	9/10 ("A" Level Required Exit Scores):	Reading 11	Math 11	Language 11

SPECIAL NOTE: This is a limited access, competitive program. Students must submit required test scores and completed program application with required documents before proceeding to the interview. Students are selected based on a competitive, comparative scoring report (rubric) that includes, but is not limited to: TEAS test score, prior education/GPA, previous health care experience, and interview. This program requires that students successfully complete fingerprinting and background check before proceeding to any scheduled clinical experiences. Students whose background check/fingerprinting results indicate that the student will not be permitted to complete the required clinical portion of the program will be administratively withdrawn.

Students are expected to register for and take the Florida Practical Nursing licensure examination upon successful completion of the program. Information regarding licensure may be found at: http://floridasnursing.gov/licensing/.

The Practical Nursing Program prepares students for employment as licensed practical nurses. The program includes elements such as theoretical instruction and clinical experience in the field of medical-surgical, pediatric, geriatric, and obstetric nursing; theoretical instruction and clinical experience in areas of long and short term facilities; theoretical instruction and clinical application of career education role and function; personal, family, and community health concepts; nutrition and human growth development over the life span; body structure and function; interpersonal relationship skills and mental health concepts; pharmacology and the administration and calculation of medications; legal aspects and current issues in nursing.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $15.48/ hour, with anticipated growth of 1.95% in this field. Please visit 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-estimate only
Basic Healthcare Worker	HSC0003	90	$259.20	$112.50	$300.00
Nurse Aide and Orderly (Articulated)	HCP0121	75	$216.00	$93.75	$550.00
Practical Nurse (1 of 3)	PRN0091	285	$820.80	$356.25	$350.00
Practical Nurse (2 of 3)	PRN0092	450	$1296.00	$562.50	$250.00
Practical Nurse (3 of 3)	PRN0096	450	$1296.00	$562.50	$250.00
Total		1350	$3888.00	$1687.50	$1700.00

Special Note: Textbooks and Uniforms/supplies purchased for initial courses are used throughout the program.

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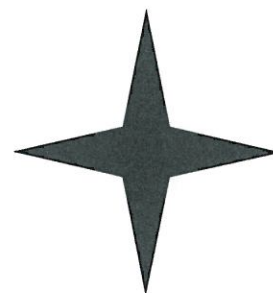
Program of Study

Program:	I480500 – Welding Technologies	TEACHOUT ONLY		Total Clock Hours:	1170

TABE 9/10 ("A" Level Required Exit Scores): Reading __9__ Math __9__ Language __9__

This program number is available for teachout purposes for students enrolled in SY 2014-2015 ONLY. Students who are interested in enrollment into the welding program should enroll in Welding Technology, program number J400400 (1050 clock hours) or Welding Technology-Advanced, program number J400410 (750 clock hours).

Course Name	Course Number	Clock Hours	Estimated Program Cost for All Courses Listed (planning purposes only)		
			Tuition (Florida) Resident)	Lab Fees	Books/Supplies- estimate only
Welder Helper	PMT0011	250	$720.00	$312.50	$750.00
Welder, Shielded Metal Arc	PMT0012	250	$720.00	$312.50	Text book and protective equipment required for use throughout the program
Welder, Gas-Metal Arc	PMT0013	125	$360.00	$156.25	Text book and protective equipment required for use throughout the program
Welder, Flux Cored Arc	PMT0014	100	$288.00	$125.00	Text book and protective equipment required for use throughout the program
Welder, Gas-Tungsten Arc	PMT0015	175	$504.00	$218.75	Text book and protective equipment required for use throughout the program
Welder, Pipe	PMT0016	270	$777.60	$337.50	Text book and protective equipment required for use throughout the program
Total		1170	$3369.60	$1462.50	$750.00

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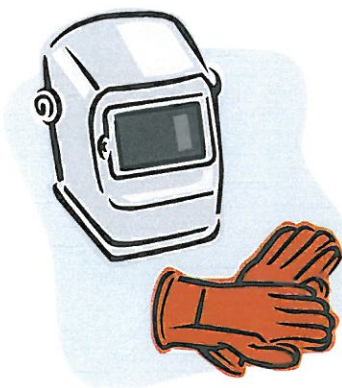
Program of Study

Program:	J400400 – Welding Technology		Total Clock Hours:	1050

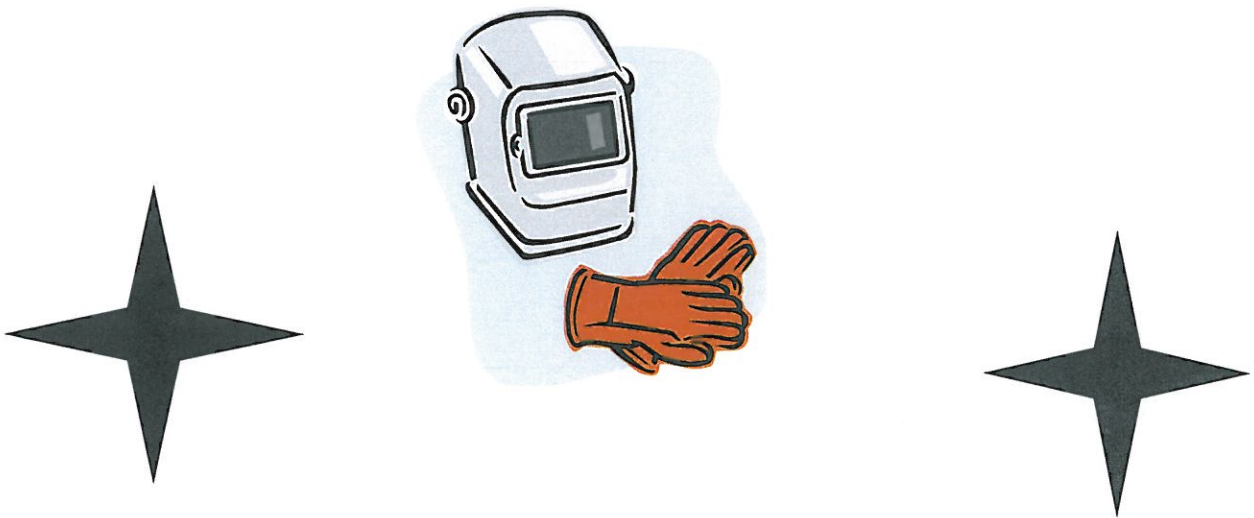| TABE	9/10 ("A" Level Required Exit Scores):	Reading 9	Math 9	Language 9

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

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $12.45/ hour, with anticipated growth of 2.01% in this field. Please visit 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- estimate only
Welder Assistant 1	PMT0070	150	$432.00	$187.50	$750.00
Welder Assistant 2	PMT0071	150	$432.00	$187.50	Text book and protective equipment required for use throughout the program
Welder, SMAW 1	PMT0072	150	$432.00	$187.50	Text book and protective equipment required for use throughout the program
Welder, SMAW 2	PMT0073	150	$432.00	$187.50	Text book and protective equipment required for use throughout the program
Welder	PMT0074	450	$1296.00	$562.50	Text book and protective equipment required for use throughout the program
Total		1050	$3024.00	$1312.50	$750.00

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Program of Study

| Program: | J400410 – Advanced Welding Technology | | Total Clock Hours: | | 750 |

| TABE | 9/10 ("A" Level Required Exit Scores): | | Reading 9 | Math 9 | Language 9 |

This program builds on skills offered in the Welding Technology program. It is recommended that students successfully complete the Welding Technology program or demonstrate mastery of the outcomes in that program prior to enrollment in Welding Technology-Advanced.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $12.45/hour, with anticipated growth of 2.01% in this field. Please visit 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- estimate only
Advanced Welder 1	PMT0075	600	$1728.00	$750.00	$750.00
Advanced Welder 2	PMT0076	150	$432.00	$187.50	Text book and protective equipment required for use throughout the program
Total		750	$2160.00	$937.50	$750.00

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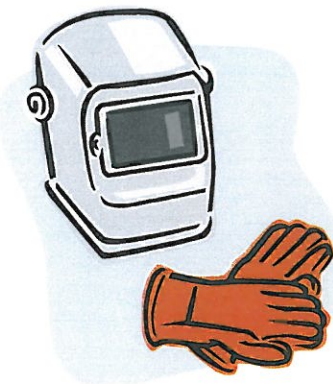
Program of Study

| Program: | I470608 - Automotive Service Technology | | Total Clock Hours: | 1800 |

TABE 9/10 ("A" Level Required Exit Scores):   Reading **9**   Math **10**   Language **9**

The Automotive Service Technology Program prepares students for employment and/or specialized training in the automotive industry. The program includes elements such as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $11.45/hour, with anticipated growth of 1.21% in this field. Please visit 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-estimate only
Automobile Services Assistor	AER0014	300	$864.00	$225.00	$250.00
Engine Repair Technician	AER0110	150	$432.00	$112.50	One text book is required for use throughout the program
Automatic Transmission and Transaxle Technician	AER0257	150	$432.00	$112.50	One text book is required for use throughout the program
Manual Drivetrain and Axle Technician	AER0274	150	$432.00	$112.50	One text book is required for use throughout the program
Automobile Suspension and Steering Technician	AER0453	150	$432.00	$112.50	One text book is required for use throughout the program
Automotive Brake System Technician	AER0418	150	$432.00	$112.50	One text book is required for use throughout the program
Automotive Electrical/Electronic System Technician	AER0360	300	$864.00	$225.00	One text book is required for use throughout the program
Automotive Heating and Air Conditioning Technician	AER0172	150	$432.00	$112.50	One text book is required for use throughout the program
Automotive Engine Performance Technician	AER0503	300	$864.00	$225.00	One text book is required for use throughout the program
Total		1800	$5184.00	$1350.00	$250.00

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Program of Study

Program:	T300100 Global Logistics and Supply Chain Technology	Total Clock Hours:	600

TABE 9/10 ("A" Level Required Exit Scores):	Reading 9_	Math 9_	Language 9_

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

The content includes but is not limited to: the global supply chain, the logistics environment, safety principles, quality control principles, work communication practices, teamwork-workplace behavior- and problem solving, supply chain computer systems, supply chain life cycle, product receiving and stocking, product order processing, product shipment, safe operation and use of equipment, inventory control, safe handling of hazardous materials, customs process/free trade, modes of transportation (air, sea, truck, and rail), dispatch operations, routing and tracking operations, and customer relations.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2014): $13.83 - $27.45/ hour, with anticipated growth of 1.65 – 1.74% in this field. Please visit 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- estimate only
Packer	TRA0180	150	$432.00	$112.50	$150.00
Material Handler	TRA0181	150	$432.00	$112.50	$125.00
Shipping, Receiving, and Traffic Clerk	TRA0182	150	$432.00	$112.50	$175.00
Logistics Technician	TRA0183	150	$432.00	$112.50	$75.00
Total		600	$1728.00	$450.00	$525.00

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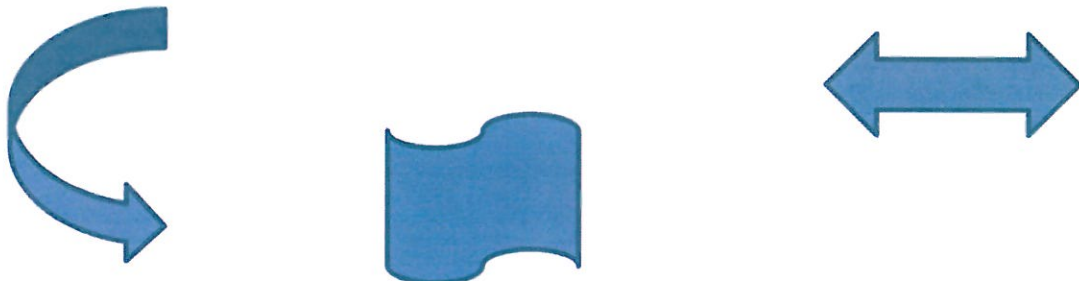
EMERALD COAST TECHNICAL COLLEGE FACULTY AND STAFF

Department	E-Mail Address	Telephone Extension	Title
Main Telephone		**850-892-1240**	

ADMINISTRATION

Mike Davis, Principal	DavisM@walton.k12.fl.us	5110	Principal / Director

ADMINISTRATIVE SUPPORT

Diane Lingerfelt	LingerDi@walton.k12.fl.us	5101	Secretary
Carol Rothgeb	RothgebC@walton.k12.fl.us	5112	MIS/Data Entry
Stephanie Davis	DavisS@walton.k12.fl.us	5102	Bookkeeper

STUDENT SERVICES

Cindy Anderson	AndersCL@walton.k12.fl.us	5182	Career Counselor
Patricia Dailey	DaileyPA@walton.k12.fl.us	5185	Financial Aid Director
Sue Ellen Colin	ColinS@walton.k12.fl.us	5142	Adult/Community Ed. Facilitator/Career Counselor
Loveta Godwin	GodwinL@walton.k12.fl.us	5111	Admissions/Financial Aid Specialist

INSTRUCTIONAL

Theresa Bolton	BoltonT@walton.k12.fl.us	5183	Instructor: Health Sciences
TBA	@walton.k12.fl.us	5151	Instructor : Business Programs
Twynette Earley	EarleyT@walton.k12.fl.us	5158	Instructor: Health Sciences/Practical Nursing
Leslie Harrison	HarrisoL@walton.k12.fl.us	5161	Instructor: Information Technology Programs
Susan Hebert	HebertS@walton.k12.fl.us	5177	Instructor: Health Sciences/Practical Nursing
Thomas Martin	MartinT@walton.k12.fl.us	5103	Instructor : Electricity
Trecia Meadows	MeadowsT@walton.k12.fl.us	5171	Instructor: Director, Health Sciences Programs
Erin Miller	MillerE@walton.k12.fl.us	5155	Instructor: Cosmetology
Brenda Nelson	NelsonB@walton.k12.fl.us	5175	Instructor: Developmental Programs
Gary Price	PriceG@walton.k12.fl.us	5160	Instructor: Automotive Services Technology
Barbara Taylor	TaylorB@walton.k12.fl.us	5159	Instructor: Health Sciences/Practical Nursing
Todd Trusty	TrustyT@walton.k12.fl.us		Instructor: Air Conditioning Programs
Stephen Dorriety	DorrietyS@walton.k12.fl.us		Instructor: Welding Programs
TBA			Instructor: Pharmacy Tech

SUPPORT

Adibzadeh,Tooraj	Adibzadeht@walton.k12.fl.us	5170	Plant Manager
Jonie Donaldson			Custodian
Vioma Miller			Custodian
Laura Chandler			Custodian

ADMINISTRATION, FACULTY, and STAFF

Davis, Michael M. (2007)
Principal
M.Ed., University of West Florida
B.S., Troy State University

Anderson, Cynthia (2001)
Sudent Services
Career Counselor
B.A., University of West Florida
French Immersion Program
Universite de Quebec a
Chicoutimi
Graduate Studies, Educational
Leadership, UWF
Graduate Studies, Mental Health
Counseling, Troy State University

Bolton, Theresa J. (2013)
Instructor, Practical Nursing
A.S, Nursing, MS Gulf Coast College

Colin, Sue Ellen (1999)
Student Services
Adult/CE Facilitator
M.S., Troy State University
B.A., Liberal Studies, University of
The State of New York
A.A. Okaloosa Walton Jr.
College

Dailey, Patricia Brady (2000)
Financial Aid
B.A., University of South Florida
Certificate, Technical Education
University of West Florida

Earley, Twynette (2008)
Instructor, Practical Nursing
M.S.N., B.S.N. Western Governors
University
A.S., Pensacola Jr. College

Harrison, Leslie (2000)
Instructor – Information Technology
University of Alabama, Computer
Science
Certificate, Vocational Education,
University of West Florida
Certificate, Vocational Education
A+, Network + CompTia
Certification

Hèbert, Susan (2013)
Instructor, Practical Nursing
M.S.N., University of South
Alabama
B.S., Rollins College
A.D.N., Pensacola Jr. College
A.A., University of Cincinnati

Martin, Thomas (2005)
Instructor, Electricity
Certificate, Naval Construction
Training Center
Instructor Certification, NCCER
Certificate, AFRC

Meadows, Trecia, RN (2005)
Instructor, Practical Nursing
M.S.N., B.S.N., Nova Southeastern
University
A.S., University of the State of New
York
Nursing Diploma, MacArthur
State Technical College
Nursing Coursework,
Okaloosa Walton College

Miller, Erin (2008)
Instructor, Cosmetology
College of Beauty Careers

Nelson, Brenda (2008)
Instructor, Developmental Programs
B.S., Florida State University
A.A., Okaloosa Walton College
Education Coursework,
University of West Florida

Price, Gary (2006)
Instructor, Automotive
Certificate, Washington-Holmes
ASE Certified Master Technician
ASE Cert. Advanced Engine
Performance

Taylor, Barbara W. (2010)
Instructor, Practical Nursing
M.S.N., Troy State University
B.S.N., Florida State University
A.S., Wallace Community College
A.A., Chipola College

Adjunct/Contract Faculty

Dorriety, Stephen (2014)
Instructor – Welding Programs
Washington Holmes Technical Ctr
.

Layton, Michelle (2011)
Instructor, Practical Nursing
A.D.N, NW FL State College
LPN WHTC

Trusty, R. Todd (2013)
Instructor, Air Conditioning
A.A., Okaloosa Walton Community
College

TBA
Instructor, Pharmacy Tech Program

=========================

Support Services

Stephanie Davis   (2015)
Bookkeeper

Godwin, Loveta   (2012)
Admissions/
Financial Aid Specialist

Lingerfelt, Diane   (1990)
Clerical Support

Rothgeb, Carol   (2004)
MIS Data

=========================

Custodial Support Services

Adibzadeh, Tooraj (2011)
Plant Manager
Chandler, Laura (2007)
Custodian
Donaldson, Jonie (2015)
Custodian
Miller, Vioma (1996)
Custodian

Transcript Request Form

This form must be signed and dated. <u>Each transcript</u> requested must be accompanied by the $5.00 fee.
Please Print:

Current Last Name _____   **First Name** _____ _____

Last Name while attending this school _____   **Last Year Attended** _____ **Date of Birth (MM/DD/YYYY)** _____/_____/_____

Contact number (phone number where we can reach you) _____   **Name of PSAV Program (e.g., Practical Nursing)** _____

===

Last 4 digits of SSN (for verifying transcript) _____   Are you requesting a high school transcript? Yes _____ No _____

If Yes, did you graduate?   Yes_____ No_____

For ECTC Use Only

Date Received: _____   **Paid $** _____   **Date Processed:** _____ /

===

Official transcripts (with signature/seal) and other records requested to be forwarded to a continuing educational institution should be requested at least 10 days prior to need by receiving institution admissions office.

Please send requested information / transcripts to:

Name / Institution _____

Address _____

Address _____

City _____   State _____   Zip Code _____

Name / Institution _____

Address _____

Address _____

City _____   State _____   Zip Code _____

Special Instructions(if applicable)_____

_____   _____
Signature of Requestor   *Date*

Emerald Coast Technical College
Student Grievance Procedure

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 Emerald Coast Technical College. 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

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
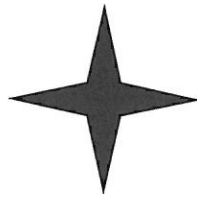
Emerald Coast Technical College
Empowering Students....Powering the Future

Emerald Coast Technical College
761 North 20ᵗʰ Street
DeFuniak Springs, Florida 32433
850.892.1240
www.ECTC.edu