Emerald Coast Technical College
Main Campus – DeFuniak Springs

Emerald Coast Technical College
@ Magnet Innovation Center – Watersound

ECTC Catalog and Student Handbook for ECTC Main Campus and Emerald Coast Technical College @ Magnet Innovation Center - Watersound

2023-2024

www.ECTC.edu

Emerald Coast Technical College Principal/Director
Wyndy Crozier

Walton County School District (WCSD)
145 Park Street
DeFuniak Springs, Florida 32435
850-892-1100 www.Walton.K12.FL.US

Superintendent of Walton County Schools
A. Russell Hughes

Governing Board Walton County School Board

District 1	District 2	District 3
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District 4	**District 5**	**School Board Attorney**
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Accreditations and Approvals
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

Cognia Alpharetta office, 9115 Westside Parkway, Alpharetta, GA 30009, 888-413-3669
www.cognia.org

ASE Education Foundation, 1503 Ferry Road N.E., Suite 401, Leesburg, VA 20176, 703-699-6650
www.ASEducationfoundation.org

PSAV programs at ECTC are approved for Veterans Benefits by the State Approving Agency, PO Box 31003, St. Petersburg, Florida 33731 Telephone 1-888-442-4551

**Any academic requirement, course or program offering, business policy, fee, and/or information contained in this publication are subject to change or revocation without notice.*

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General Information

"Fortune favors the prepared mind…"
--Louis Pasteur

Main Campus
Emerald Coast Technical College
761 N. 20th Street
DeFuniak Springs, FL 32433

Emerald Coast Technical College @ Magnet Innovation Center – Watersound
133 S. Watersound Pkwy.
Inlet Beach, FL 32461

Your first choice in career education!

Welcome

As director of Emerald Coast Technical College (ECTC) Main Campus and Emerald Coast Technical College @ Magnet Innovation Center - Watersound, it is my pleasure to welcome you to and welcome you back to the 2023-2024 school year. With over 800,000 students enrolled in a career and technical education (CTE) program at the K-12 level, approximately 400,000 students enrolled in a CTE program at the postsecondary level and 17,000 registered apprentices in Florida, all of which are increasing, our CTE programs are well on their way to becoming number one in workforce education. ECTC's staff, administration and faculty are all excited for a successful school year. There is nothing stopping us from building the highest caliber of educational pathways that lead each student to a satisfying career that may add to your existing skills portfolio or lead to a successful career. Our instructors will prepare you for the skill demands of our ever-changing world as well as to help ensure that your experiences are rewarding. Our mission 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. This school year, we plan to continue to offer the Applied Technology Information program and will begin to offer Patient Care Technology at our instructional service center. Emerald Coast Technical College @ Magnet Innovation Center - Watersound is located at 133 S. Watersound Parkway, Inlet Beach in the southeastern part of Walton County. It is a privilege to have the opportunity to provide rigorous postsecondary/technical education programs that serve our community within northwest Florida from the emerald coast to Alabama. Please check out our website at https//www.ECTC.edu for up-to-date information regarding ECTC. Also, log on to our Facebook page for program pictures or newsworthy events. On behalf of Emerald Coast Technical College's faculty, staff and administration, we welcome you and are here to assist you with meeting your career goals.

Wyndy Crozier
Director/Principal

---------- Enroll-Earn-Learn ---------- Career in a year ---------- GetThereFL.com

Health and Safety Handbook Statement

Walton County School District strives to create safe, high quality educational environments where students can gain the skills and knowledge necessary to achieve family and personal goals.

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. Celebrating over thirty years in its current location, 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 their ideal objective. Approximately 99% of the postsecondary students who attended ECTC in 2022-2023 received some form of financial assistance. Small classes, individual attention, programs responsive to both local and national economies, an overall placement rate of 90%, 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 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 Career Technical Education (CTE) credits along with industry certifications. Students eligible to participate

in technical dual enrollment also benefit from the exemption of payment of tuition and fees for the CTE 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. As with all program completers at ECTC, students who realize this goal become eligible for participation in the annual graduation ceremony.

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 and adult education opportunities. To this end, the center's mission is

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

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 the 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 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 with accommodation as appropriate to help the student achieve success.

Accreditation and Approvals

Programs offered at Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound are approved and regulated by the Florida Department of Education.

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). Documents describing ECTC's accreditation can be found at https//council.org/membership. All program offerings on the main campus and at the instructional service center, Emerald Coast Technical College @ Magnet Innovation Center – Watersound are approved by the Commission.

Emerald Coast Technical College is accredited by Cognia, Alpharetta, Georgia 30009, Telephone 888-413-3669; www.cognia.org.

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

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

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 authorized Pearson Vue Test Center.

Many of the programs at ECTC have received certification or approval specific to the industry.

- The Automotive Service Technology 1 & 2 programs are certified by the Automotive Service Excellence (ASE).
- 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).
- ECTC is a CompTIA Authorized Academy Partner for programs in the information technology cluster.
- The Practical Nursing program at Emerald Coast Technical College is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, Tallahassee, Florida 32399.
- 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.

<u>Accreditations and Approvals</u>

Accredited by

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2023-2024 Calendar

August 2023 – Both Campuses

Aug 3 EPIC	Teachers Return - Students Out
Aug 4	Professional Development- Students
Aug 7	Teacher Workday – Students Out
Aug 8	Teacher Workday – Students Out
Aug 9	Fall CTE classes begin

September 2023 – Both Campuses

Sep 4	Labor Day – All Campuses Closed
Sep 29	Industry certifications/licensure due to Carol Rothgeb

October 2023 – Both Campuses

Oct 12	Teacher Workday-Students Out
Oct 27	Industry certifications/licensure due to Carol Rothgeb

November 2023 – Both Campuses

Nov 9	Teachers & Students Out
Nov 10	Veteran's Day- All Campuses Closed
Nov. 16	Staff/Student Thanksgiving Potluck
Nov 30	Industry certifications/licensure due to Carol Rothgeb
Nov 20-24	Thanksgiving Break – All Campuses Closed

December 2023 – Both Campuses

Dec 14	Industry certifications/licensure due to Carol Rothgeb
Dec 14	Fall CTE Classes End; AGE Term 2 Ends
Dec 15	Staff Dinner @ Bogey's
Dec 18-19	Christmas Break- Teachers & Students Out
Dec 20 – 31	Christmas Break – All Campuses Closed

January 2023 – Both Campuses

Jan 1	Christmas Break - All Campuses Closed
Jan 2-3	Prof. Development – Students Out
Jan 4-5	Prof. Development – Students Out
Jan 8	Spring CTE classes begin
Jan 15	Martin Luther King Jr. Day – All Campuses Closed
Jan 26	Industry certifications/licensure due to Carol Rothgeb

2023-2024 Calendar Cont'd

February 2023 – Both Campuses

Feb 19	|	Presidents Day – All Campuses Closed
Feb 23	|	Industry certifications/licensure due to Carol Rothgeb

March 2023 – Both Campuses

Mar 14	|	Prof. Development - Students Out
Mar 18-22	|	Spring Break – All Campuses Closed
Mar 29	|	Industry certifications/licensure due to Carol Rothgeb

April 2023 – Both Campuses

Apr 26	|	Industry certifications/licensure due to Carol Rothgeb

May 2023 – Both Campuses

May 23	|	Spring CTE Classes End
May 27	|	Memorial Day – All Campuses Closed
May 28	|	Teacher Workday (Industry certifications/licensure due to Carol Rothgeb)
May 29	|	Teacher Workday / ECTC Graduation @ WHS @ 600PM
May 30	|	Last Day for Teachers

June 2023 – Both Campuses

Jun 26	|	AGE Term 3 Ends
Jun 27	|	Summer Teacher Last Workday (Industry certifications/licensure due to Carol Rothgeb)

Facilities – Main Campus

Emerald Coast Technical College main campus 761 North 20th Street DeFuniak Springs, FL 32433

Building 100

- Main Office/Administration
  - Director's Office
  - Bookkeeping
  - Plant Manager
  - Project Specialist
  - Reception
  - School Bookstore
- Student Services
  - Student Services Dean (Counseling/Admissions/Enrollment/Registration)
  - Data Control Specialist
  - Grant Writer & Public Relation Specialist
  - Student Accounts
- Financial Aid
- Applied Cybersecurity, Computer Systems & Information Technology (CSIT), Network Support Services and Web Application Development & Programming Classroom and Lab
- Automotive Service Technology 1 and Automotive Service Technology 2 Classroom and Shop
- CareerSource®/Workforce Development
- Custodial Offices and Storage
- Electricity Classroom and Shop
- Plumbing Classroom and Shop
- Staff Lounge
- Restrooms

Building 200

- Cosmetology Appointment Desk
- Cosmetology Labs
- Instructor Office
- Restrooms

Building 300

- ABE/GED Classroom
- Office
- Restrooms
- Testing Lab

Building 400

- ABE/GED Night Classroom
- Health Sciences Labs
- Health Sciences Director and Instructor Offices
- Media Center - main campus
- Patient Care Technician Classroom
- Pharmacy Technician Classroom
- Phlebotomy Classroom
- Practical Nursing Classrooms
- Restrooms

Building 500

- Air Conditioning, Refrigeration and Heating 1 & 2, Classroom and Labs
- Computer Equipment Room (CER)
- Restrooms
- Storage
- Welding Technology and Welding Technology-Advanced, Classroom and Labs

Portable #1 - ESOL
Portable #2 - Vacant
Portable #3 – Community Education Classroom

Emerald Coast Technical College @ Magnet Innovation Center – Watersound

133 South Watersound Parkway, Inlet Beach, FL 32461

Main Building

- Administration offices
- Applied Information Technology classroom
- SRD office
- Staff offices
- Restrooms

Media Center Building

- Dining Area
- Media Center
- Restrooms
- Staff offices

Portable #1-Patient Care Tech Lab

Completion, Placement and Licensure (CPL) Rates

2023 ECTC Annual Report CPL Rates

Completion	93%
Placement	90%
Licensure	98%

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 () 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. Occupational completion points, as defined by the Florida Department of Education, indicate student readiness to enter the workforce at specific OCPs throughout a program. The OCP levels may indicate initial employment or career advancement in the field associated with the program of study. Occupational completion points are awarded upon satisfactory attainment of the following criteria

1. Demonstrated mastery of OCP competencies
2. Documented attendance and participation of student (minimum hours required by licensure or regulatory agency and by ECTC)
3. Participation in an exit interview if the student is exiting the program
4. Attainment of designated academic skill levels
5. Satisfaction of all financial obligations

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 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 the acceptable use policy as a condition of receiving computer

use privileges. AUP 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.

9/11 Heroes Day

ECTC recognizes Heroes Day on September 11 of each year. Heroes Day honors those who perished in the September 11, 2001, attacks, including 2,763 people at the World Trade Center, 189 people at the Pentagon, and 44 people on United Airlines Flight 93, and the 25,000 people maimed or fatally injured on or after that date. 9/11 Heroes Day will be recognized the preceding school day or such school day as may be designated by local school authorities.

Constitution Day

ECTC recognizes Constitution Day on September 17 of each year. Constitution Day commemorates the September 17, 1787 signing of the Constitution. Constitution Day will be recognized the preceding or following week if it falls on a Saturday, Sunday or holiday.

Food Services

Emerald Coast Technical College Main Campus does not provide a campus-based food service program. Vending machines are located outside and inside of building 400. Through the school secretary, students may also place orders for lunches, ***during the day only,*** provided through the Walton High School lunchroom on district scheduled days. Emerald Coast Technical College @ Magnet Innovation Center – Watersound does offer food services for day classes but not evening classes. Please see the receptionist for more information regarding food services.

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 teach out period of one year so that currently enrolled students may complete their program certificates.

Most program offerings require a minimum number of student enrollments in order for ECTC to provide the program that term. Insufficient enrollment for new program offerings may result in the program not being offered, being inactivated, or being discontinued.

Graduation and Pinning Ceremonies

Students who successfully complete CTE (Career Technical Education) and adult education/GED® program requirements are invited to participate in graduation ceremonies. Graduation ceremonies are scheduled on the calendar. Students must complete and submit the graduation application to participate in the ceremony according to the schedule. Students who successfully complete health sciences program requirements at ECTC 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.

Competency Graduation

Students who have successfully met all requirements listed in the program frameworks but are lacking no more than 5% of the total program clock hours could be considered for approval of graduation and certification. This decision will be made at the discretion of the college director.

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 on the main campus in Building #100. Students may also access a variety of labor market and referral services online. The website to access these services is available on the student services information board. Students are encouraged to check the student services job board for employment opportunities.

In order to facilitate continuous improvement in achieving its mission to prepare students for successful employment, ECTC surveys students and relevant employers upon exit and/or program completion The ECTC student services department coordinates the

collection of student information that includes instructor interviews with both students and employers. Along with wage-related information, follow-up surveys include remarks related to type and level of satisfaction with the training preparation the student received for employment. This information is integral to the school's commitment to both students and employers. ECTC appreciates the participation of both students and employers in this vital process.

High School Students - Technical Dual Enrollment

High school students may apply for admission to select technical dual enrollment career education programs at either campus. Technical dual enrollment programs provide qualified high school students with opportunities to earn (CTE) college credits as well as high school credits. These programs have explicit requirements, including minimum grade point averages and program-specific test scores. The ECTC Student Services Dean can provide additional information regarding program specifics. Technical dual enrollment requires approval from a high school guidance counselor and a parent.

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 receptionist/secretary. Students who have lost an article should report the loss to the receptionist/secretary. Items not claimed by the end of the term may be donated to charitable organizations.

Media Center

Both the main campus and the instructional service center provide media center services to students. The media center is available during regularly scheduled hours and by appointment. The main campus media center houses over 1800 books, test preparation materials, print periodicals, reference books and audio/video technology. Each media center also provides students with access to thousands of printed books. Students on both campuses can digitally request hardcopy of any book or hardcopy reference in the Walton County School District. Computer and printer access provide expanded and current reference access for students. Each media center also provides students with scanning, printing, and copying services. Orientation to media center services for both campuses is located at www.ECTC.edu. Current career education program information is maintained in the specific program area.

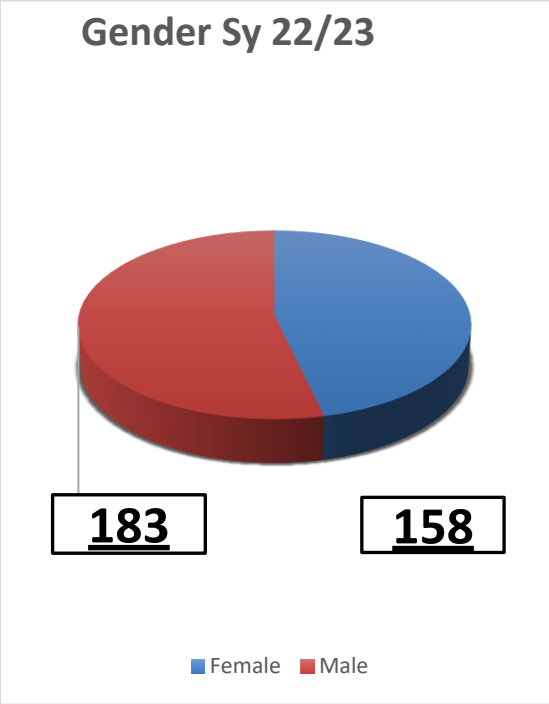
Moment of Silence

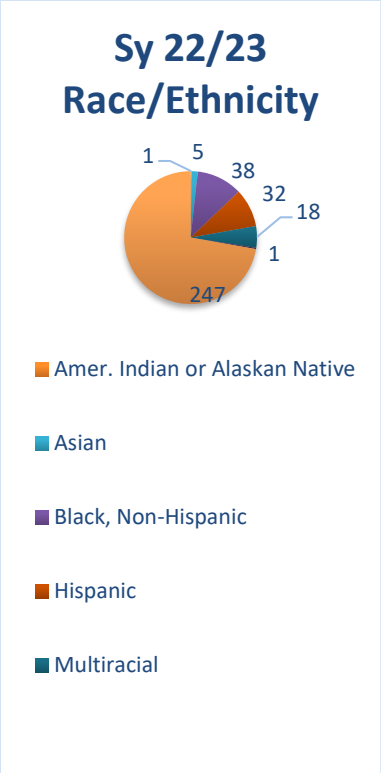
Per House Bill 529, a moment of silence will be observed each school day, preferably during morning announcements. Parents or guardians are encouraged to discuss 'moment of silence' with their child, as schools are not able to guide this time.

Social Security Numbers

Each student who enrolls in Emerald Coast Technical College is requested to provide his/her social security number for federal financial aid and licensure testing. A student is not *required* to provide his/her social security number as a condition of enrollment or graduation.

Student Body Diversity (2022-2023)





Student Records and Transcripts

Student enrollment, financial, academic, attendance and educational progress records are available in Student Services on the main campus and in Student Services and Financial Aid offices at Emerald Coast Technical College @ Magnet Innovation Center - Watersound. ECTC preserves and protects student records by the use of storage devices, duplicate physical and/or digital records, and security files, which ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions. Hard copy permanent student records are securely stored in locked, fire-resistant vaults. Since 1988, duplicate digital student records have been maintained electronically. Hard copy student records include but are not limited to course information, testing information, student demographics, financial aid and admissions/registration documents. Access to hard copy records is achieved through a sign-in procedure in Student Services. Only authorized administration, faculty and staff, wearing ECTC ID badges, are allowed to access student records. Upon request and retrieval, adult students and parents/guardians of dual enrollment students 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 in the direct custody of an approved school records custodian.

The Focus student management system is currently used to maintain digital records and is backed up on a regular schedule by Walton County School District MIS personnel. The Focus system contains student records for both campuses. Digital student records can be accessed from both locations. The Focus student management system consists of a database that includes, but is not limited to student demographics, schedules, occupational completion points, program completion, grades, attendance, course dates and withdrawals. The Focus student management system ensures privacy and confidentiality by requiring valid staff and student login credentials to be entered prior to accessing student data. This process ensures only authorized individuals have the ability to access student records. Faculty members only have access to the digital records of their students. They cannot access the digital student records of students in other programs.

Student transcripts are maintained digitally and /or filed in individual student record files in the student services department. Students may request official transcripts through the receptionist. Transcripts require a payment of $5.00 per transcript and are usually processed within ten business days. At a minimum, ECTC transcripts include grades, attendance, program of study, courses and the period of enrollment.

Release of Information

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 the 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 2022-2023 Code of Student Conduct, Walton County School District and Emerald Coast Technical College have designated the following as directory information

- Student name, address, email, and telephone listing
- Date and place of birth
- Dates of attendance
- Student participation in officially recognized activities
- Most recent educational institution or agency 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 Student Services when registering for classes.

Postsecondary students may authorize other individuals to receive information by completing the Authorization for Release of Information form. 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.

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 with 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 a technical dual enrollment student 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 a technical dual enrollment student.

- 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 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 20222-8520

Veterans Services

Emerald Coast Technical College main campus 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 an education under various veterans' benefits programs are also encouraged to use the free counseling services offered by the VA. The website for these services is posted on the student services information board and may be accessed at www.benefits.va.gov. 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 levels through basic skills testing and who are not eligible for testing exceptions can be provided additional hours of developmental/remedial skills assistance. Students who require this assistance should contact Student Services to discuss payment options.

A student who is unable to maintain satisfactory academic progress will be placed on academic probation and 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 some programs may 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. Except for 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 (CTE) program will be awarded appropriate credit. The training period will then be decreased proportionately, and the Veterans Administration so notified.

The Veteran's Administration has very specific requirements for attendance in all post-secondary programs. Please be aware of the attendance policy and consequences for not meeting these requirements. Veterans who miss more than 10% of the scheduled hours in one month will be terminated for VA benefits. The student may be reinstated if he/she is able to show full attendance for one calendar month (without benefits) and the reinstatement is not retroactive. Specific policy is located in the VA packet for financial aid that each eligible veteran is required to sign.

Emerald Coast Technical College prohibits automatic renewal of a covered individual in a course and/or program. If the student is interested in continuing his/her education and/or program, it will be the covered individual's responsibility to contact the Certifying Official and Registrar to complete the requirements.

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 reside in the state while enrolled in the school. This waiver is applicable for 110 percent of the required hours of the certificate 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 or part-time 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 documentation that the student has received a Purple Heart or another combat decoration superior in precedence.

Visitors

Emerald Coast Technical College welcomes visitors having legitimate business on campus. To help ensure a safe and orderly learning environment, ALL authorized visitors to the campus MUST report to the reception area and sign in upon arrival. Visitors will be provided with the appropriate visitor pass to visit the campus. Visitors should also return to the reception area and sign out when their business on campus is completed. School rules prohibit unauthorized persons (without a visitor's pass) on campus. Unauthorized person(s) are subject to arrest for trespassing by the Walton County Sheriff's Department.

Voter Registration

Students are encouraged to vote in all elections. Students may register to vote online at https//registertovoteflorida.gov/en/Registration/Index.

Campus Safety

“At the end of the day, the goals are simple Safety and security."

– Jodi Rell, former Governor of Connecticut

Campus Safety

Recognizing that a safe environment contributes significantly to the learning process. Semi-annual safety inspections are performed on both campuses. Campus security cameras are positioned at appropriate locations to record activities on each campus. Security camera recordings are made available to law enforcement as needed.

Exits are clearly marked and exit routes are displayed near office and classroom doorways. Security and safety drills are conducted throughout the 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 staff immediately. Students who experience an accident or emergency requiring medical intervention should report to their instructor, the administrator, or the school secretary/receptionist to facilitate notification of 911 emergency services. When such reporting would cause a delay in needed medical attention, students are reminded to contact 911 emergency services directly.

Fire extinguishers are in each building and each program area provides appropriate safety equipment and gear. Students should familiarize themselves with program syllabi and follow all prescribed safety measures.

Badge Policy and Card Readers

Emerald Coast Technical College has incorporated an Identification Badge Policy to enhance the safety and security of all students. All school personnel and students must wear the badges in a conspicuous place at all times while on campus. Student badges must have the Emerald Coast Technical College Student ID number on the badge and a current clear picture. Badges are used to access entrance into the main doors. Exterior doors are to remain locked at all times. Individuals may be delayed and questioned regarding their business on campus if no student badge is displayed. Students will be issued badges when enrolling in new programs. Students are not to allow others to come in the door when they are using their badge. This is known as tailgating and is not permitted. If the badge is determined to be a safety issue during a lab, the badge can be removed and reattached upon completion of the lab.
As a reminder, replacement badges are $15.00 through Student Services.

Parking Privileges

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

- All vehicles and motorcycles must have a parking permit prominently displayed. Students should contact the receptionist concerning proper placement of the permit.
- Parking permits are issued by the receptionist during registration. Students wishing to purchase a parking permit must present their 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.
- Students must park in spaces designated for student parking. Vehicles/motorcycles may be towed if parked in unauthorized areas. Overnight parking is not permitted.
- 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/motorcycles may be subject to search by law enforcement officials.
- Students are expected to keep the parking areas clean. Do not throw garbage in the parking areas.

Campus Sexual Violence Elimination Act (Campus SaVE Act)
Emerald Coast Technical College is committed to maintaining a learning environment that is safe and promotes respect and dignity of students, faculty, and staff. Everyone at ECTC has the responsibility to exercise high ethical principles and standards of conduct.

The Clery Act is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public, and the Department of Education with crime statistics and information about campus crime prevention programs and policies. Among other crimes, the Clery Act requires that colleges and universities report forcible sex offenses including sexual assault and rape. These crime statistics are reported in this catalog. The Clery Act was most recently amended by the Violence Against Women Reauthorization Act of 2013.

Student Services can provide information detailing how to report prohibited conduct, relevant definitions (including "prohibited conduct" and "consent"), recognizing abusive behavior, and tips for escaping a potentially dangerous situation.

This policy addresses student-related concerns of intimate partner and dating violence, stalking, sexual assault, sexual misconduct, and sexual harassment, which are all prohibited on this campus. This policy is intended to address instances of prohibited conduct while

respecting the rights of all involved; to comply with the Title IX, Clery Act, and the Campus SaVE Act; and to ensure student and staff safety.

The prohibited conduct refers to incidents that occur on institute's premises, during institute's sponsored activity, or off-campus when conduct adversely affects the Institute and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual completion and/or graduation of his/her program or course. Confidential services are available for students through the Student Services department. Off-campus services are also available

Abuse Hotline Phone (800) 962-2873
Students may call the Abuse Hotline 24 hours a day.

Reporting Prohibited Conduct
All prohibited conduct allegations will be fully investigated. Students are encouraged to report violations to a staff member. ***If you see something, say something!***

Self-Harm or Harm to Others
If an individual (student, staff, or visitor) has indicated self-harm or harm to others, please report this information to an administrator immediately. Administrators will intervene to provide additional help and/or services to the individual. The individual should never be left alone (such as having the individual walk to the office or sit in a waiting area).

Drug-Free Schools and Communities Act
The use, possession, or distribution of drugs and alcohol by students or school employees on school property or as part of any school activities is strictly prohibited. Students and employees should be aware that certain health risks are associated with drug and alcohol use and abuse. Student Services is available to provide referrals 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.

We are a tobacco and smoke-free campus. Smoking (including e-cigarettes), tobacco products and smokeless devices, such as vapes, are not permitted on the campus, in parking lots, or in any building.

Safety Report

The annual safety report is available in the plant manager's office. The summary below is made available through the ECTC website, www.ECTC.edu.

Summary of Reported Crimes

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 onsite administrator.

CRIMINAL OFFENSES	HATE CRIMES	VAWA OFFENSES	ARRESTS	DISCIPLINARY ACTIONS	UNFOUNDED CRIMES			
- Criminal Offenses - On campus								
Criminal Offense						2020	2021	2022
a. Murder/Non-negligent manslaughter						0	0	0
b. Negligent manslaughter						0	0	0
c. Rape						0	0	0
d. Fondling						0	0	0
e. Incest						0	0	0
f. Statutory rape						0	0	0
g. Robbery						0	0	0
h. Aggravated assault						0	0	0
i. Burglary						0	0	1
j. Motor vehicle theft						0	0	0
k. Arson						0	0	0

Hate Crimes	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	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 posted on the student services information board

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 their career education program. Fees and other costs are subject to change without notice and do not represent an all-inclusive list. Students should consult Student Services, the current course schedule, individual program instructor, handbook, or syllabus for current costs and requirements related to individual programs.

Students are encouraged to participate in the online orientation available at www.ECTC.edu.

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.

Career Technical Education (CTE)

Emerald Coast Technical College provides postsecondary career education on a clock hour schedule. CTE 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). CTE rates for school year 2023-2024 are $2.92/clock hour for Florida residents. This fee includes basic tuition ($2.44), student financial aid fee of 10% ($.24), capital improvement fee of 5% ($.12), and a technology fee of 5% ($.12). Out of state tuition rates are $11.71/clock hour.

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.

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 2023-2024 is $.05 per clock hour, or $7.50 per 150-hour course, for a total clock hour fee of $2.97/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. Students should contact student services to review additional required documents indicating Alabama residency.

Adult General Education / Developmental / English for Speakers of Other Languages

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 General Education/Developmental Programs Descriptions

- **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.

- **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.

- **English for Speakers of Other Languages (ESOL)**

ESOL classes are open-entry, open-exit. These classes are designed to help the individual student acquire a prescribed level of English Language skills to help the student achieve personal, professional or academic goals. A placement test will be given to determine appropriate course selection. These courses are NOT eligible for Title IV financial aid.

- **College & Career Readiness (ESOL)**

CCR classes are open-entry, open-exit. These classes are designed for students who exhibit mastery of ESOL standards as specified by course frameworks. A placement test will be given to determine appropriate course selection. 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 and must returned to the receptionist at the main office upon completion of the program. 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 high school guidance counselor for more information.

Payment Plans

ECTC offers a payment plan option for students enrolled in programs 600 clock hours or more who may have difficulty paying their tuition in full at the beginning of each term. The payment plan breaks tuition fees into three to five payments per term, depending on the length of each term. The first payment is due the first day of class with the following payments being due on an approximate monthly basis (please contact the Student Accounts office in Student Services for program specific details). Any outstanding balance must be paid prior to the end of each billing term. Payment plans are for tuition fees only and may not be used to cover the cost of books, uniforms, or additional supplies. Students who fail to make their first payment within the drop/add period or fail to make final payment by the end of the billing term will be withdrawn from the program for non-payment. Payment plans are at the discretion of the Director.

Fee Waivers/Exemptions/Deferrals

Tuition fee exemptions and tuition fee waivers may be available for qualifying students. In general, these exemptions and waivers apply to tuition fees only. Students who meet certain statutory requirements may be eligible for a fee waiver, exemption, or deferral. Documentation of eligibility is required. Such deferrals include any veterans or other eligible students who receive benefits under chapter 30, chapter 31, chapter 32, chapter 33, or chapter 35 of Title 38, U.S.C., or chapter 106 of Title 10 U.S. C. Students will be eligible for one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits. Waivers are subject to certain restrictions and limitations. Students should discuss their individual situation with student services/admissions before completing the registration process. Additional information regarding eligibility for fee waivers, exemptions, and deferrals is available in the financial aid office.

Emerald Coast Technical College allows enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces. Emerald Coast Technical College accommodates short absences for such services in the Armed Forces.

Title IV Disbursement for Books and Supplies

Only the first set of books can be withheld from your Pell distribution, if there are enough Pell funds to cover the book expense. If using Pell funds to pay for your books, you will need to sign for them at reception no later than two weeks prior to your distribution date.

Other Required Fees and Costs

Registration Fees

A registration fee of $60.00 is assessed *for each new **program** of enrollment during the school year*. 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 2023-2024 from school year 2022-2023 will be assessed a $30.00 returning student registration fee for that program. Dual enrollment and adult general education program students are exempt from payment of registration fees.

Lab /Supply Fees

These fees are implemented to offset the costs associated with career skills training in CTE, Community Education, and CWE (Continuing Workforce Education) programs. 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). Fees are subject to increase based on the current cost of supplies, materials and fuel.

Lost Book Charge

Students are assessed a fee that equals the actual replacement cost of lost library books. Career 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.

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 reception. 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 are clothing that readily identifies the student as an Emerald Coast Technical College 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.

Refund Policy

A full refund of appropriate tuition and lab fees for persons who fail to enter a CTE program will be made within 45 days (about 1 and a half months) of the student's failure to enter the program/period start date. Withdrawals after three class meetings or five calendar days following the initial class meeting for the term will result in no refund of tuition. 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. Retention of tuition and fees collected in advance for a student who does not commence class will not exceed $100.00.

In general, students will not be charged tuition and fees for classes officially dropped before the published drop deadline each term/period. Students who completely withdraw from all classes before the start of classes or after the first official day and before the fifth official day of class will be issued a complete refund of tuition, unused lab fees, and unused supply fees. Students whose classes are cancelled will be issued a complete refund of tuition and any paid lab, unused supply fees, and books that are in original packaging/new condition. Registration and testing fees are not refundable.

Refunds are issued without requiring a request from the student after all their financial obligations to Emerald Coast Technical College are 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. Refunds will be processed by the business office of ECTC and the Walton County School District within 45 days (about 1 and a half months) of the last day of attendance if written notification has been provided by the student, or from the date ECTC terminates the student or determines the student to be withdrawn.

Any credit balances from a period resulting from a change in course scheduled before the last day to drop a course will be applied to the current registration term. For example, a student who enrolls in patient care technician and then enrolls in practical nursing may withdraw from patient care technician within the prescribed drop period and have the tuition and fees previously credited to patient care technician subsequently credited to practical nursing.

NOTE Any student who wishes to withdraw from a class must do so officially through a formal process which includes a meeting with the Student Services Dean to sign the appropriate paperwork. No refunds will be considered unless the withdrawal is official.

Testing Fees

PERT (Postsecondary Education Readiness Test) or **TABE** (Tests of Adult Basic Education) scores are required for all applicants that do not meet specified exemptions, listed below. The testing fee is $30.00. For students who do not meet specified exceptions, testing is required within the **first six (6) weeks** of class for CTE/Career Certificate programs 450 clock hours or more.

The following students are exempt from taking a basic skills test for enrollment purposes into CTE programs

- Students who present official transcripts documenting an earned and awarded associate's or higher

- 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 (9^{th}) grade in a Florida public high school in the 2003-2004 school year, or any year thereafter
- Students who are serving as active-duty members of any branch of the United States Armed Services.

Other exemptions may apply. Students enrolling in CTE programs should contact the Student Services Dean to determine if they meet an available exception prior to registering for this test.

Students whose test scores indicate a need for improvement of basic skills may enroll in the appropriate developmental education program to help improve test scores.

CASAS (Comprehensive Adult Student Assessment System) is used to assist in placing students in the appropriate level in ESOL (English Speakers of Other Languages). CASAS is a two-part examination, consisting of reading and listening comprehension. CASAS scores are valid for a period of one year. The fee for CASAS testing is $30.00.

ATI TEAS (Assess Technologies Institute Test of Essential Academic Skills) is required of all applicants to the Practical Nursing program. This test is computerized, providing for immediate score reporting. The fee for the TEAS test is $65.00.

The fee for the **Wonderlic Basic Skills Test (WBST)** exam is $15.00. WBST is a required exam for all cosmetology applicants.

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 and 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 the first attempt industry certification or licensure test may be included in many program/course fees. Students should be prepared to complete the appropriate application and test for certification/licensure when scheduled. Students who have questions about this service should discuss licensing /certification requirements and arrangements with a representative in Student Services.

Potential students must submit fingerprinting, background screening, and urine drug screen results to the health sciences department, at their expense, before enrollment. Licensure requirements may be found through the Florida Board of Nursing.

Requirements for licensure as a cosmetologist in the State of Florida can be found at the Florida Department of Business and Professional Regulation.

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

HVACE (HVAC Excellence) certification exams represent employment-readiness in heat pump, air-conditioning, and electrical technology.

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

NCCER Certification (National Center for Construction Education and Research). Students enrolled in Electricity may test for appropriate NCCER certifications throughout the program.

Prometric™ 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™ for this exam (www.prometric.com/NurseAide/FL.htm).

Pearson Vue Authorized Test Center
Emerald Coast Technical College Main Campus is an authorized Pearson Vue Test Center. Pearson Vue provides testing for a variety of certifications, including CompTIA certifications and the GED®. Students 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.

Textbooks
Textbooks are available for purchase. Textbook ISBN information is listed on each program 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 and must be returned at the end of the school year or upon completion of the program.

Estimate of Tuition and Supplies for Student Enrollment
Some programs like those in the health sciences may require much higher investment in hours per term, books, supplies, uniforms, professional credential and other costs. The following is listed as an ***estimate only*** for a 900-clock hour program. Individual student costs will vary.

Tuition Florida resident for 900 clock hours	$2,628
Books, supplies, lab fees	$2,775
Tuition Alabama border state resident for 900 clock hours	$2,673
Books, supplies, lab fees	$2,775
Tuition Out of state resident for 900 clock hours	$10,539
Books, supplies, lab fees	$2,775

Recap /Summary of Fees (Note These fees may change.)	
Registration Fee	$60.00 (per program of enrollment per school year)
Renewal Registration Fee	$30.00 Program continuation in subsequent school year
CTE Tuition	
FL Resident Tuition	$2.92/clock hour
AL Resident Tuition	$2.97/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	Varies/Determined by offering
CWE	Varies – Full Cost of Instruction
GED®	Charged determined by testing agency
Lab Fees	Varies/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	Varies/Determined by program
Textbooks	Varies/Determined by program
Uniforms	Varies/Determined by program
Testing Fees	Varies/Determined by program
TEAS	$70.00
PERT, TABE & CASAS	$30.00
Wonderlic	$15.00
CNA – Prometric	Charged determined by testing agency
Industry certifications/licensure	Check with the program instructor to see if the cost of the exams are covered by fees

Student Worksheet for Planning Educational Investment

My Goal_____ When I plan to enroll_____

Students may request a more detailed budget planning sheet available in student services.
A program net cost calculator is available on the school website http//www.ECTC.edu/net-price-calculator.htm

Item	Estimated Cost	How I plan to pay…	Notes/Reminders
Pre-Registration Fees			Submit FAFSA
Pre-Registration Testing Fees			Meet with ECTC financial aid
Registration Fee			
Parking Pass			
Tuition			
Lab Fees			
Supplies			
Books			
Uniforms			
Other			

Financial Aid

The financial aid policies for all campuses of Emerald Coast Technical College are established using federal and state guidelines and are approved by the Walton County School Board.

Students who are interested in pursuing career education goals are encouraged to discuss their financial aid needs with 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 submitting an error-free 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 contact 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, complete, and error-free 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 Student Aid Index (SAI) 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 SAI. Students should submit an accurate, error-free FAFSA as soon as possible. The FAFSA application is available on-line at www.fafsa.ed.gov. Students should note that this application is required for all need-based financial aid.

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 financial aid packet and ensure that stated timelines are followed. During the verification process, students may be required to provide the 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 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. Professional Judgement will be reviewed at the discretion of the Financial Aid Office.

Professional Judgment

Professional Judgment refers to the school's authority to adjust, on a case-by-case basis, to information reported on the Free Application for Federal Student Aid (FAFSA) so that the Department of Education can recalculate the SAI. The SAI is the number the school uses to determine if a student is eligible for need-based financial aid.

Please Note The school does not have the authority to make direct adjustments to the SAI or to the formula used to calculate the SAI, just data elements on the FAFSA which may change the SAI.

The professional judgment process is an extensive process that requires a thorough review by Financial Aid to determine what, if any changes, may be appropriate based on your FAFSA application. It is a time intensive process that includes the following steps

- If a Professional Judgment request is submitted, the student will be institutionally selected for Verification (if not previously selected). Be aware that during the Verification process, corrections to your FAFSA may be required which can result in a change to a student's aid eligibility.
- The file will then be reviewed to determine if all required documentation has been submitted. If additional documentation is required, the student will be notified by email.
- The Office of Financial Aid will determine if a student's Professional Judgment request meets the criteria to make data element changes to their FAFSA.
    - If approved, appropriate changes will be made to the student's FAFSA and submitted to the Department of Education. The Department of Education will then recalculate the Student Aid Index (SAI) and the student's eligibility for need-based aid. The student will be notified by email.
    - If denied, the student will be notified by email.

In many cases, an adjustment does not increase the student's eligibility for grants, or the total amount of aid awarded. Be aware that if a student receives a Federal Pell Grant, it may be reduced or lost because it is based on the original SAI. The Office of Financial Aid reserves the right to deny any appeals that would not increase a student's eligibility for aid. The decision made by Financial Aid is final and cannot be appealed to the Department of Education.

Unusual circumstances are anything that differentiates the family's finances from those of other families. Below are examples to include, but not limited to, reasons to submit a professional judgment request

- unusually high childcare or dependent care expenses
- changes to dependency status
- unusually high medical or dental expenses
- parent(s) enrolled in college at least half-time in a degree seeking program
- changes in a family's reported income
- death or disability of a wage earner
- separation/divorce of the student's parents
- one-time taxable income

Please note Use of professional judgment is neither limited to nor required for the situations mentioned.
Situations that are not considered unusual circumstances

- vacation expenses
- tithing expenses
- standard living expenses (e.g., utilities, credit card expenses, children's allowances, etc.)
- mortgage payments
- car payments
- lawn care
- credit card or other personal debt problems
- all other discretionary expenses

If a student would like to request consideration of unusual circumstances, please submit a request to the financial aid office. Forms can be found at ectc.edu

Students are required to notify the 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.

Students' Rights and Responsibilities for Financial Aid

As a student consumer, you have the RIGHT to

- Be informed of the correct procedures for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined, and what you must do to continue receiving aid.
- Be informed of the type and amount of assistance you will receive, how much of your need has been met, and how and when you will receive your benefits.
- Appeal any decision of the Financial Aid Office regarding your application.
- View the content in your financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the job description and rate of pay for any student job you accept.

It is your RESPONSIBILITY to

- Complete all application materials correctly and submit them on time.
- Read all materials sent to you from the Financial Aid Office.
- Know and comply with rules governing the aid you receive.
- Provide additional documentation, verification, corrections, and/or added information requested by the Financial Aid Office
- Use financial aid only for expenses related to attending postsecondary education.
- Maintain satisfactory academic progress.
- Notify the Financial Aid Office of any resources not considered during your original need analysis and aid not listed on your award letter. Failure to notify the Financial Aid Office can jeopardize your future financial aid.
- Keep your local and permanent addresses current.

Emerald Coast Technical College main campus administers the following financial aid

- Federal Pell Grant
- Florida Student Assistance Grant (FSAG-CE)
- Florida Work Experience (FWEP)
- Bright Futures
- Rosewood Family Scholarship Program
- Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members
- Sengal Awards (AmeriCorps)
- Vocational Rehabilitation
- Florida Pre-Paid College Fund
- ECTC Opportunity Scholarship
- Tri-County Community Council
- CareerSource® Florida
- Individual Business Sponsorships

ECTC does not offer and does not administer student loans.

Federal Financial Aid – Title IV

To qualify as an eligible student for federal financial aid, a student must have a high school diploma or its recognized equivalent or be beyond the age of compulsory attendance and meet the criteria for homeschooled students. Students enrolled in high school and college are not eligible for federal financial aid funds.

Federal financial aid includes the Pell Grant and the FSEOG (Federal Supplemental Educational Opportunity 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.studentaid.gov. Currently, no ECTC campus is participating in federal loan programs or Federal Work Study.

Verification

Regulations governing the Title IV student financial aid programs require the intuition to verify applicant-reported data in certain circumstances.

Deadline If a student does not complete verification within 30 days (about 4 and a half weeks) of requested verification information, the student forfeits the Pell for the payment period and will be responsible for all tuition and fees owed to the school.

Emerald Coast Technical College will not administer any Title IV aid until a student has completed the verification process and all necessary documents are present in the student's folder. See the Financial Aid Policy and Procedures manual for more information.

ECTC Opportunity Scholarship

A limited number of postsecondary institutional scholarships are made available to eligible career education students each year. During program year 2022-2023, the average award for this financial aid was $1,000.00. Students interested in applying for this scholarship should complete the FAFSA at www.fafsa.ed.gov and the ECTC Institutional Scholarship Application. The ECTC Opportunity Scholarship is available only to students who enroll in career preparatory programs with the goal of employment. Additional information and application forms can be requested from the Financial Aid Officer.

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, error-free FAFSA, be a Florida resident and meet other requirements. Please see the financial aid officer for additional information or to apply for this grant. Awards in 2022-2023 ranged from $200.00 to $1,800.00, with an average award of $1,000.00

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 the Financial Aid Officer.

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 the Financial Aid Officer for more information.

Veterans Benefits

Most postsecondary programs are approved for veterans' benefits by the State Approving Agency. Eligible veterans may be certified for training through the Financial Aid Office. Veterans are reminded that specific attendance and grade attainment are required for continued support. Any student who is entitled to educational assistance under *Chapter 31 Vocational Rehabilitation and Employment, Chapter 33 Post 911 GI Bill and Chapter 35* VA education benefits for survivors and dependents are permitted to attend or participate in a program during the period beginning on the date on which the individual provides a Certificate of Eligibility (COE) for entitlement to educational assistance under Chapter 31, Chapter 33, and Chapter 35 ending on the earlier of the following dates
The date on which payment from the VA has been received
-OR-
90 days after the certified tuition date and fees following the receipt of COE

In case of delayed disbursement of funding from the Department of Veteran Affairs under Chapter 31, Chapter 33, and Chapter 35, no penalties, including the assessment of late fees and/or the denial of access to class/facilities will be imposed. In addition, the covered individual will not be required to borrow additional funds due to the individual's inability to meet his or her financial obligations.

Students who are seeking funding under Chapter 31, Chapter 33, and Chapter 35 must submit a certificate of eligibility of entitlement to the financial aid office no later than the program's first day. A student is required to submit a written request to use such entitlement and provide additional information, if necessary, to the proper certification of enrollment by the Certifying Official. Please see the Financial Aid Officer/Certifying Official for more information or for assistance in applying for these benefits.

Post 9/11 GI Bill® Overpayment and Debt Management

On January 5, 2021, the President signed into law the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 [Public Law 116-315 https//www.congress.gov/bill/116th-congress/house-bill/7105]. Under Section 1019, this changes the way education overpayments and debts are handled by the Department of Veterans Affairs (VA).

Public Law 116-315 Section 1019. Overpayments to eligible persons or veterans.

The new law requires schools to be financially responsible, instead of the student, for returning tuition and fees overpayment under Post 9/11 GI Bill (including under the Edith Nourse Rogers STEM Scholarship) and Yellow Ribbon program. Emerald Coast Technical College will return the funds to the VA on the student's behalf, but any debt owed on the student's account at Emerald Coast Technical College will remain the students' responsibility.
These are the reasons for which a debt will be established on Emerald Coast Technical College

- The student withdrew from the course and received an F grade.
- The student received a non-punitive grade. Non-punitive grades are W and grades.

Emerald Coast Technical College will now be liable to return any unearned Post 9/11 GI Bill (including under the Edith Nourse Rogers STEM Scholarship) and Yellow Ribbon program to the VA. This means that once the overpayment has been returned, there may be a balance on your account less than, or equal to, the amount VA has requested to be returned. Any balance owed will be due and payable to Emerald Coast Technical College.
Students will continue to be responsible for returning the book stipend and housing payments to the VA.

If you are impacted by this change after you withdraw from a course or receive a non-punitive grade, VA will mail you an overpayment letter that will explain the debt amount. If you have any questions, please feel free to call the VA at 1-888-442-4551.

Notification of debt

- VA Regional Processing Office will mail an overpayment letter to the school and send a copy to the student outlining the tuition and fee debt and the academic period. Students are responsible for making payment to Emerald Coast Technical College directly for any payments ECTC submitted to the VA on their behalf.
- The Debt Management Center (DMC) then sends a letter with a remittance stub to Emerald Coast Technical college with instructions for returning the overpayment.
- Emerald Coast Technical College will return the tuition and fee overpayment to DMC. If student received a DMC letter for the book stipend or housing overpayment, student will need to return funds to DMC by following the instructions in the DMC letter.

If you have questions about your debt, please contact the VA or DMC.
Department of Veterans Affairs Education Center
Phone 1.888.442.4551

Debt Management Center
Phone 1.800.827.0648
Email dmcedu.vbaspl@va.gov

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 Okaloosa Walton

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 contact a CareerSource representative for more information, 850-520-5990.

Satisfactory Academic Progress

Both the main campus and Emerald Coast Technical College @ Magnet Innovation Center - Watersound offer CTE (postsecondary adult vocational) career education programs. Students should refer to the program syllabus for program-specific grading scales. Students must maintain satisfactory academic progress (SAP) toward completion of their certificate to receive financial aid. The following is a non-exhaustive sample listing of areas in which a student in CTE 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 syllabi 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 in all courses attempted in CTE programs, including any transfer credit. Satisfactory academic progress is calculated on a per program basis and does not include any developmental programs coursework. Students who are unable to maintain satisfactory academic progress may be placed on academic probation for a minimum of one enrollment term.

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

Health Sciences Human Services (Cosmetology)			**All Other CTE 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 CTE 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. With the exception of some health sciences programs and cosmetology, most programs 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 are unable to 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 may receive one replacement grade in a program; i.e., students may repeat a failed course and be awarded the higher grade if achieved. The higher grade is then used in calculating the student's cumulative GPA. ***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 to be considered for re-enrollment into a program.*** Students are responsible for reviewing the handbook of the specific program in which they enroll for additional information.

A sample appeals form is included in this catalog. See Forms Section.

*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. Appeals are reviewed by the program director along with the appeals committee.

Leave of Absence

A leave of absence may be granted for a legitimate unforeseen circumstance during which the student is not considered withdrawn. The following conditions must be met

- The student meets with the instructor and completes a Leave of Absence (LOA) Request form. Completed LOA Request forms are submitted to the Student Services Dean and Financial Aid office for review. Requests should be submitted a minimum of 2 weeks prior to the requested leave, when possible.
- Valid reasons may include emergency health condition, family emergencies, death in the family, etc. and must include documentation. The Student Services Dean will review the request with the instructor and Financial Aid Officer. The Student Services Dean will make the final decision as to the leave of absence request and submit approved requests to the Data Control Specialist.
- The LOA may not exceed 180 calendar days in a twelve-month period.
- The leave of absence must be completed within the same academic year. If the student cannot return by the end of the school year, the student will be administratively withdrawn. The student may then return the following school year pending approval from the instructor, financial aid, and the Student Services Dean. In most situations, the school will grant only one leave of absence to the student in any twelve-month period. Any combination of leave or extension of a leave of absence will not exceed a total of 180 days (about 6 months) in any twelve-month period. Additional subsequent leave may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993. The director will have discretion over all leaves of absence.

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 term 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. Such amounts must be cleared before the student can re-enroll. 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 Title IV funds earned have not been disbursed as of the withdrawal date, the school will credit any outstanding charges for education-related expenses remaining on the student's account as of the withdrawal date. Prior year charges cannot exceed $100.00. 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. Student overage checks will not be disbursed if they are less than $1.00. 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 Educational Opportunity Grants (FSEOG), and other Federal programs/grants. Students who incur liability for return of Title IV funds will be notified by the Student Accounts Department. Students who do not return the required funds within the specified time period (usually 45 days (about 1 and a half months)) or enter into a repayment agreement with the U.S. Department of Education, will lose Title IV eligibility. During 2023-2024, Emerald Coast Technical College main campus is participating in the following Title IV Program 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 CTE career education course at the main campus. 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 CTE 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

Student Services

The full range of student services, including but not limited to academic and career counseling, financial aid, services for students with disabilities, admissions, registration, and testing are made available to students on both campuses.

Academic and Career Counseling

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

The program instructor is the student's primary contact when it comes to career counseling and job placement. The Student Services Dean 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 Student Services Dean 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 programs. The Student Services Dean can assist students in registering for these services.

The goal of the Student Services Department is a successful learning experience for all students. Along with assisting students with specific academic and career related needs, the Student Services Dean can assist students in developing skills for successful goal-setting, test-taking, and conflict resolution. Student Services may also provide the student with a 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 cost of postsecondary education. 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

Student Services is available to assist students with disabilities who self-identify or are identified as requiring accommodations through the 504 (Section 504 of the Rehabilitation Act) 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 Walton County School District educational institutions, all campuses comply with all applicable local, state, and federal laws in serving the needs of persons with disabilities. Contact the Student Services Dean for an appointment regarding disability counseling.

Due Process

Students should consult the Walton County Student Code of Conduct for additional information. The Code of Conduct is available in Student Services and is available online at www.walton.k12.fl.us. A step-by-step procedure for students wishing to file a grievance is located in this catalog. Filed grievances are maintained for a period of seven (7) years from the date of the director/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 for 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 the notice to the parent/guardian (if applicable).

The Walton County School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. The Walton County plan for ensuring that these requirements are met has been developed and implemented and approved by the State Department of Education. **–Walton County School District Student Code of Conduct.**

The Walton County School District Equity Officer may be contacted at Tivoli Complex, 145 Park Street, Suite 5, DeFuniak Springs, Florida 32435, phone (850) 892-1100.

Testing Information

The following testing services are provided through the ECTC Testing Center, located in building 300 on the main campus, and administered by the Testing Administrator CASAS, CIW exams, CompTIA, GED, NCCER, PERT, TABE, TEAS, NHA, CNA, ASE, Kenexa, Parapro and Wonderlic. ECTC is also a certified Pearson testing lab.

Nursing Program Entrance Test (TEAS ATI)
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 immediate score reports. Testing dates and times may vary during the year in order to accommodate student enrollment and registration requirements. Contact the receptionist to register for this exam or 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.

PERT and TABE Testing
Except for those students who meet specific exemptions, PERT or TABE testing is **required** for students enrolling in CTE 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 developmental programs, such as Adult Basic Education (ABE), if exit scores are not attained in the first testing. Students may register for testing by calling 850-892-1240 ext. 5101 or 850-892-1241. Both the PERT and TABE are 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.

The ACT and SAT 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.

ACT
Emerald Coast Technical College does not administer the ACT. The following is for information purposes only.

- Area high schools usually administer 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.
- Students who require ACT scores should contact their guidance counselor or other college admissions department as ECTC does not require and does not administer the ACT.
- Registration may be accessed online at www.act.org.

SAT
Emerald Coast Technical College does not administer the SAT. The following is for information purposes only.

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 sub-scores 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 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.

ADMISSIONS

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

Admissions

Students who have reached 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 CTE (Postsecondary Adult Vocational) Certificate programs

- 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 and restrictions apply.)
- Special Admission Provisions for persons with disabilities 1007.264 F.S; 1007.265 F.S.(see a counselor for additional details)
- Home educated student who presents an affidavit signed by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of F.S. 1002.41
- Dual enrolled students admitted under F.S. 1007.271
- Students who present with previously demonstrated competency in college credit/postsecondary coursework (e.g., A.A. degree)

Note Students wishing to benefit from CTE 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 official transcripts are received 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 CTE program; however, no federal financial aid will be disbursed to the student until all requirements for admissions and qualifications 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 CTE programs. 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®, or be beyond the age of compulsory attendance and meet the criteria for homeschooled students to access federal financial aid. Students who do not meet criteria for admissions to postsecondary programs or financial aid may wish to enroll in ECTC adult education/developmental programs to earn a GED®. Students are reminded that some CTE 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 CTE 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 may be exempt from the requirement of PERT/TABE testing. Please see a representative in Student Services to see if an exemption may apply. The following exemptions apply to ***general*** enrollment at ECTC

- Official transcript of award of a standard high school diploma from an accredited *Florida* high school, reflecting enrollment into ninth grade in an accredited *Florida* high school 2003-2004 school year or later.
- Official transcript of award of an associate's or higher degree from an accredited college/ postsecondary education institution
- Official documentation verifying achievement of FLDOE approved and specified industry certifications/ licensure. See a representative in Student Services for additional information.
- Other exemptions may apply.

General Admissions Procedures for Postsecondary Certificate Programs

- Complete Online Orientation
- Complete Online *general* application. There is no cost for submitting the general application. This application informs Admissions that you are interested in attending.
- 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., PERT or TABE if no exemption applies; Nurse Entrance Test (TEAS/ATI for practical nursing programs); Wonderlic for Cosmetology
- Contact Student Services
- Meet with counselor/advisor for career counseling *if needed*
- Meet with financial aid *if needed*
- Complete registration for classes; pay registration fees; pay parking fee if needed
- Pay tuition & fees and purchase textbooks and supplies

Limited access programs, including Applied Cybersecurity, Computer Systems and Information Technology (CSIT), Cosmetology, Network Support Services, Practical Nursing and Web Application Development and Programming 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 contact program instructors prior to first class attendance. The Student Services Dean can advise students regarding "best match" with career education programs and individual student interest and aptitude profile and personal goals. The Student Services Dean and program instructors 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. The Student Services Dean 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

Students who wish to transfer in from other educational institutions should follow the admissions checklist. Transferring students should meet with the Student Services Dean to help facilitate the transfer process and to help ensure that possible transfer credits are discussed. Students 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 the Student Services Dean. In such cases, the student *may* be placed on academic probation during the first term of enrollment while working toward achieving satisfactory academic progress. Academic probation status may affect student access to some forms of financial aid.

Students who enroll in CTE programs at Emerald Coast Technical College may be awarded creditable clock hours 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; i.e., no partial course credits are granted. Industry certifications/licensures should meet the recency requirement for the student to receive credit.

International students may be requested to submit transcripts and documents from foreign institutions to international credential evaluation agencies or organizations for appropriate evaluation to facilitate appropriate credit transfer or documentation of award of the high school diploma. The Student Services Dean can assist students in locating these agencies/organizations, if needed.

Students wishing to transfer between programs, regardless of campus location, 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 (PERT/TABE, ATI TEAS), program application, and complete an interview with a Practical Nursing Department staff member. Students who wish to transfer between programs should discuss their intent with the Student Services Dean and the Financial Aid Officer. 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 the course numbers are identical. Exceptions may apply; e.g., partial credit may be awarded to students

enrolling in the first course of the Practical Nursing program (H170607) provided the student has successfully completed a minimum of 290 clock hours of the Patient Care Technician program (H170694) and holds current certification as a C.N.A. in Florida. Other restrictions may apply. Transferred coursework must be at the same level and competency attainment to receive credit in the receiving program. These exceptions apply ONLY to students wishing to transfer between programs offered on Emerald Coast Technical College Main Campus and Emerald Coast Technical College @ Magnet Innovation Center - Watersound. Please see the Student Services Dean to discuss the situation if this provision applies to you.

Secondary to CTE Credit Transfer/Articulation

CTE credits may be awarded 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 CTE program admission requirements. Students will usually be required to present the designated industry certification or credential to receive CTE credits. The Student Services Dean can provide additional information regarding available secondary to CTE articulation agreements and requirements.

Student Orientation

All students are required to complete online orientation, available at https//www.ECTC.edu. The orientation provides information to acquaint students with general policies, procedures, functions, and personnel. The orientation presentation includes financial aid, admissions, registration, and program offerings. Face-to-face orientations are provided on an as needed basis.

Orientation to Technology

Orientation to technology is provided at the beginning of each scheduled term. This orientation includes instruction on accessing the student's school account to review grades, financial accounts, etc. and setting up and accessing Microsoft® 365. This service is provided at no cost to the student while enrolled. In addition, the orientation makes available training opportunities to better acquaint students with these and other resources to help facilitate student success. The Orientation to Technology concludes with an overview of security measures that students should exercise to protect personal information while using computers. The Orientation to Technology is available online at https//www.ECTC.edu. It is also included in the student flash drives.

Program Orientation

Program orientations are provided by instructors during the first few days of scheduled classes. Orientations help advise the students regarding specific program requirements and expectations and include discussion of policies, procedures, and general and emergency safety provisions.

Some programs require student attendance at scheduled program orientation sessions. Health sciences programs 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.

Record of Expulsion and Conviction

Applicants should be familiar with the rules governing proper conduct and behavior. Section 1006.07 (1) (b), Florida Statutes (District school board duties relating to student discipline and school safety), requires each district school board to adopt rules that require each student at initial registration for school enrollment in the district to report any previous school expulsions, arrests resulting in a charge, and juvenile justice actions the student has had. Each ECTC campus will require a written statement as to the specifics of the disclosed incident. This section also provides authority for the receiving school board to waive or honor the final order of expulsion or dismissal of a student by any in-state or out-of-state public district school board or private school for an act that would have been grounds for expulsion according to the receiving district school board's code of student conduct.

Community Education and Enrichment

Short-term community education and enrichment classes 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 community education offerings should complete the community education registration forms when submitting the required fee.

Continuing Workforce Education (CWE)

Continuing workforce education classes are made available to the community on an as-needed basis. CWE classes are designed to address the needs of persons who wish to upgrade their skills or to prepare to meet the requirements of an exam, such as CPR certification. Contact the Student Services Dean for more information.

Adult Education/Developmental Academic Skills

Developmental academic skills classes are open-entry, open-exit. These classes are designed to help the individual student acquire a prescribed level of basic skills to meet requirements for enrollment into specific CTE programs or to help the student achieve personal goals. The Student Services Dean will assist the student in appropriate course selection. Students may register for classes prior to enrollment into CTE programs.

Adult Basic Education (ABE)

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

English for Speakers of Other Languages (ESOL) and ESOL College & Career Readiness

ESOL classes are open-entry, open-exit. These classes are designed to help the individual student acquire a prescribed level of English Language skills to help the student achieve personal, professional or academic goals. A placement test will be given to determine appropriate course selection.

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 Student Services Dean. 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 CTE 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. This form is used for dual enrollment at all campuses. Such eligibility requirements include

- Have a cumulative unweighted grade point average (GPA) of 2.0 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
- Take and discuss postsecondary education readiness scores. Students may contact the receptionist to arrange for testing.
- Be pursuing an approved industry certification. Students should contact the Student Services Dean for industry certifications that currently meet this requirement.
- Students and parents/guardians MUST attend a mandatory information session with the Student Services Dean to review ECTC satisfactory academic progress policies. Students are reminded that they must meet the grading and attendance policy of the program of enrollment to be awarded CTE credit. Students and parents should review the satisfactory academic progress policies of the specific program of enrollment prior to registration.
- Students must not be scheduled 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 CTE programs at ECTC may be able to benefit from Florida statewide articulation agreements that apply (articulate) CTE program completion to Florida state college credits in specific AS/AAS programs. Appropriate industry certifications or other validation mechanisms 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 the Student Services Dean. The following provides an example of articulations that are currently available to students. Additional articulations are available. Students who are interested in these articulation agreements to advance their career education training should discuss their needs with the Student Services Dean.

CTE Program at ECTC	**AAS/AS Program** **Possible Credits**
Automotive Service Technology 1 & 2	Automotive Service Management Technology 19 Possible Credits
Network Support Services	Computer Engineering Technology 9 Possible Credits
Network Support Services	Networking Services Technology 9 Possible Credits
Practical Nursing (and L.P.N.)	Minimum 10 college credits in R.N. program upon admission

Practical Nursing Admissions

VITA ALIIS VOTA

"A life devoted to serving others"

Mission Syllabus

Practical Nursing (Offered at Main Campus)

Program Number H170605 (PSAV) **Program Hours 1350**

ECTC Director

Wyndy Crozier, Principal

Nursing Director

Lisa O'Neill, MSN, APRN, AGNP-C

Instructor(s)

Twynette Earley
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Program Description

The practical nursing program is designed to provide students with the necessary instruction and clinical experience to prepare them to pursue a career and employment in the field of practical nursing after successful completion of the State Board of Nursing examination. Upon completion of the program the student will have acquired the necessary skills required to perform competently in the field of nursing. The program will provide the student with opportunities for individual growth and personal awareness, which will hopefully lead to an expansion in their interests, confidence, personal success, work ethics and skills.

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

Prerequisites

None

Occupational Completion Points

OCP	Course#	Course Title	Length	SOC code
A	PRN0098	Practical Nursing Foundations 1	300	31-1014
B	PRN0099	Practical Nursing Foundations 2	300	29-2061
	PRN0290	Medical Surgical Nursing 1	300	29-2061
	PRN0291	Medical Surgical Nursing 2	300	29-2061
	PRN0690	Comprehensive Nursing and Transitional Skills	150	29-2061

Program Objectives and Outcomes

1. DOE Health Science Core (Basic Healthcare Worker) Frameworks
2. DOE Articulated Nursing Assistant Frameworks
3. DOE Licensed Practical Nurse Frameworks which include
4. Demonstrate knowledge of the healthcare delivery system and health occupations.
5. Recognize and practice safety, security, and emergency procedures.
6. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
7. Perform patient and personal care as it pertains to the practical nurse.
8. Provide patient-centered care for the geriatric population.
9. Assist with restorative (rehabilitative) activities.
10. Demonstrate organizational functions, following the patient plan of care.
11. Demonstrate computer literacy as related to nursing functions.
12. Use appropriate verbal and written communications in the performance of nursing functions.
13. Demonstrate legal and ethical responsibilities specific to the nursing profession.
14. Apply the principles of infection control, utilizing nursing principles.
15. Perform aseptic and sterile techniques.
16. Describe the structure and function of the human body in relation to health and disease.
17. Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
18. Describe human growth and development across the lifespan.
19. Demonstrate the performance of nursing procedures.
20. Demonstrate how to administer medication.
21. Demonstrate how to provide bio-psycho-social support.
22. Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
23. Implement education and resources for family wellness.
24. Participate in Community Health Awareness Forums.
25. Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine, or Integumentary disease/disorder.
26. Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
27. Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
28. Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
29. Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
30. Demonstrate how to care for pediatric patients, utilizing nursing principles.
31. Develop transitional skills.
32. Demonstrate employability skills specific to practical nursing.

Textbook

Textbook name	**ISBN #**	**Edition**
Burton Fundamentals of Nursing Care	978-1-7196-4455-6	4th
Dahlkemper Caring for Older Adults	978-0-8036-8992-3	7th
Davis Nursing Skills Videos for LPN	978-1-7196-4661-1	4th
Scanlon Essentials of Anatomy and Physiology	978-0-8036-6937-6	8th
Castillo Dosage Calc 360	978-1-7196-4647-5	3rd
Castillo Calculating Drug Dosages	978-1-7196-4122-7	2nd
Watkins Pharm Clear & Simple	978-1-7196-4474-7	4th
Gorman Mental Health Nursing	978-1-7196-4560-7	6th
Polan Journey Across the Life Span	978-1-7196-4591-1	7th
Davis Advantage for LPN/LVN Completer Set ACC	978-1-7196-4780-9	
Linnard-Palmer Safe Maternal & Pediatric Nursing Care	978-0-8036-9734-8	2nd
Dahlkemper Nursing Lead Management & Prof Prac LPN/LVN	978-1-7196-4148-7	7th
Williams Davis Advantage Und Med-Surg Nursing	978-1-7196-4458-7	7th

Online Resources

Kaplan Complete Program for the NCLEX-PN Nursing
Central by Unbound Medicine

- Davis's Drug Guide
- Davis's Laboratory & Diagnostic Test
- Disease and Disorders, 4th Edition
- Taber's Medical Dictionary, 24th Edition
- Nurse's Pocket Guide Diagnoses, Prioritized Interventions, and Rationales
- Nurse's Handbook of Health Assessment
- Taylor's Clinical Nursing Skills Handbook
- NCLEX-PN Quest
- PRIME PubMed Search, Journals and ForYou
- Kahoot!

Program Syllabus

Student Admission Requirements

All entrance and health requirement fees required are required to be paid by the student.

Background Check Accepted students are required to complete a National/State fingerprint/background screening through the Walton County School District (Automated Fingerprint-based Applicant Processing System). A background check may also be required through an approved consultant firm for clinical facility site approval. A student may not participate in a clinical rotation if they are denied admittance to a facility based on a previous criminal history. This will result in dismissal. If a student is dishonest on their nursing application and states that they have not had a felony conviction, and the background check shows otherwise, the student will not be eligible to attend the nursing program and will be dismissed. The student will not be eligible for re-admission into ECTC's nursing program.

Drug Screening Complete urine drug screening as required. Additional drug screening may be required and will be at the discretion of the Instructor or designated clinical personnel. The student must agree to submit to this testing or be dismissed. A negative urine drug screen will be required after the summer break in July for nursing students who are returning for the new school year which generally begins in August.

Students may be required to undergo a substance abuse test when a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the hospital involving students or others working in the area to which students have been assigned. Students may also undergo a substance abuse test at random intervals when students appear to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances; or when there is reasonable cause or suspicion to believe that students are under the influence.

Students may not take any medication that is prescribed or not prescribed, before or during clinical, that may alter his/her thinking and functioning ability and places the safety of patients, self, or others in jeopardy. The student should discuss these medications with their health care provider and with the instructor prior to clinical. Students are not allowed to bring over the counter medications (OTC) with them to a clinical setting. The student should notify the instructor of any OTC medications taken.

Immunizations Provide proof of completed immunization to seasonal Influenza, Measles, Mumps, & Rubella (MMR x 2), Hepatitis B* and Varicella or be vaccinated. In lieu of vaccination for Varicella, a student may provide written physician/PA/ARNP documentation of Chickenpox disease or a positive Varicella titer. *If a student chooses not to have the Hepatitis B vaccine, a declination statement will need to be signed by the student. The student will need to receive a Tuberculin skin test (PPD) or chest x-ray (if there is a history of a positive Tuberculin skin test). The Tuberculin test should be within the last 90 days to meet yearly clinical requirements.

Physical Exam A physical examination with clearance from a qualified physician, PA or APRN is required to enter the program. If a student is diagnosed with or has a reoccurrence of a mental or physical condition while in the program that may place the safety of patients, self, or others in jeopardy, he/she must report this condition to the program director immediately. A statement from the attending health care provider must be provided by the student to the program director attesting to the student's ability to continue in the program.

Tools/Supplies/Materials

Students will need basic classroom supplies (pen, pencil, paper, and notebook). These supplies are to be brought to class daily. Safety equipment, specific to the nursing occupation, is provided, e.g., personal protective equipment. Each student purchases a nurse kit for use in the Skills Lab that includes safety goggles. In addition, students are required to purchase a stethoscope, wristwatch with second hand or digital seconds, pocket sized note pad, bandage scissors, and penlight for clinical experiences.

Grading Scale

NUMERICAL EQUIVALENT OF GRADES

100-94 = A
93-85 = B
84-77= C
Below 77% is failing

Clinical
Pass = P (77% or greater)
Fail = F (below 77%)

Academic Progression and Retention in the Program

Throughout the program the student will access a web-based, computerized assessment testing service. This comprehensive assessment and review program includes both proctored and non-proctored assessments covering the following specialty areas Fundamentals of Nursing; Pharmacology; Medical/Surgical Nursing; Maternal/Newborn Nursing; Mental Health; and Nursing Care of Children. This program also provides review modules for streamlined remediation for the major nursing specialty areas and ensures that all content areas are mastered. It is designed - by the testing company - to increase the student's pass rates on the licensure exam. Non-proctored assessments may be accomplished in the privacy of a student's home, in the classroom on the laptop or scheduled in the Computer Lab. Deadlines for non- proctored assessments will be assigned by the instructor and if the student fails to complete the non-proctored assessments by the morning of the due date assigned the student will not be allowed to return to class/clinical until they complete their assignment(s). Proctored exams for Fundamentals, Maternal/Newborn Nursing, Mental Health, and Nursing Care of Children will be given and worth 10% of the final grade for the course. The following points will be awarded based on the student's score and how close they score to the national average for that exam

Within 3 points of the national average 10 points
Within 5 points of the national average 8 points
Within 10 points of the national average 6 points
Within 15 points of the national average 4 points
Anything over 16 points from the national average 2 points

The specialty area proctored exams will be given at different times during the nursing program after the non-proctored practice assessments are completed. In addition, any student who scores less than 50% in any area of a specialty proctored exam will be required to remediate by looking up the below average component/s and writing the correct response for the missed item/s. This written assignment must also be turned in to the assigned instructor by the due date given. If the student fails to turn in their remediation by the assigned deadline they will not be allowed to return to class/clinical until their remediation is completed

Instructional Delivery Methods

Methods of instruction used in the classroom setting will include lecture, large and small group discussions and/or cooperative learning activities, reading and writing assignments, test reviews, use of a variety of audiovisual aids and computers, demonstration and return demonstration, and any other instructional method deemed appropriate and effective by each instructor. Methods of instruction used in the skills lab and in the clinical setting include demonstration and return demonstration, clinical simulation scenarios, patient care assignments, data collection and planning nursing care approaches prior to performing care, pre- and post-clinical conferences, observation experiences with summary reports of observation experiences, and student/instructor conferences.

Attendance Absences and Tardiness

Students are required to be present in class, skills lab, and clinical to receive the necessary instruction and clinical experience. The student is responsible for all material covered in class. Any material missed, due to an absence, must be made up by the student. Hours missed in theory and clinical must be made up hour for hour and within a 2-week period. The student is responsible for completing this make up work as assigned by the Instructor. The

director must approve extensions. The student is allowed forty-eight (48) hours of EXCUSED absences during the entire program. In addition, students must meet WCSD attendance requirements. The student may **NOT MISS OVER 48 HOURS** during the entire program. Absences of over 48 hours will be grounds for involuntary dismissal from the nursing program. Any student who misses 2 days within any calendar month will be counseled by the instructor or referred to Student Services to discuss corrective action measures to prevent attendance related issues from effecting program completion. Students are expected to be on time for class and clinical.

Tardiness will not be tolerated or excused. Each tardy (beginning 16 minutes after class) will count as 1 (one) hour against the 48 allotted hours which can be missed. If more than 5 minutes late to a clinical setting, the student is dismissed for the day. Two or more missed clinicals may result in dismissal from the nursing program under the discretion of the Nursing Director. Students who have been dismissed based on violations of ECTC's Tardy or Attendance requirements will not be able to return to the ECTC Nursing Program. Admittance to another ECTC program will be at the discretion of the College Director. Students who are tardy more than two times will receive verbal counseling from the instructor or program director and a Student Academic Progress Report will be completed. If a student has 5 or more Student Academic Progress Reports completed in the program, then the student may be dismissed from the program at the discretion of the Director of Nursing or the Director of the college. If a student expects to be late to class or absent, they must notify the instructor. The student must notify the instructor in advance if the student will be absent from clinical. Students must notify the instructor if they will be tardy to a clinical assignment. A student who does not show or does not call in for a clinical assignment will be failed for the day. If a student has 2 or more no call/no show clinical days, it is grounds for involuntary dismissal from the program due to unprofessional conduct and will be determined by the Nursing program Director. All hours missed whether theory or clinical must be made up within two weeks. Students are required to make-up each hour missed in the classroom after class hours or on Friday. Students will be provided with make-up work as assigned by the instructor.
If you are absent for five consecutive days, you will be withdrawn after the fifth day as per school board policy.

Conferences and Assistance

Conferences with instructors may be scheduled after class. At no time are students allowed in the Instructor's Office without the presence of their assigned instructor. If at any time there is a problem with a student, the instructor will first verbally counsel the student, aside from other students. If the problem does not cease or another occurs, then the student and instructor will have a written counseling session with the instructor and Nursing Director present. If the instructor is the Nursing Director, he/she will have another witness present during the counseling session. The witness may be another instructor in the nursing department, and/or, e.g., the director or guidance counselor of ECTC. The written counseling session will be included in the student's record. If excessive counseling sessions occur (e.g., two verbal or 2 written sessions), then the student will be placed on a probation. If the student requires one more counseling session after being placed on probation, the student can be dismissed from the program at the Nursing Director's discretion. A student can be counseled or placed on probation for any act in which the instructor or Nursing Director believes to be a violation of the rules and regulations of the program or WCSD or constitutes a violation of the patient's safety. These include an unsafe act of a student that places the patient or student at risk for injury; insubordination; or any other act which is deemed by the instructor or Nursing Director to be a problem which needs to be addressed. If a major infraction occurs, the student may be dismissed without three written counseling notices or probation.

Students who are having difficulty completing a lab assignment are encouraged to seek help from an instructor as soon as possible. The student is responsible for scheduling additional practice time as needed. These practice times are not to be scheduled during regularly scheduled lab hours.

Dismissals

The school reserves the right to ask a student to withdraw from this program for any of the following reasons

1. Unsatisfactory academic or skill performance—the instructor will have a verbal consultation with the

student and keep a record. If the student is not capable of performing the skills required in the skills lab prior to clinical at the level that is expected the student will be dismissed from the nursing program. Students must be able to perform each skill required satisfactorily before being allowed to attend a clinical site. The counseling sessions will be scheduled as needed when grades fall below average or are borderline failing. Remediation may be required. All assignments in each course must be completed before moving on to the next course. The student is required to maintain a 77% average in each course. Additional grading guidelines will be listed on individual course syllabi. Clinical and theory classes are taken together. If you pass clinical and do not pass theory, you have failed both. If you pass theory and fail clinical, you have failed both.

2. Cheating and Plagiarism – Cheating of any kind will not be tolerated in the nursing program. If a student is found to be cheating it will be at the nursing Director's discretion to dismiss the student from the nursing program. Students who are dismissed for cheating will need to appeal to the Nursing Director for re-admission into the nursing program. It is at the nursing Director's discretion to approve or not approve re-admission. Classes that must be repeated due to being dismissed for a cheating, will be at the student's expense.
3. Plagiarism will not be tolerated, and students are expected to use proper citations when citing information that is being used in research papers that are assigned.
4. Unsatisfactory clinical performance which might seriously jeopardize the health and safety of a patient or client that includes repeatedly reporting to clinical without sufficient preparation for the clinical assignment, unsatisfactory care of a patient or skills which could result in harm to the patient, or presenting to clinical under the influence of a drug or alcohol. Presenting to clinical dressed unprofessionally or not following the clinical dress code. Unsatisfactory clinical performance also includes a student who is unable or unwilling to accept constructive criticism or satisfactorily follow- up on an instructor's direct request. Insubordination to the Nursing Instructor will not be tolerated. Students suspected to be under the influence of an illegal substance will be asked to submit to a drug screen at their own expense and if the results are positive, they will be dismissed from the program. The Florida Board of Nursing Rules, including the Nurse Practice Act, will be followed.
5. Denial of admittance to a clinical site.
6. Violation of attendance or tardiness policies or WCSD policies.
7. Health problems or conditions that may prevent the student from successfully completing the objectives of the program.
8. Unprofessional Conduct - Nursing faculty and Administration may recommend that a student be placed on probation, sent home, or dismissed in the event of unprofessional conduct at school or in the clinical facility to include unprofessional behavior, violation of the WCSD or ECTC Code of Conduct, dress code violations and/or ethical or social misconduct (to be determined by the instructors and Administration). Providing false information on applications, records or reports is grounds for dismissal. Creating a hostile environment that includes bullying, harassment either physical or verbal, graphic or written conduct that is sufficiently severe is grounds for dismissal. Acts of insubordination to nursing faculty or clinical staff. Students who are dismissed for unprofessional conduct will not be eligible for readmission.
9. Specific Felony Violations that the Department of Health shall refuse to admit a Candidate for examination if the applicant has been
    a. convicted or plead guilty or nolo contendre to a felony violation regardless of adjudication of chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C.ss.801- 970 or 42 U.S.C. ss 1395-1396.
    b. been terminated for cause from the Florida Medicaid Program
    c. been terminated for cause by any other State Medicaid Program
10. Convicted of a felony and/or DUI

Withdrawal

If a student withdraws from the program due to illness or other emergency reasons and is otherwise in good standing, he/she may be granted an honorable incomplete status. He/she must reapply for admission within one year of the date that the incomplete status was granted. A student who fails a course or whose absences total greater than forty-

eight (48) hours and has been withdrawn from the program may reenter another class if the space is available, and/or at the discretion of the nursing director and faculty. This must occur no later than one year after the withdrawal. After more than a one-year absence from the program, the student must start over at the beginning of the program. The student must complete the following steps to withdraw from this program

1. Notify the Director of the Nursing Program, financial aid, and the counseling office.
2. Complete an exit interview.

Readmission

To be considered for readmission, a student must have followed the appropriate channels as outlined under the withdrawal heading. Students desiring reinstatement into the program should

1. Write a letter of reapplication to the Director of the Nursing Program prior to the expected date of entry.
2. Schedule an appointment with Admissions.
3. Complete ECTC application requirements prior to reinstatement.

Students will be readmitted to the practical nursing program at the discretion of the nursing director. A student may be required to repeat a previously passed nursing course if the passing grade falls below 77% and/or if he/she is unable to demonstrate retention of the required nursing knowledge and skills of that course. If only a portion of a course was completed prior to withdrawal, the entire course of study must be repeated. The grade earned on the repeated course will be the grade that will appear on the final transcript. A letter of recommendation from the previous instructor/s will be strongly considered when allowing a student to reenter the program. Evidence of a change of behavior (e.g., letters of reference, employment records, and probationary period) must be demonstrated if the student was previously unable to meet school/program requirements and/or received an unsatisfactory grade on the basis of unsafe nursing care or inappropriate behavior. Students who meet the readmission requirements are readmitted on a space available basis only.

If admission procedures and testing have been changed prior to the request for readmission, or if twelve months have passed when readmission is requested, the student will be required to repeat the admission procedures and the entire program of study. Any new application requirements must be completed prior to reinstatement. Students who are re- admitted will have their hours pro-rated at 4 hours per month left to complete the program. Ex If a student has 6 months to complete the program on re-admission, they will be given an allotment of 24 hours to use for absenteeism. (6mo x 4hr = 24 hrs)

Transfer Policy

Transfer students are accepted into the Practical Nursing Program on a space-available basis primarily at the beginning of a block. However, a student may be required to repeat classes if courses are not transferable or if the student did not show successful completion or retention of the material in specific courses. The student can enter at the beginning of a block if the student can provide documentation of completion of courses as sequenced at ECTC. Transcripts will be reviewed by the Program Director and credit hours will be transferred into clock hours using the following scale one credit in lecture equals 15 clock hours; one credit in laboratory equals 30 clock hours, and 1 credit in clinical activities equals 45 clock hours. Students who transfer from another program will have their hours pro-rated at 4 hours per month left to complete our program. Ex If a student has 6 months to complete the program when transferring they will be given an allotment of 24 hours to use for absenteeism. (6 mo x 4 hr = 24 hrs)

To transfer into the program the applicant must

1. Have been enrolled in nursing courses (including clinical experiences) at another institution.
2. Make a formal application to the Emerald Coast Technical College Nursing Program.
3. Request transcripts be sent to the Nursing Department for evaluation.
4. Make an appointment for an interview with the Program director.
5. Provide copies of the previous program's syllabi to demonstrate the content of the courses taken.
6. At the discretion of the Nursing Director, students may be required to take the Medical Math and

Medication Administration tests and make an 85 % after no more than two attempts.
7. Satisfactorily demonstrate specified skills in the Lab within two weeks of admission.
8. Present copies of current CPR certification.
9. Submit results of a physical examination and lab reports.
10. Request admission into the ECTC Practical Nursing Program no longer than one year from withdrawing from the previous nursing program.
11. Have left the previous program in good standing.

Classroom
761 N. 20th Street DeFuniak Springs, Florida 32433 Building 400
Room 101, 106, and 108

Office Location
761 N. 20th Street DeFuniak Springs, Florida 32433 Building 400
Room 114

Office Hours
Regular office hours for the instructors are Mon. – Thur., Day 800 a.m. -500 p.m. and Mon. – Thur. Eve 100 p.m. – 900 p.m., or as scheduled by appointment.

Meeting Times
Day Class Theory Monday-Thursday 800 am – 400 pm
Day Class Clinical (Varies) 700 am – 330 pm
Evening Class Theory Monday–Thursday 400 pm – 900 pm
Evening Class Clinical (Varies) 400pm – 900 pm

Meals
Students may bring their own food or beverage or leave campus to purchase food during the assigned lunch period. However, only thirty (30) minutes are allotted for meals. Students are expected to be back in class after thirty minutes. There are **NO** excuses.

Students are not allowed to leave the clinical facility for meals. There will be thirty (30) minutes allotted for meals. They may bring their own food or eat in the clinical site's cafeteria, if available. Once students arrive at clinical, they are not allowed to return to their vehicles. Student need to bring all necessary items for clinical in with them including lunches, monies, supplies, etc. at the beginning of the shift.

Breaks
Breaks are given in the classroom and clinical setting at the discretion of your instructor. In the clinical setting, patient care must be at a safe stopping point for a student to go to a break or meal. Students are to notify the instructor prior to leaving the clinical area for breaks or meals. Patient care always takes priority.

Lab Equipment
You will be assigned specific equipment for your labs. The equipment you will use is reliable. However, with abuse or misuse, it will malfunction and become inoperable. Be careful and have the instructor demonstrate the use of the equipment before using it for the first time. Read all instructions carefully and ask questions prior to use. Keep your work area and lab areas clean and orderly while performing assignments. Return all software, equipment, and lab components to the proper storage area before departing at the end of the period. The classroom lab will be cleaned and secured at the end of each project or period whichever comes first.

Lab Practice and Clinical

Following the demonstration and practice of the assigned skills, the student must demonstrate the knowledge of assigned skills using mannequins. Students must demonstrate the individual skills satisfactorily to pass the laboratory skills component. Students requiring additional practice to return the demonstration correctly will be asked to do so during their personal time.

Students will not be allowed to perform individual skills independently in the clinical setting until an instructor has checked them off in the simulation lab. In addition, as worded in facility contracts, "a student cannot provide any treatment to a patient without the instructor being present with the student." Any student who fails to follow this rule will be failed for the clinical day. ***If a student receives three clinical failures, they will be dismissed from the nursing program***. Failures include no call, no shows, violation of clinical rules, or practicing out of their scope of student nursing which places the patient at risk.

Clinical

Clinical experiences will be obtained from area hospitals, nursing homes, and other community facilities. Some clinical assignments will require students to travel out of town to provide the clinical experience that will be needed

The student must notify the instructor in advance if the student will be absent from clinical. Students must notify the instructor if they will be tardy to a clinical assignment. No student will be allowed in clinical later than 15 minutes after clinical is scheduled to begin. A student who does not show or does not call in for a clinical assignment will be failed for the day. If a student has 2 or more no call/no show clinical days, it could result in dismissal from the program due to unprofessional conduct and will be determined by the Nursing Director.

The student nurse uniform is to be worn with pride and dignity. All regulations are based on safety, asepsis, professional appearance, and behavior.

1. The student will be neat, clean, and well-groomed always. Adequate mouth care, use of deodorant, and clean clothes and shoes should always be addressed.
2. All uniforms will be purchased from the contracted uniform apparel company. The student must follow the agreed upon styles and purchase pre-approved items. Students are to purchase one white top, one Caribbean blue top, two Caribbean blue pairs of scrub pants, as well as one white lab coat. All uniform tops must be long enough to cover the entire buttocks.
3. Scrubs will be required in the skills lab setting and will be ordered through the school approved vendor as part of the student lab fees. These scrubs will also be worn at clinical times such as school screenings etc.
4. All uniforms should be ironed and appear neat. The Instructor may send noncompliant students' home.
5. The male student is required to wear a white T-shirt under their white uniform shirt. Mustaches or beards must be kept neatly trimmed. Sideburns can be no longer than earlobe length.
6. For the female student, if a dress is worn, then a full slip should be worn along with white hose. The dress uniform of the female student should fall below the knee. The length of pants should fall at or just below the ankle or lie at least one inch above the floor. White underwear should always be worn under a white uniform. No colored underwear is allowed.
7. Shoes must be all white leather. No open toed shoes, clogs, sling backs, or any form of shoe which exposes the foot may be worn. Socks must be all white and cover the ankle.
8. All students are to wear the personal school issued nametag on the right side of the uniform. If a student arrives at clinical and does not have the required name tag, they will be sent home and receive a fail for the day. The school issued name tag will be worn as issued with no holders or badge reels. When the lab coat is worn, the student's nametag must be visible on the outside of the coat on the right side so that the school embroidery is visible on the left side.
9. Make up should be conservative. Cosmetics are used conservatively. Strive for the "natural look". This means minimal eye makeup. No fragrances are to be worn, to include, perfume, cologne, after-shave, fragrant lotions, or bath gel, etc. (Patients and hospital staff may have allergies)

10. Hair should be kept up off the collar and away from the eyes and face in a conservative style. Hair color should of a natural color for the student with no vibrant coloring or highlighting – if you are unsure, ask your instructor before coloring.
11. Hair should be confined without adornment in a manner that reflects a professional image and does not interfere with patient care. Hair should not touch the collar or shoulder area or fall forward onto the face when bending over. No hair ornaments or bows. The clinical instructor may use discretion to determine if the hair arrangement/confinement is appropriate for the clinical setting. Headbands must be no wider than ½ inch and all white.
12. A plain wedding band with no stones is the only jewelry that may be worn. No other jewelry maybe worn with the uniform. No pierced jewelry may be worn. This includes earrings, nose piercings, cheek piercings, lip piercings, or tongue rings which are not allowed. Fingernails should be clean, short, and well-manicured. Artificial nails and nail polish are not allowed in the clinical setting.
13. Gum may not be chewed in the clinical setting.
14. Uniforms are not to be worn while shopping, visiting, or any other leisure activity.
15. The following is required at each clinical a black pen, wrist watch with second hand (watch should be white, black, or silver with no stones on the dial or band) or digital seconds (Smart Watches of any kind are **NOT** allowed at clinical due to HIPAA), pocket size note pad, bandage scissors, stethoscope, penlight, and name tag. A student will not be allowed to participate in clinical activities if he/she comes without his/her nametag. Time missed due to inappropriate dress code will be subtracted from the allotted forty-eight (48) hours and will have to be made up by the student on campus.
16. Visible tattoos must be completely covered or concealed during all clinical hours including clinical simulation and skills labs.

Student Clinical Assignments

1. Students may be assigned to any clinical agency used by the nursing program for clinical experience. Preparation by the student for clinical experiences is essential. The instructor is obligated to protect patient safety, which includes sending unprepared students' home. Being more than fifteen minutes late to clinical is considered a sign of unpreparedness and unprofessional conduct and will result in the student being sent home and receiving a fail for the day. Hours missed will be deducted and will have to be made up on school campus.

2. Students will report to the clinical facility prior to the beginning of the assigned shift at the time and place designated by the clinical instructor. Health requirements must be completed before beginning clinical. The clinical facility administrative staff will make the final determination to allow or deny a student entry into their facility. Tardiness will not be tolerated. Students should park in areas designated by the clinical facility. Students are to report to the designated meeting place upon arrival to the clinical facility or agency to await further instructions from the instructor. Students may not go to the patient care area without the instructor.

3. Student assignments will only be made by the instructor. Additional assignments may only be made by the instructor. An assignment sheet will be available for students in the pre-conference room or nursing unit. Students are not to provide direct patient care to patients who have not been assigned to them unless permission is granted by the instructor. A report on assigned patients should be received prior to providing direct care from the nursing instructor.

4. The instructor is present to assist in any care and observe skills as needed. A student cannot provide any invasive or complex treatments (dressing changes, etc.) to a patient without the instructor being present with the student. Students should always be accompanied by an instructor when performing an invasive procedure even after successfully completing the procedure for the first time in the clinical setting.

5. The exception to this rule is with fingerstick blood glucose (FSBG) monitoring. Once the student has been successfully checked off on correctly performing the fingerstick glucose test in each clinical setting (if different equipment), then that student may perform this procedure without the instructor present and only when they have a fellow ECTC nursing student with them when performing this glucose test.

6. Students that are assigned to provide bathing of a patient must always have another ECTC nursing student present with them. This is a safety rule that protects the patient and student. Failure to comply with this rule could result in verbal counseling, written counseling, probation, or dismissal.

7. Any problems during the clinical observation or clinical assignments should be addressed with the instructor immediately. The instructor will follow up through the proper channels. This is neither the student's role nor responsibility. Students failing to follow this chain of command will be counseled and final action may include dismissal.

8. If there are any changes in status or lab values, or significant (abnormal) vital signs are observed during patient care, then the student is to immediately notify the assigned nurse and instructor.

9. Students are expected to conduct themselves in a professional manner during all clinical experiences. Students are always to be polite and respectful to patients, staff, instructors, and fellow students. The student should not address any problems encountered with staff. Any problems with staff during clinical or observation rotations should be brought to the attention of the instructor so that they can be addressed by the instructor through proper channels. The student must maintain a professional attitude. Dignity, poise, calmness, and consideration, and professionalism is expected. Staff in clinical observation areas have the authority to dismiss a student from that clinical observation at any time that it is deemed appropriate because of student behaviors. Students should be aware that their performance might affect not only their clinical experience but also that of students who follow them. Remember you are a representative of Emerald Coast Technical College and the school district.

10. The student must ensure the patient's privacy by proper management of the chart and clinical folder and using all measures to maintain confidentiality. Health Insurance Portability and Accountability Act (HIPAA) standards and safeguards will always be followed. Students must keep confidential all information which relates to or identifies a particular patient, including, but not limited to name, address, medical treatment or condition, financial status, or any other personal information which is deemed to be confidential in accordance with state and federal laws and standards of professional ethics. All school documentation should be turned in to the instructor at the end of the clinical shift. Any notes taken by the student on their personal paper needs to be placed into a shred container
    before leaving the clinical site or given to the nursing instructor if a shred container is not available. A student found in violation of HIPAA rules will be counseled by the nursing director and at their discretion the student can be dismissed from the nursing program.

11. Clinical facility reference books are not to be removed from the nurses' units or agency libraries.

12. The student may not receive personal phone calls during clinical and may not bring a cell phone into the facility unless it is given to the instructor before the clinical day begins. Student's that are found to have a cell phone device in their possession within the facility will be dismissed from clinical, receive a fail for the day, and time will be deducted from their hour bank. Student's need to give their family members and child caregivers their instructor phone numbers to get in contact with the student in the event of an emergency. The instructor will notify the student as soon as they receive notification of an emergency. The student may not have any visitors during clinical hours.

13. Students are required to complete their assignments prior to leaving their units for the day. They are also required to be at a safe stopping point to participate in breaks or lunch. The students are required to report

to their assigned patient's staff nurse and instructor before leaving the floor for breaks, meals, or at the end of the shift. The instructor, and in some cases the charge nurse, should know where the students are always. At the end of the shift the student is to give a summary of the events to the staff nurse who is assigned that patient. This report should be given to the instructor prior to the staff nurse.

14. In post conference a short summary of events will be discussed, and time will be allotted for any questions by the students. Additional educational activities or learning opportunities will be provided or discussed as the instructor deems necessary.
15. Students are not allowed to witness any documents in the clinical facility.
16. Clinical facilities reserve the right to deny a student admission to clinical nursing courses based upon the results of the background records check. Students currently serving under any court-imposed order of supervised probation, work-release, or parole in connection with any felony conviction(s), plea agreement or any agreement will be denied admission to a clinical site.
17. Students who do not follow the guidelines and rules listed in this syllabus under *student clinical assignments* will be subject to disciplinary action to include, at minimum, a failure for the day, or at maximum, dismissal from the program. Further legal action may also be required.
18. Students may check-out a school-issued iPad to be used at clinical, the iPads should only be used during paperwork time or during post conference. You cannot bring your iPad on to the floor at a clinical site, it should be kept in your clinical bag and put away until post conference. iPads can only be used for Nursing Central access. Any student using a school-issued iPad is bound by the ECTC acceptable use policy. Downloading games, texting, or taking photos with the iPad is strictly prohibited. All activity on the school- issued iPads is monitored by the WCSD IT Department, and any student found in violation of the above will be dismissed from the nursing program at the discretion of the nursing director. The student is fully responsible for an iPad they check out for use and will be required to reimburse ECTC for any loss, damage, or theft of school property.

Smoking

No smoking of traditional cigarettes or vaporizer cigarettes is permitted in any Walton County School Campus building or clinical site. Students are not allowed to smoke in uniform as this may affect the health and well-being of patients that they are taking care of or staff nurses that have breathing or asthma conditions.

If a student's uniform smells of smoke or a student is found smoking at a clinical site or clinical simulation, they will be failed for the clinical day and sent home of which their hours will be subtracted from their absentee bank. Students must follow the school's smoking policy while on campus.

Student Insurance

The Walton County School Board will obtain professional liability coverage insuring the Emerald Coast Technical College's Practical Nursing Program employees and students with limits of liability coverage in the amount of not less than $1 million for each occurrence and $3 million annual aggregate. Health care insurance with emergency coverage or student accident coverage is recommended and should be obtained by the student.

Student Health Requirements

1. Each student is responsible for his/her own health and any problems related to his/her health. A student cannot attend class or clinical if they have a medical condition that would interfere with providing safe nursing care to assigned patients or would cause exposure to others. Admission to the clinical facility is at the discretion of the instructor in cooperation with the nurse manger or educational coordinator of the facility.

2. A physical examination is required to enter the program. If a student is diagnosed with or has a reoccurrence of a mental or physical condition while in the program that may place the safety of patients, self, or others in jeopardy, he/she must report this condition to the program director immediately. A statement from the attending health care provider must be provided by the student to the program director attesting to the student's ability to continue in the program. A further referral to the Florida Board of Nursing's Intervention Project for Nurses may be necessary.

3. A follow-up evaluation of major injuries, illnesses, or conditions will also be required upon entry and after any change in physical/mental status. The student will be required to have physician clearance to return and provide a return to school slip from the physician or healthcare provider managing this condition.

4. A student may not participate in a clinical setting if he/she has any health restrictions that would require a reduced patient load or that would place the safety of the patient or student in jeopardy, such as reduction in ability to lift.

5. Students may not take any medication that is prescribed or not prescribed, before or during clinical, that may alter his/her thinking and functioning ability and places the safety of patients, self, or others in jeopardy.

6. The student should discuss these medications with their health care provider and with the instructor prior to clinical. Students are not allowed to bring over the counter medications (OTC) with them to a clinical setting. The student should notify the instructor of any OTC medications taken.

7. The student is required to report any exposure to a communicable disease (home, community, and health care facility) to the nursing director immediately. A student with an infectious illness should also report this immediately to the nursing director and instructor.

8. A student who is pregnant must immediately report this information to her instructor. A statement from the attending physician or prenatal clinic attesting to the safety of the student's continuing in the program including activity restriction/s will be required. The student will be required to submit a note from the physician stating she may continue in the nursing program at each monthly check up. All efforts will be made to offer the student a safe environment. The student also must accept the responsibility for her own well-being in avoiding unsafe situations.

9. The student must sign a release of responsibility (declination) form if they choose not to be immunized with the Hepatitis B Vaccine.

10. An accident report will be completed for any accident/injury occurring to a student while on campus or in the clinical facility. The student is responsible for reporting the accident to their assigned instructor as soon as possible. The student may also be required to undergo a substance abuse test for the presence of alcohol, drugs, or other controlled substances following an injury occurring at the clinical facility.

11. Students may have to undergo a substance abuse test when a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the hospital involving students or others working in the area to which students have been assigned. Students may also undergo a substance abuse test at random intervals; when students appear to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances; or when there is reasonable cause or suspicion to believe that students are under the influence.

12. The student is responsible for the cost of any medical evaluation or treatment received during clinical

rotations at any health care facility or agency.

13. An annual PPD tuberculin skin test (or chest x-ray) is required, as is an update of immunizations when applicable. If a student has a positive PPD tuberculin skin test, then a negative chest x-ray is required prior to admission to the program or clinical facility. Other vaccine requirements may be added by clinical facilities.

14. The student is responsible for demonstrating good health habits as a role model for patients.

15. Standard precautions are mandatory and are to be practiced by all students in laboratory and clinical settings.

16. The student is required to notify the nursing Director of any changes that occur in their health status or if the student begins taking any additional medications that are not listed on the physical examination form that is turned in at the beginning of the program.

As a nursing student, you must comply with OSHA standards for hazardous materials control, infection control and exposure to harmful substances, including, but not limited to, blood or other body fluids.

1. Sudden Illness or Exposure to Communicable Disease. You are responsible for your own health care. Should you contract a communicable disease or be exposed to same via body fluids or other means, you must report such exposure or condition to your clinical instructor or preceptor immediately. Should immediate assessment and treatment be deemed necessary (including emergency care), you must comply with all agency and college policies regarding the occurrence, which includes payment for any treatment or other required exposure procedures. Further, you must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.

2. Accident. Should you become injured in a clinical facility or traveling to/from a clinical facility, you must assume the costs and responsibility for diagnosis, treatments (including emergency care), and/or appropriate interventions as a result of the accident. Further, you must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.

3. Chronic Illness. You are responsible for informing your instructor(s) of any health condition which increases your potential risk, i.e., pregnancy, allergies, and/or auto-immune disease. You must also report any health condition (including prescription medications or other treatment) which may potentially harm a client (for example, a febrile illness or infectious skin lesion) or otherwise render you unfit for providing nursing care.

Note You must notify the Program Director when using any prescription drugs, except for antibiotics and contraceptives, as medications may affect behavior. Notification is required at any point in the program. If your health status (physical or mental) is, in the opinion of the faculty/preceptor, impaired in the delivery of care, you may be required to submit proof of medical assessment and/or interventions as determined by the Program Director. Should you be unable to meet the program standards, you may be dismissed from the program. You may appeal the dismissal through the appropriate channels within 24 hours.

Any violation of Patient Safety Standards may result in immediate dismissal from the ECTC Practical Nursing Program.

Safety

1. Safety is priority one. Make learning safe, fun, and enjoyable!
2. The program follows the CDC guidelines.
3. Touch free temperature and hand sanitizing stations have been installed.
4. Report any unsafe conditions to the instructor immediately. Any abnormal findings in clinical require a nursing student action. Notify the instructor and the patient's nurse immediately.
5. All equipment and manuals have a place, return them to the proper location.
6. Everyone must complete the safety lectures/labs prior to clinical assignments.
7. Hand washing is the single most effective method to prevent the spread of infection and must be practiced regularly by students as instructed in theory.
8. All students must adhere to Standard Precautions while in the Lab and during Clinical assignments. The student is to apply the necessary personal protective equipment (PPE) such as gloves, masks, eye protection, and/or gowns when performing or practicing assignments depending upon the task and degree of exposure anticipated. The student is to dispose of all contaminated PPE as instructed in theory or according to agency/facility policy in clinical.
9. Contaminated needles or sharps shall be placed into a sharp's receptacle immediately after use. Contaminated needles shall not be recapped or removed. Recapping or needle removal must be accomplished using a mechanical device or a one-handed technique.
10. Students are at an increased risk for exposure to diseases and environmental stressors while in theLab or on Clinical assignments. The student must assume responsibility for all personal health care costs that may occur. The student agrees to provide documentation to the nursing department for their personal file that such medical follow-up has occurred. Students are encouraged to have health insurance for the course of the program to cover expenses for follow-up of untoward events.
11. If you are not comfortable or confident with any lab or project, stop and notify instructor.

Wireless Communication devices and telephone calls

Per the WCSD Handbook, personal telephones or other electronic wireless communication devices may not be used during the normal instructional school hours. However, the adult student may use the devices **during breaks and lunch break ONLY.** If devices or telephones ring or are used inappropriately during the school day, they will be subject to confiscation and will be returned upon completion of the school day. The student should have the wireless communication device including smart watches turned off during times of testing and other student evaluations. Fire drills, assemblies, or other school evacuations are considered cell phone blackouts. During such contingencies, there will be absolute ZERO TOLERANCE on cell phone use.

No personal calls are to be made or accepted during class or **clinical** hours. Phone calls that need to be made during class time may be done at allotted break times. If there is an emergency and family must get in touch with you while you are, e.g., in a clinical rotation at the hospital, then and only then may they call the facility. The student should notify their family members that when they call, they will have to ask for the instructor. The instructor will then take the message and relay it to the student.

Clinical facilities do not allow their employees or students to have wireless communication devices due to possible violation of HIPAA laws. Students who are non-compliant with this policy can jeopardize the nursing program's ability to attend clinical at the clinical facility which would be detrimental to the entire nursing program. Cell phones or wireless communication devices including smart watches of any kind are not allowed during clinical and should not be carried or worn by a student while in the clinical setting. A student found to have a cell phone/wireless communication device or smart watch in/on their possession (in personal belongings or on their person) while in a

clinical facility will receive a written warning and a failing grade for the day and be sent home. Hours will be subtracted from the student's absentee hours and will need to be made up. A second offense will result in automatic probation of the student for non-compliance of ECTC Handbook and clinical rules, a third offense will result in automatic dismissal from the nursing program.

Social Networking and Internet Sites

In accordance with HIPAA, the school policy on cheating, and the code of professional conduct, students are not permitted to discuss ANY aspect of the nursing program or clinical experience on social networking sites (i.e. Facebook, Twitter, Instagram, TikTok etc.). Students found to have breached this policy can be dismissed from the nursing program at the discretion of the nursing Director.

Emergency Procedures

1. Emergency exits are clearly marked.
2. As part of regular classroom instruction, students will be asked to participate in regular safety and emergency drills.
3. Fire extinguishers are in each area.
4. An Automatic External Defibrillator (AED) is in the administration office in building 100 and near the restrooms in building 400.
5. A Bleeding Control Station is in Building 400 near the restrooms.
6. A Walton County School Resource Deputy (SRD) is on campus M-Thur.

Internet & Technology

Practical Nursing Program students are expected to follow the Acceptable Use Policy (AUP) for the Walton County School District Network and Internet and sign the agreement stating they have read, understand, and agree to abide by the provisions of the Network and Internet Acceptable Use Policy. See WCSD Code of Conduct.

Graduation

To graduate and receive a certificate of completion, the practical nursing student must have successfully completed all course work requirements, clinical requirements, and must have attended the required number of both theory and clinical hours in the program.

A graduation/pinning ceremony will be held for each class at the completion of the program. A specified amount of time is allocated towards the graduation ceremony, and it is included in the required number of hours in the program so attendance is mandatory. Students will be recognized for their achievement and presented with a Certificate of Completion and school pin by the Administration and nursing faculty of the school. All components of the ceremony and program, or any changes to the ceremony and program, must be approved by the Director of the Nursing Program. Students will be required to follow an established dress code at graduation.

Emerald Coast Technical College Practical Nursing Program

Student Notification of Student Program Syllabus and Clinical Rules

I, _____, a student in the Practical Nursing Program at the Emerald Coast Technical College, have received a copy of the Practical Nursing Syllabus agree to abide by all guidelines and clinical requirements. It is my responsibility to be aware of the student program syllabus and rules contained herein at all times and abide by them.

_____ _____

Student **Date**

_____ _____

Director **Date**

Communicable Disease Statement and Waiver of Liability

During your course of study, you may encounter patients who have communicable diseases, including patients who are HIV positive, have tuberculosis, or who have hepatitis. You may be exposed to blood or other potentially infectious materials. You also may be exposed to ionizing radiation or hazardous chemicals. You will be expected to assume the responsibility for using standard precautions and required protective equipment with all patients at all times to minimize the risk of disease transmission. You will be expected to comply with safety and training requirements of the participating clinical facility and the nursing program.

I understand that compliance with safety and training requirements is mandatory and the failure on my part to comply may result in my dismissal from the nursing program. I assume the risk (including financial responsibility) of infection inherent in the profession I have chosen. In addition, I hereby release and hold harmless the clinical facility and nursing school, and the trustees, directors, officers, faculty members, clinical agencies, administrators, employees, servants, and agents, from all liability resulting there from.

I have read and understand the statement above. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

_____ _____

Student's Signature **Date**

_____ _____

Director's Signature **Date**

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 Handbook

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 the Student Services Dean.

Student Rights and Responsibilities

Emerald Coast Technical College and the Emerald Coast Technical College @ Magnet Innovation Center – Watersound are public postsecondary educational institutions. A school of choice, both campuses reserve the right to deny admission to any program. Students who apply for admission agree to comply with current school district and campus policies, procedures, and regulations as published in the ECTC Catalog and Student Handbook, 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 are expected to demonstrate conduct appropriate to the mature student who is seeking to achieve skills in a selected trade or profession.

Students who are enrolled in any program or course 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 activity is not permitted and can result in appropriate civil, criminal, and/or financial penalties.

The following topics provide general information regarding policies, procedures and expectations for student conduct. Students who are accepted into career education programs should familiarize themselves with their program syllabus 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 provides for *minimal* acceptable standards of conduct.

Attendance Policy and Procedures 2023-2024

It is recognized by business and industry that the single most important trait for career success is good attendance. The following attendance rules are the minimum acceptable standard to be successful in all certificate programs.

Because both campuses are clock hour institutions, it is necessary for program instructors to monitor and document the attendance daily. This documentation can be seen in FOCUS, Walton County School District's Student Information System. Curriculum delivery and the awarding of credentials and Occupational Completion Points (OCP's) to students are based on the actual number of hours present in the classroom. The decision to withdraw a student for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for late arrivals, early exits, absences, or a combination. Absences will be counted from the first scheduled class meeting. Attendance is an hour-driven process; absences from class are measured in minutes missed. Individual Career Technical Education Programs may have additional requirements for attendance in their programs.

<u>Attendance Kiosks</u>
Attendance kiosks have been placed in every CTE classroom. Students are required to clock in when arriving to class and clock out when leaving campus. In addition, students are required to clock in and out for scheduled lunch/dinner breaks. Students must use their identification badges when clocking in and out. Students must clock in and out on the designated attendance kiosk.

Students are not allowed to scan other students in or out on the attendance kiosks. Violation of this policy can result in all students involved being dismissed from the program.

Student attendance, as recorded in Focus, will be the final authority in determining the number of hours and absences for each student. Emerald Coast Technical College allows up to 10% of total payment period clock hours to be excused for the

purposes of Financial Aid disbursements. Physician notes do not excuse absences. It is the responsibility of the student to know the attendance policies for the program in which they are enrolled. It is the responsibility of the student to be aware of all absences and keep up with the number of hours they have been in attendance. All attendance records will be reviewed by the financial aid office, and if requested, submitted to auditors.

Students will be administratively withdrawn after five consecutive absences.

The section below describes the interventions as students accumulate hours away from class.

First Absence/Missed Hours

One-on-one conference between student and teacher.

Second Absence

Instructor submits a Satisfactory Academic Progress (SAP) form to the Student Services Dean and the Financial Aid Officer after a student accumulates two absences or the equivalent in clock hours. The Student Services Dean will counsel the student and arrange for makeup hours. The Financial Aid Officer will pull the students' financial aid file for review.

Subsequent Absences

Instructor continues to submit Satisfactory Academic Progress (SAP) forms to the Student Services Dean and the Financial Aid Officer for each absence or the equivalent in clock hours.

Post-secondary students will be placed on financial aid probation if they miss more than 10% of their total clock hours during a payment period. This will result in delayed disbursement from all funding sources. This can also include dismissal from the program. The student may be required to repeat the course, at their own cost, if dismissed from a program.

A student who has been withdrawn for attendance reasons, may apply for re-entry and will only be allowed to enroll with administrative approval when the re-entry is deemed academically appropriate ***and must pay for the program again.***

Make Up Hours

Students are required to make up all hours and assignments missed. ***Missed clock hours must be made up within two weeks of the date the missed hours occurred***. Hours missed must be made up on campus under the supervision of an instructor. Students should meet with their instructor to schedule makeup hours on the first day they return to class.

Appeals

If a student is notified of an attendance policy violation, and the student wishes to file an appeal, the student can pick up an appeal request form from the Student Services Dean. The completed form and supporting documentation for days absent must be filed in the director's office before the end of the next class day. Students are allowed a maximum of one attendance appeal per school year.

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

As noted previously, please be aware of the attendance policy and consequences for not meeting these requirements. Students using Veterans Benefits Administration who miss more than 10% of the scheduled hours in one month will be terminated for Veterans Benefits Administration. The student may be reinstated if able to show full attendance for

one calendar month (without benefits) and the reinstatement is not retroactive. Specific policy is in the VA packet for financial aid that each eligible veteran is required to sign.

Students enrolled in developmental program/GED preparation 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.

Student Code of Conduct

Students are expected to conduct themselves at all times in accordance with this catalog. Dress and behavior of students should reflect that of the mature student seeking career preparation and industry credentialing. Students choosing not to follow rules and regulations as described in this catalog and detailed in the Walton County School District Student Code of Conduct, will receive appropriate disciplinary action in accordance with established policies and expectations.

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/institution/district)
- Student conduct that negatively impacts students, staff, programs or safety
- Student lack of proper adjustment / response to correction

Students should review the Walton County School District Student Code of Conduct. The Code of Conduct is available online at www.walton.k12.fl.us or in Student Services.

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
- Violation of Walton County School District Acceptable Use Policy regarding computer and technology usage
- Violation of regulations relating to driving or safety on campus
- Attendance kiosk violations
- Harassment or physical or verbal abuse on campus or at supervised or sponsored events
- Theft, willful destruction or damage of property
- Use or sale of unlawful drugs on campus
- Use of alcohol on campus
- Intentional disruption or obstruction of the learning environment
- Failure to comply with duly authorized and identified staff acting in the 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., all campuses prohibit 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."

The following reminders have been especially noted in the Walton County School District Code of Conduct

1.4 Civility in Schools
"To ensure the safety of students and staff, security and surveillance systems have been installed on school campuses and on school buses to video record and/or audio record activities occurring on school property. These recordings may be utilized by school officials for disciplinary purposes. However, please note these recordings are subject to the same confidentiality requirements under FERPA as other student records."

4.14 Notice of Parent/Guardian/Student Rights Afforded by Section 504 of the Rehabilitation Act of 1973 information added…" Recording of meetings F.S. 934.03 states it is a crime to record a conversation with another person without first obtaining their consent to do so. Therefore, any request to record meetings should be made in writing to the school principal or designee……"

6.9 Offenses Requiring Severe Consequences
" …….However, any student bringing a firearm or weapon to school, or any student who makes a threat or false report will be referred to mental health services identified by the school district…."

Academic Dishonesty

Students are expected to be 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 the institution. Academic dishonesty will not be tolerated. Cheating, collusion in dishonest behaviors or acts (including obtaining an unfair advantage), plagiarism, and forgery undercut and weakens the mission, beliefs, and values that the institution 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 following the incident of academic dishonesty or be dismissed from the career education program entirely.

Copyright Infringement

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

Copyright Information and Higher Education Funding
Title IV of the Higher Education Opportunity Act (HEOA) legislation addresses Federal Student Assistance, including Pell Grants, the Family Education Loan Program, the Work-Study program, Direct Student loans, and Perkins Loans. However, the reporting requirements of 26 HEOA Title IV also stipulate that all US colleges and universities must provide

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

"Fair Use" of Copyrighted Works
Section 107 of Title 17 of the US Code permits limited use of copyrighted materials for educational purposes if it is relevant to the lesson, part of classroom instruction, and is not broadcast or published for wide/general consumption. The following lists, in general, the limits on copying or reproducing copyrighted material. 10% or 1000 words (whichever is less) of written materials such as newspapers, books, magazines, CD-ROM, computer files, etc. 10% or 3 minutes (whichever is less) of motion media such as video, DVD, etc. No more than 250 words of a single poem 10% or 30 seconds of music from a single musical work, cannot substantially change the work No more than 1 image from one artist or photographer 10% or 2500 fields or cells (whichever is less) from a database or data table No copying shall be conducted that substitutes for sales of the copied work such as a workbook.

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

All campuses are 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. Violation of drug policy can result in loss of eligibility for any grant, loan or work study assistance because of penalties under 484 (r) (1) of the Higher Education Act.

Cancelled Classes

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

Classes that are canceled due to an Executive Order by the Governor or the WCSD Superintendent or the Director of ECTC that cause a loss of clock hours, must be made up within 2 weeks of the absence. *This is the student's responsibility.*

Dropping/Adding Courses

Students enrolled in CTE programs may drop or add programs without penalty during the scheduled first five days of class. Students should discuss their schedule change needs with the instructor and the Student Services Dean to ensure that class space is available and that the schedule change is appropriate for the student's program of study. Students who are receiving financial aid must discuss schedule changes with the Financial Aid Officer prior to making any changes to determine the impact of such change on the student's financial aid award(s). A full refund of tuition will be made for completed 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.

Withdrawing from ECTC

Students that withdraw prior to completion of the term of enrollment or prior to completion of scheduled classes, should notify the instructor, who will submit the withdrawal form to the Student Services Dean and the Financial Aid Officer. Students must meet with the financial aid officer 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"
Enroll, Learn Earn
"Career in a Year"

Adult / Career (CTE) 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.

Emerald Coast Technical College – Main Campus	Program Length
Adult Education/Developmental Programs	
Adult Basic Education	Program Length Varies
GED® Preparation	Program Length Varies
Architecture & Construction	
Electricity	1200 Clock Hours
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R 1)	750 Clock Hours
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R 2)	600 Clock Hours
Plumbing	1080 Clock Hours
Health Science	
Patient Care Technician	600 Clock Hours
Pharmacy Technician	1050 Clock Hours
Phlebotomy	165 Clock Hours
Practical Nursing	1350 Clock Hours
Human Services	
Cosmetology	1200 Clock Hours
Information Technology	
Applied Cybersecurity	750 Clock Hours
Computer Systems & Information Technology (CSIT)	900 Clock Hours
Network Support Services	1050 Clock Hours
Web Application Development and Programming	1050 Clock Hours
Manufacturing	
Welding Technology	1050 Clock Hours
Welding Technology- Advanced	750 Clock Hours
Transportation, Distribution, and Logistics	
Automotive Service Technology 1	1050 Clock Hours
Automotive Service Technology 2	750 Clock Hours

Emerald Coast Technical College @ Magnet Innovation Center - Watersound	Program Length
Applied Information Technology	600 Clock Hours
Patient Care Technician	600 Clock Hours

Adult Education / Developmental Education Courses

Offered at Main Campus

Course Adult Basic Education (ABE) 9900000 **Total Clock Hours Varies**

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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. Testing is required for placement purposes.

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. Additional parking fees may apply. *Maximum instructional hours are recommended for each ABE course level. Students are encouraged to make diligent progress in each course of enrollment.

Course 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 State of Florida High School diploma, but to continue their education to earn a postsecondary degree, certificate, or industry certification. Students may be enrolled in the GED® Comprehensive course number if they have scored an NRS ABE Level 5 or higher in Reading or Mathematics on at least one of the eligible assessments specified per Rule 6A-6.014, F.A.C. The student should, however, also be enrolled in the corresponding Adult Basic Education (ABE) course number for those areas in which they have not met the Level 5 threshold. Instruction in GED® Social Studies and Science preparation programs should be limited to students who have attained a Level 5 or higher scale score in Reading. Testing is required for placement purposes.

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. Students may access this manual in the Developmental Programs classroom or through student services or through http//gedtestingservice.org.

Tuition $30.00 per term. Additional parking fees may apply.

Course English for Speakers of Other Languages (ESOL) **Total Clock Hours** **Varies**

ESOL is designed for adult English Language Learners (ELL) who want to learn English or improve their English language proficiency for personal, academic or career goals. Placement testing is required, $30.00.

Tuition $30.00 per term. Additional parking fees may apply.

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

Program of Study

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

Offered at Main Campus

Program # C400410	**CIP 0615.050111**	**Basic Skills Level**
750 Clock Hours/approximately 26 weeks	**Certifications HVAC Excellence**	**Reading 9 Math 10 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A		

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.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$28,000 - $80,000/yr.	**$18.04/hr.**	**$23.27/hr.**

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**
Introduction to HVAC/R	**ACR0000**	**250**
HVAC/R Fundamentals	**ACR0001**	**250**
HVAC/R Service Practices	**ACR0012**	**250**
Total		**750**

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. Estimated salary ranges based on information available at time of catalog. Additional labor market information is available at www.employflorida.com

Program of Study

Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 2

Offered at Main Campus

Program # C400420	**CIP 0615.050112**	**Basic Skills Level**
600 Clock Hours/approximately 22 weeks	**Certifications HVAC Excellence**	**Reading 9 Math 10 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A		

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.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$28,000 - $80,000/yr.	**$18.04/hr.**	**$23.27/hr.**

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**
HVAC/R Intermediate Service Practices	**ACR0013**	**250**
HVAC/R Advanced Service Practices	**ACR0044**	**350**
Total		**600**

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. Estimated salary ranges based on information available at time of catalog. Additional labor market information is available at www.employflorida.com

Program of Study

Electricity

Offered at Main Campus

Program # I460312	**CIP 0646.030202**	**Basic Skills Level**
1200 Clock Hours/approximately 40 weeks	**Certifications NCCER**	**Reading 9 Math 9 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A		

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

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$23,000 - $80,912/yr.	**$17.74/hr.**	**$23.89/hr.**

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
Electrician Helper	**BCV0603**	**300**
Residential Electrician	**BCV0640**	**450**
Commercial Electrician	**BCV0652**	**450**
Total		**1200**

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Program of Study

Plumbing

Offered at Main Campus

Program # C500500	**CIP 0646050312**	**Basic Skills Level**
1080 Clock Hours/approximately 30 weeks	**Certifications NCCER**	**Reading 9 Math 9 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A		

The purpose of the programs in this cluster is to prepare students for employment or advanced training in a variety of pipe occupations.

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 Architecture and Construction 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 Architecture and Construction career cluster.

The content includes but is not limited to reading construction documents, understanding building codes in the pipe trades, plumbing pipe cutting and joining skills and plumbing layout and installation.

Approximate Expected Salary Ranges	**ECTC Estimated Annual Salary**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$31,012.80- $44,179.20/yr.	**$14.91/hr.**	**$21.24/hr.**

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**
Helper, Plumber, Pipefitter	**BCV0508**	**360**
Residential Plumber	**BCV0540**	**240**
Commercial Plumber	**BCV0562**	**240**
Plumbing Applications	**BCV0596**	**240**
Total		**1080**

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Program of Study

Patient Care Technician

Offered at Main Campus

Program # H170694	**CIP 0351.390205**	**Basic Skills Level**
600 Clock Hours /approximately 22 weeks	**Certifications** **CNA; Certified Patient Care Technician (CPCT); Certified EKG Technician (CET); Certified Phlebotomy Technician (CPT)**	**Reading 10 Math 10 Language 10**

LIMITED ACCESS PROGRAM – A maximum of 15 students is accepted into each cohort.

Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older. Background check, fingerprinting (must be performed by Walton County School District), urine drug screen, and physical, including PPD, TB skin test required after acceptance into program. Forms and details are available in the health sciences department. Proof of Hepatitis B vaccination and student immunization records are required after acceptance. Students must also provide proof of required flu vaccination each fall. Students whose background check/fingerprinting results indicate that the student will not be permitted to complete the clinical portion of the program should not enroll.

Regular registration fees apply.

Post-Registration Fees (Approximate./Estimated – Students should complete these examinations following acceptance into the program)

Background check/Fingerprinting (WCSD) $75.00 Urine Drug Screen $40.00
PPD/TB Skin Test $15.00 Physical (depends upon provider)
Other Immunizations (depends upon provider)

A current estimated, detailed price list for these services is available in the health sciences department.

Credit Articulations Available for this Program A student who successfully completes the first 290 clock hours of the ECTC patient care technician program and who has achieved the C.N.A. certification may articulate 150 clock hours in the ECTC practical nursing program upon admission to the practical nursing program. TIME LIMITS and OTHER RESTRICTIONS APPLY. See student services for additional details.

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/.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$21,840 - $33,280/yr.	**$13.32/hr.**	**$15.27/hr.**

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**
Basic Healthcare Worker	**HSC0003**	**90**
Nurse Aide and Orderly (Articulated)	**HCP0121**	**75**
Advanced Home Health Aide	**HCP0332**	**50**
Patient Care Assistant	**HCP0020**	**75**
Allied Health Assistant	**HSC0016**	**150**
Advanced Allied Health Assistant	**MEA0580**	**100**
Patient Care Technician	**PRN0094**	**60**
Total		**600**

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

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Program of Study

Pharmacy Technician

Offered at Main Campus

Program # H170500	**CIP 0351.080506**	**Basic Skills Level**
1050 Clock Hours / approximately 36 weeks	**Certifications** **Certified Pharmacy Technician (CPhT)**	**Reading 10 Math 11 Language 10**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Post-Registration Fees (Approximate./Estimated – Students should complete these examinations following acceptance into the program) **Background check/Fingerprinting (WCSD) $75.00 Urine Drug Screen $40.00**		

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, medical 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.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$22,800 - $36,000/yr.	**$13.85/hr.**	**$17.37/hr.**

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
Basic Healthcare Worker	**HSC0003**	**90**
Pharmacy Technician 1	**PTN0084**	**360**
Pharmacy Technician 2	**PTN0085**	**300**
Pharmacy Technician 3	**PTN0086**	**300**
Total		**1050**

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Program of Study

Phlebotomy

Offered at Main Campus

Program # H170302	**CIP 0351.100901**	**Basic Skills Level**
165 Clock Hours / approximately 8 - 10 weeks	**Certifications Certified Phlebotomy Technician**	**NA**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Additional age requirement Must be 18 years of age or older.		
Regular registration fees apply.		

Special Notes

- **This program is NOT eligible for federal financial aid (PELL) due to the short length.**
- **Students who present documentation of current healthcare credentials including, but not limited to C.N.A., L.P.N. R.N., CPhT, may be awarded credit for the foundation course HSC0003 (90 clock hours). Please see student services for more information.**

The Phlebotomy program content includes, but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children, and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and an preparing collection trays for specimen procurement. Note live sticks are required for certification.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$25,000 - $31,000/yr.	**$14.91/hr.**	**$21.24/hr.**

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study. Students who successfully complete this program and achieve the appropriate certification may be eligible for articulated credits in ECTC's Patient Care Technician program.

Course Name	Course Number	Clock Hours
Basic Healthcare Worker	**HSC0003**	**90**
Phlebotomist	**MEA0520**	**75**
Total		**165**

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Program of Study

Practical Nursing

Offered at Main Campus

Program # H170607	**CIP 0351.390101**	**Basic Skills Level**
1350 Clock Hours Day program approximately 45 weeks **Evening program approximately 60 weeks**	**Certifications** **CNA; NCLEX PN (LPN)**	**Reading 11 Math 11 Language 11**

THE ECTC PRACTICAL NURSING PROGRAM IS A COMPETITIVE, LIMITED ACCESS PROGRAM

Two day cohorts are admitted each year. One evening cohort is admitted every other year (odd numbered years).

Admission Requirements High School Diploma/GED. Student must be at least 18 years old before first scheduled class clinical. (Exception applies to CTE Dual Enrollment Students.) A practical nursing program application is required in addition to the standard ECTC general application. TEAS (ATI) test, background check, fingerprinting (must be performed by Walton County School District), urine drug screen, and physical, including PPD, TB skin test. Forms and details are available in the health sciences department. Hepatitis B vaccination and student immunization records are required after acceptance. Students must also provide proof of required flu vaccination each fall. Students whose background check/fingerprinting results indicate that the student will not be permitted to complete the clinical portion of the program should not enroll.

Regular registration fees apply. **REQUIRED FORMS AVAILABLE IN HEALTH SCIENCES DEPARTMENT**

Pre-Registration Fees (Approximate./Estimated) TEAS (ATI) Test $ 65.00 Background check/Fingerprinting (WCSD) $ 75.00*
Urine Drug Screen $ 40.00* PPD/TB Skin Test $ 15.00*
Physical (depends upon provider)* Other Immunizations (depends upon provider)*

A current estimated, detailed price list for these services is available in the health sciences department

***Note Students should complete these items AFTER admission to the program.**

Credit Articulations A minimum of 10 college credits may be articulated upon successful program completion, attainment of licensure as an L.P.N., and admission to an R.N. program in the State of Florida. Other restrictions and requirements may apply. See student services for additional information.

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 (ATI) 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 through the ECTC Health Sciences Department.

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

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$31,440 - $37,440/yr.	**$16.37/hr.**	**$20.68/hr.**

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 Theory/Clinical	
Practical Nursing Foundations 1	**PRN0098**	**226**	**74**
Practical Nursing Foundations 2	**PRN0099**	**192**	**108**
Medical Surgical Nursing 1	**PRN0290**	**112**	**188**
Medical Surgical Nursing 2	**PRN0291**	**75**	**225**
Comprehensive Nursing and Transitional Skills	**PRN0690**	**70**	**80**
Total		**675**	**675**

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

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Program of Study

Cosmetology

Offered at Main Campus

Program # D500100	**CIP 0612.040102**	**Basic Skills Level**
1200 Clock Hours/approximately 40 weeks	**Certifications** **Licensed Cosmetologist**	**Reading 9 Math 8 Language 8**

Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.

SPECIAL ADMISSIONS REQUIREMENTS LIMITED ACCESS, COMPETITIVE PROGRAM

Students must interview for program selection. Students must submit TABE scores*, special cosmetology application, and complete interview for selection. A limited number of applicants are accepted into the program during each enrollment period.

Regular registration fees apply.
TABE and Wonderlic scores required.
Students will be required to purchase ECTC cosmetology kit immediately after enrollment begins. Cosmetology kit becomes the property of the student.
***Students may be exempt from this requirement. Please discuss your situation with the cosmetology department.**

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 the ECTC Cosmetology Department.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$45,000 - $80,000/yr.	**$27.78/hr.**	**$33.34/hr.**

Special Note Most cosmetologists are self-employed.

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
Grooming and Salon Services, Facials and Nails	**CSP0009**	**225**
Cosmetologist and Hairdresser (1 of 3)	**COS0002**	**300**
Cosmetologist and Hairdresser (2 of 3)	**COS0003**	**300**
Cosmetologist and Hairdresser (3 of 3)	**COS0009**	**375**
Total		**1200**

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. Estimated salary ranges based on information available at time of catalog. Additional labor market information is available at www.employflorida.com

Program of Study

Applied Cybersecurity

Offered at Main Campus

Program # Y100300	**CIP 0511.100302**	**Basic Skills Level**
750 Clock Hours/approximately 26 weeks	**Certifications** **CIW Web Security Associate;** **CompTIA Security+;** **CIW Web Security Professional; CIW Web Security Specialist**	**Reading 9 Math 10 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older. **Students enrolling in Applied Cybersecurity should have a strong background in information technology that includes, but is not limited to, networking services.**		
Regular registration fees apply. **Pre-Registration Fees N/A.**		

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.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$35,000 - $43,000/yr.	**$37.42/hr.**	**$50.39/hr.**

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**
Cybersecurity Associate	**CTS0018**	**600**
Information Security Manager	**CTS0019**	**150**
Total		**750**

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Program of Study

Computer Systems and Information Technology (CSIT)

Offered at Main Campus

Program # Y100200	**CIP 0511.090107**	**Basic Skills Level**
900 Clock Hours/approximately 30 weeks	**Certifications CIW IBA; CompTIA A+**	**Reading 9 Math 10 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A.		

The Computer Systems and Information Technology Program prepares students for employment or 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 CompTIA A+, Network+, and Security+ industry certifications. Other appropriate certifications may also be available to students who complete the program.

This program is strongly suggested as a foundation for students who do not have strong experience in the information technology field and who wish to continue toward networking and/or applied cybersecurity.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$22,000 - $45,000/yr.	**$42.49/hr.**	**$67.27/hr.**

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
Computer Systems Technician	**CTS0082**	**300**
Computer Network Technician	**CTS0083**	**150**
Computer Networking Specialist	**CTS0084**	**150**
Computer Security Technician	**CTS0069**	**300**
Total		**900**

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Program of Study

Network Support Services

Offered at Main Campus

Program # B078000	**CIP 0511.090102**	**Basic Skills Level**
1050 Clock Hours/approximately 36 weeks	**Certifications** **CIW NTA;** **CompTIA Network +**	**Reading 9 Math 9 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. **Pre-Registration Fees N/A.**		

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.

Students wishing to enroll in Applied Cybersecurity should consider completing the Network Support Services program and achieving specific industry certifications prior to enrollment in Applied Cybersecurity.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$32,000 - $50,000/yr.	**$20.87/hr.**	**$31.17/hr.**

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**
Information Technology Assistant	**OTA0040**	**150**
Computer Support Assistant	**EEV0504**	**150**
Network Support Help Desk Assistant	**CTS0022**	**150**
Network Support Administrator	**CTS0023**	**150**
Senior Network Administrator	**CTS0024**	**150**
Wireless Network Administrator	**CTS0029**	**150**
Data Communications Analyst	**EEV0317**	**150**
Total		**1050**

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. Estimated salary ranges based on information available at time of catalog. Additional labor market information is available at www.employflorida.com

Program of Study

Web Application Development and Programming

Offered at Main Campus

Program # Y700500	**CIP 0511.020102**	**Basic Skills Level**
1050 Clock Hours/approximately 36 weeks	**Certifications CIW SDA, CIW JavaScript Specialist, CIW Social Media**	**Reading 9 Math 9 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A.		

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.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$25,000-$50,000/yr.	**$30.91/hr.**	**$41.76/hr.**

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**
Information Technology Assistant	**OTA0040**	**150**
Computer Programmer Assistant	**CTS0041**	**300**
Computer Programmer	**CTS0044**	**150**
Web Programmer	**CTS0034**	**450**
Total		**1050**

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. Estimated salary ranges based on information available at time of catalog. Additional labor market information is available at www.employflorida.com

Program of Study

Welding Technology

Offered at Main Campus

Program # J400400	**CIP 0648.050805**	**Basic Skills Level**
1050 Clock Hours/approximately 36 weeks	**Certifications** **AWS – Certified Welder**	**Reading 9 Math 9 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Pre-Registration Fees N/A. Regular registration fees apply.		

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.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$20,000 - $40,000/yr.	**$15.70/hr.**	**$22.61/hr.**

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
Welder Assistant 1	**PMT0070**	**150**
Welder Assistant 2	**PMT0071**	**150**
Welder, SMAW 1	**PMT0072**	**150**
Welder, SMAW 2	**PMT0073**	**150**
Welder	**PMT0074**	**450**
Total		**1050**

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. Estimated salary ranges based on information available at time of catalog. Additional labor market information is available at www.employflorida.com

Program of Study

Welding Technology – Advanced

Offered at Main Campus

Program # J400410	**CIP 0648.050806**	**Basic Skills Level**
750 Clock Hours / approximately 45 weeks	**Certifications** **AWS – Certified Welder**	**Reading 9 Math 9 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Pre-Registration Fees N/A. Regular registration fees apply.		

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.

	Approximate Expected Salary Ranges	ECTC Program Advisory Committee	Okaloosa/Walton Workforce Region 2 Entry	Okaloosa/Walton Workforce Region 2 Average
		$20,000 - $40,000/yr.	$15.70/hr.	$22.61/hr.

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
Advanced Welder 1	**PMT0075**	**600**
Advanced Welder 2	**PMT0076**	**150**
Total		**750**

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. Estimated salary ranges based on information available at time of catalog. Additional labor market information is available at www.employflorida.com

Program of Study

Automotive Service Technology 1

Offered at Main Campus

Program # T400700	**CIP 0647.060411**	**Basic Skills Level**
1050 Clock hours / approximately 36 weeks	**Certifications ASE**	**Reading 9 Math 10 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Pre-Registration Fees N/A. Regular registration fees apply.		

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. Students who wish to continue with training to acquire additional skills and certifications in the automotive service technology industry may continue to Automotive Service Technology 2.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$16,600-$50,000/yr.	**$14.46 / hr.**	**$23.02/hr.**

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
Automobile Services *Assister-WC*	**AER0014**	**300**
Automotive Brake System Technician	**AER0418**	**150**
Automobile Suspension and Steering Technician	**AER0453**	**150**
Automotive Electrical/Electronic System Technician	**AER0360**	**300**
Engine Repair Technician	**AER0110**	**150**
Total		**1050**

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. Estimated salary ranges based on information available at time of catalog. Additional labor market information is available at www.employflorida.com

Program of Study

Automotive Service Technology 2

Offered at Main Campus

Program # T400800	**CIP 0647.060412**	**Basic Skills Level**
750 Clock Hours/approximately 26 weeks	**Certifications ASE**	**Reading 9 Math 10 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Pre-Admission Fees N/A. Regular registration fees apply.		

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. This program is designed to provide additional skills training and certifications in the automotive service technology industry. Students who enroll in Automotive Service Technology 2 should have successfully completed Automotive Service Technology 1.

Approximate Expected Salary Ranges	**ECTC Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$17,600 - $50,000/yr.	**$14.46 / hr.**	**$23.02/hr.**

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
Automotive Engine Performance Technician	**AER0503**	**300**
Automatic Transmission and Transaxle Technician	**AER0257**	**150**
Manual Drivetrain and Axle Technician	**AER0274**	**150**
Automotive Heating and Air Conditioning Technician	**AER0172**	**150**
Total		**750**

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. Estimated salary ranges based on information available at time of catalog. Additional labor market information is available at www.employflorida.com

Program of Study

Applied Information Technology

Offered at Emerald Coast Technical College @ Magnet Innovation Center – Watersound

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Program # Y300400	**CIP 0511010302**	**Basic Skills Level**
600 Clock Hours/approximately 22 weeks	**Certifications CompTIA Information Technology**	**Reading 9 Math 9 Language 9**
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Pre-Admission Fees N/A. Regular registration fees apply.		

The Applied Information Technology program includes, but is not limited to computer application skills, including computer hardware, software applications, web applications, computer programming, web page design and advanced web tools, systems support and maintenance, network concepts, relational database concepts, multimedia tools and cybersecurity. Equipment and materials used in the program are similar to those used in the industry.

Approximate Expected Salary Ranges	**Program Advisory Committee**	**Okaloosa/Walton Workforce Region 2 Entry**	**Okaloosa/Walton Workforce Region 2 Average**
	$28,000 - $40,000/yr.	**$30.91 / hr.**	**$41.76/hr.**

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
Information Technology Assistant	**OTA0040**	**300**
IT & Web Systems	**CTS0072**	**150**
Multimedia Systems	**CTS0075**	**150**
Total		**600**

This program of study is provided to assist the student in planning for education and training programs currently offered at the Emerald Coast Technical College @ Magnet Innovation Center – Watersound campus and does not constitute any legal or implied contractual obligation between the college. Estimated salary ranges based on information available at time of catalog. Additional labor market information is available at www.employflorida.com

Administration, Faculty and Staff Directory - Main Campus

Department	Title	E-Mail Address	Phone 850-892-1240 Extension
ADMINISTRATION			
Crozier, Wyndy	Director / Principal	Crozierw@walton.k12.fl.us	5110
SUPPORT			
Davis, Stephanie	Bookkeeper	DavisS@walton.k12.fl.us	5102
Day, Jody	School Resource Deputy	Jody.Day@walton.k12.fl.us	5108
Gillis, Diana	Grant Writer & Public Relations Specialist	GillisD@walton.k12.fl.us	5163
Sims, Elizabeth	Clerical Aide/Receptionist	Elizabeth.Sims@walton.k12.fl.us	5101
Spaid, Jesse	Project Specialist	Jesse.Spaid@walton.k12.fl.us	5162
STUDENT SERVICES			
Jones, Lisa	Student Services Dean/Career Counselor	JonesL@walton.k12.fl.us	5182
Adam, Brooke	Financial Aid Officer/VA Certifying Official	Brooke.Adam@walton.k12.fl.us	5185
Appel, Daniel	Testing Administrator	AppelD@walton.k12.fl.us	5168
Chambless, April	Student Accounts	April.Chambless@walton.k12.fl.us	5111
Rothgeb, Carol	Data Control Specialist	RothgebC@walton.k12.fl.us	5112
INSTRUCTIONAL			
Adult/Developmental Education			
Morgan, Dawn	Instructor Adult General Education/Day	MorganD@walton.k12.fl.us	5175
Pres-Rogowski, Maria	Instructor Adult General Education/Eve.	Maria.Pres-rogowski@walton.k12.fl.us	5169
Spires, Brook	Instructor ESOL	Brook.Spires@walton.k12.fl.us	5109
Architecture & Construction			
DeMarco, Leonard	Instructor Plumbing	Leonard.Demarco@walton.k12.fl.us	TBD
Falivene, Jeffrey	Instructor HVAC/R 1&2	Jeffrey.Falivene@walton.k12.fl.us	5165
Lynch, Johnny	Instructor Electricity	Johnny.Lynch@walton.k12.fl.us	5151
Information Technology			
Harrison, Leslie	Instructor Information Technology Programs	HarrisoL@walton.k12.fl.us	5161
Health Sciences			
O'Neill, Lisa	Health Sciences Programs Director	Lisa.Oneill@walton.k12.fl.us	5171
Bolton, Theresa	Instructor Practical Nursing	Theresa.Bolton@walton.k12.fl.us	5141
Earley, Twynette	Instructor Practical Nursing	EarleyT@walton.k12.fl.us	5158
Hebert, Susan	Instructor Practical Nursing	HebertS@walton.k12.fl.us	5177
Johnson, Gina	Instructor Practical Nursing	Gina.Johnson@walton.k12.fl.us	5159
Leonard, Kristin	Instructor Practical Nursing	Kristin.Leonard@walton.k12.fl.us	5183
Majors, Deana	Instructor PCT/Phlebotomy	MajorsD@walton.k12.fl.us	5172
Roman, Patricia	Instructor Pharmacy Technician	Patricia.Roman@walton.k12.fl.us	5147
Human Services			
Miller, Erin	Instructor Cosmetology	MillerE@walton.k12.fl.us	5155
Manufacturing			
Dorriety, Steven	Instructor Welding Programs / Evening	DorrietyS@walton.k12.fl.us	5152
Miller, Walter	Instructor Welding Programs / Day	Walter.Miller@walton.k12.fl.us	5152
Transportation, Distribution, and Logistics			
Price, Gary	Instructor Automotive Services Technology 1 & 2	PriceG@walton.k12.fl.us	5160
CUSTODIAL / PLANT MANAGEMENT/MAINTENANCE			
Adibzadeh, Tooraj	Plant Manager	AdibzadehT@walton.k12.fl.us	5170
Simpson, Jennifer	Custodian	Jennifer.Simpson@walton.k12.fl.us	
Traywick, Ricky	Custodian	Ricky.Traywick@walton.k12.fl.us	

Administration, Faculty and Staff - Main Campus

Crozier, Wyndy (2018)
Director / Principal
M.S., Ed Leadership, American College of Education
M.A., Varying Exceptionalities, B.A. Elementary Education
University of South Florida, A.A., St. Pete Jr. College
National Board Certified, Teacher, MCG

Adam, Brooke (2018)
Financial Aid Officer/VA Certifying Official
Everest College Accounting
University of West Florida, Business Administration

Adibzadeh, Tooraj (2011)
Plant Manager
A.A., Tallahassee Community College

Appel, Daniel (2018)
Testing Administrator
University of West Florida, Teaching Certificate
B.A., Buffalo State College, Communications

Bolton, Theresa (2013)
Instructor, Practical Nursing
B.S.N., R.N.
Western Governor University

Chambless, April (2016)
Student Accounts
A.A. /A.S., Okaloosa Walton Community College

Day, Jody (2022)
School Resource Deputy
Walton County Sheriff Office, Florida Panhandle Technical College, Certification

Davis, Stephanie (2015)
Bookkeeper

DeMarco, Leonard (2023)
Instructor, Plumbing

Dorriety, Steven (2014)
Instructor, Welding Technology, Welding Technology-Advanced Certificate – WHTC

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

Falivene, Jeff (2019)
Instructor, HVAC/R Program
A.A., Social Science, HVAC Diploma/Certificate

Gillis, Diana (2023)
Grant Writer & Public Relations Specialist, B.A., Middle Grades Math/Science University of West Florida, A.A., Okaloosa Walton Community College, Certificate, Vocational

Harrison, Leslie (2000)
Instructor, Applied Cybersecurity,
CSIT, Network Support Services, Web Application Development and Programming
B.S., University of West Florida, Vocational Education

Hebert, 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

Johnson, Gina (2020)
Instructor, Practical Nursing
R.N., Gulf Coast State College

Jones, Lisa (2019)	Student Services Dean/Career Counselor M.Ed. School Counseling, University of West Alabama; B.S. Elementary Education K-6, Florida State University; A.S., Okaloosa Walton Community College; Reading and ESOL Endorsed
Leonard, Kristin (2023)	Instructor, Practical Nursing Bachelor of Nursing, M.S.N.
Lynch, Johnny (2022)	Instructor, Electricity Certificate NCCER
Majors, Deana (2018)	Instructor, Practical Nursing, Patient Care Technician/Phlebotomy B.S.N., R.N. Chamberlain University Certificate, Vocational
Miller, Erin (2008)	Instructor, Cosmetology College of Beauty Careers State of Florida Cosmetology License
Miller, Walter (2022)	Instructor, Welding Technology, Welding Technology Advanced Certificate – NCCER, AWS
Morgan, Dawn (2018)	Instructor, Adult General Education B.A., Education University of West Florida
O'Neill, Lisa (2022)	Nursing and Health Science Program Director Chief Nursing Officer Nationally Certified Nurse Practitioner MSN, APRN, AGNP-C MSN, University of Alabama at Birmingham BSN, Northwest Florida State College ADN, Gulf Coast State College AS, Northwest Florida State College LPN, Gulf Coast State College
Pres-Rogowski, Maria (2023)	Instructor, Adult General Education B.A., British & American Literature, M.A. in TESOL (ESL/EFL), A. Mickiewicz University
Price, Gary (2006)	Instructor, Automotive Services Technology 1 & 2 Certificate, Washington-Holmes, ASE Certified Master Technician ASE Advanced Engine Performance
Roman, Patricia (2017)	Instructor, Pharmacy Technician Certificate/Registration PTCB
Rothgeb, Carol (2003)	Data Control Specialist
Simpson, Jennifer (2022)	Custodian
Spaid, Jesse (2023)	Project Specialist B.S. Project Management, A.S. Criminal Justice, Notary
Sims, Beth (2020)	School Secretary
Spires, Brook (2020)	Instructor, ESOL B.S., Psychology Troy University, A.A., Enterprise State Community College
Traywick, Ricky (2022)	Custodian

Administration, Faculty and Staff - MIC

Emerald Coast Technical College @ Magnet Innovation Center – Watersound

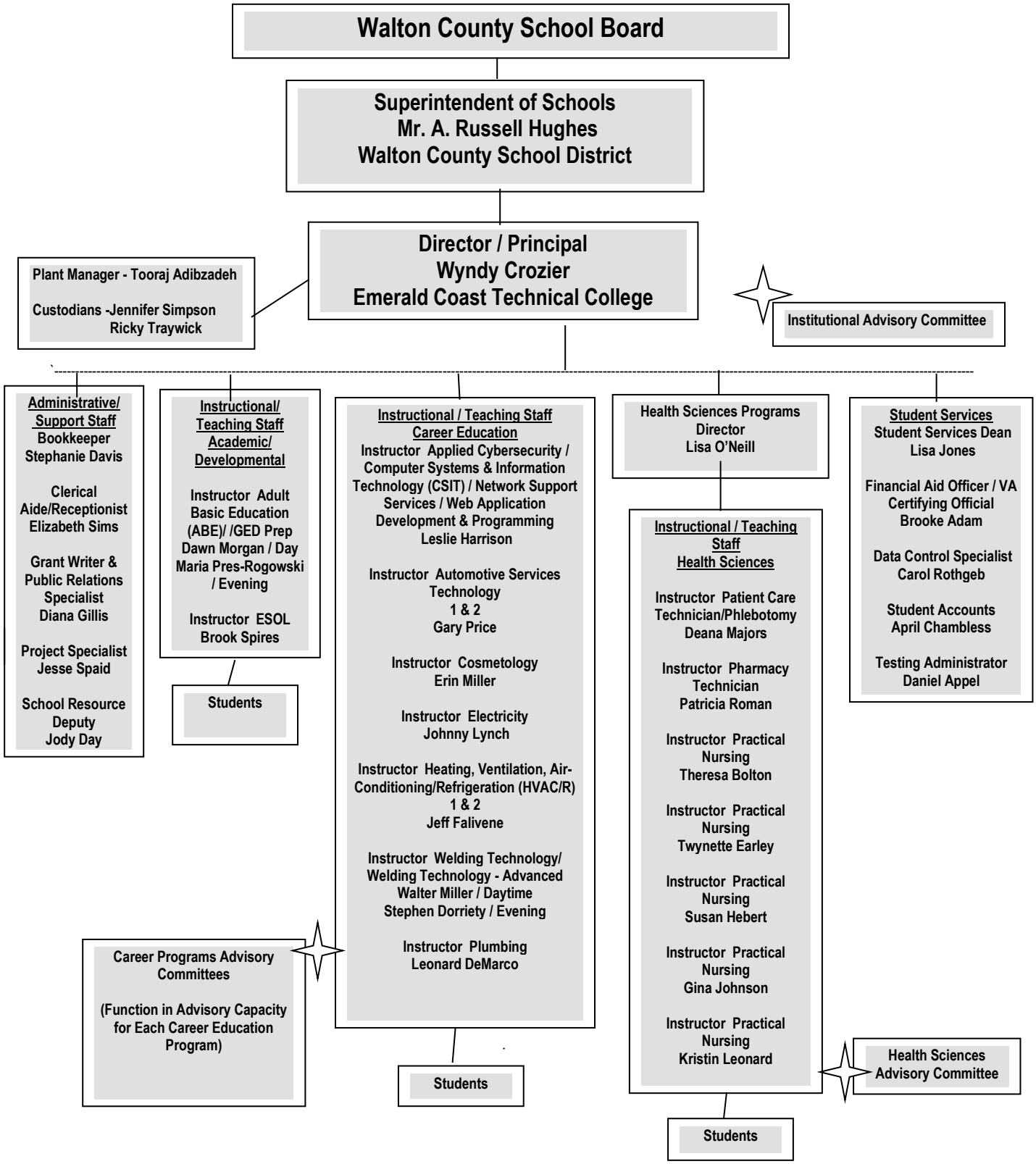
Crozier, Wyndy (2018)*	Director / Principal
Benson, Kathryn (2022)	Onsite Administrator
Adam, Brooke (2018)*	Financial Aid Officer / VA Certifying Official
Adibzadeh, Tooraj (2011)*	Plant Manager
Chambless, April (2016)*	Student Accounts
Davis, Stephanie (2015)*	Bookkeeper
Duvall, Dave (2022)	Instructor, Applied Information Technology
Gillis, Diana (2023)*	Grant Writer & Public Relations Specialist
Jones, Lisa (2019) *	Student Services Dean / Counselor
Meader, Dawn (2023)	Receptionist
O'Neill, Lisa (2022)*	Health Sciences Programs Director
Rothgeb, Carol (2003)*	Data Control Specialist
Spaid, Jesse (2023)*	Project Specialist
Watson, Amber (2023)	Instructor, Patient Care Technician

**Shared with Main Campus*

Organizational Chart – Main Campus

Emerald Coast Technical College Main Campus

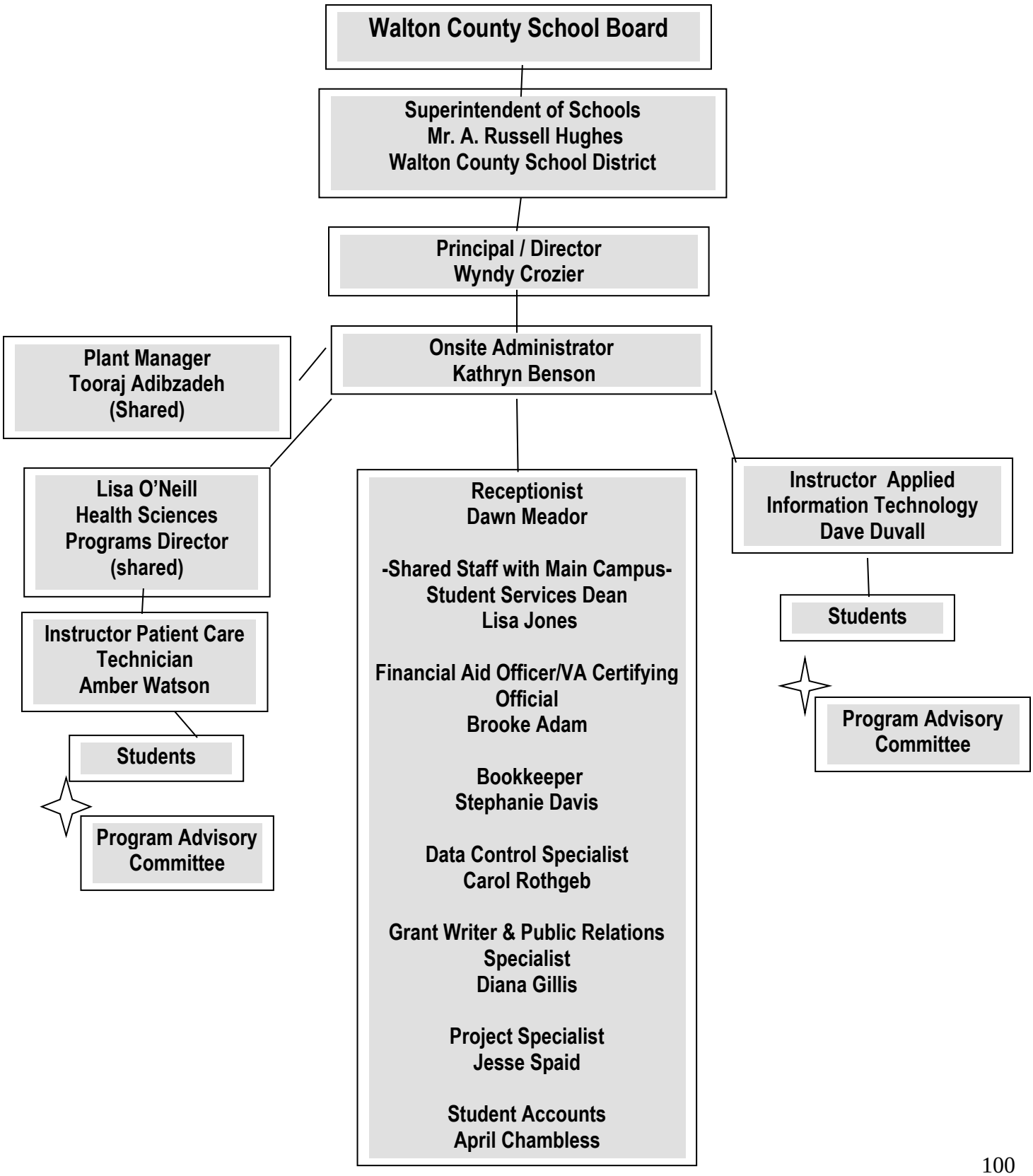
2023-2024



Organizational Chart - MIC

Emerald Coast Technical College @ Magnet Innovation Center – Watersound

2023-2024



Transcript Request Form

Transcript Request Form

This form must be signed and dated. Each transcript 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 CTE Program (e.g., Practical Nursing)_____
Last 4 digits of SSN (for verifying transcript)	Adult High School /Alternative Education Graduates ONLY 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:**_____/_____

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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 Main Campus and Emerald Coast Technical College @ Magnet Innovation Center - Watersound

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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 Main Campus and Emerald Coast Technical College @ Magnet Innovation Center - Watersound. 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 the date of the 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, Walton County Schools, 145 Park Street, DeFuniak Springs, Florida 32435.

--Walton County School District Student Code of Conduct

Emerald Coast Technical College is approved for postsecondary public education programs through the Florida Department of Education. The following is current contact information for the Florida Department of Education, Division of Career and Adult Education httpwww.fldoe.org/workforce. Emerald Coast Technical College provides programs approved through the Florida Board of Nursing. The following is contact information for the Florida Board of Nursing http//floridasnursing.gov/. Information regarding these approvals may be provided through the administrative offices at ECTC.

Emerald Coast Technical College is accredited by the Commission of the Council on Occupational Education. For grievances not settled at the institutional level, 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 Main Campus and
Emerald Coast Technical College @ Magnet Innovation Center - Watersound

This written appeal must be filed within 90 calendar days after the decision or action occurred and for which the student is making the appeal unless making appeal to re-enroll in program following maximum attempts within a two year period.

Student Appeal Form

This form should be completed and returned to the Emerald Coast Technical College Student Services Department within 90 calendar days of the action that the student is appealing (e.g. desire to return to re-enroll in program following academic dismissal, etc.). Students should complete the entire form (front and back). Incomplete forms will not be considered and will be returned to the student.

Emerald Coast Technical College will notify in writing the decision of the Appeals Committee.

FOR ECTC OFFICE USE ONLY

Student Enrollment Date _____
Date Form Received_____ Received by_____

==========

Student Name_____ Student ID# _____

Mailing Address_____ Phone_____

_____ Program _____

Email Address_____@_____

Please read this entire form carefully and follow the procedures in the order they are listed. Incomplete forms will not be considered and will be returned to the student. All appeals must be accompanied by full documentation (e.g., schedule, billing statement, physician's note, employer letter, etc.) justifying the student's request.

Please check which type of appeal you are submitting

_____ Academic Appeal (Related to instructor, classmates, grades, course content and/or delivery method, etc. Complete Steps 1 through 6. Complete item #7 if applicable.

_____ Administrative Appeal (Related to administration, registration, late withdrawals due to medical problems or other extenuating circumstances (documentation required)
Complete steps 3-6. Complete item #7 if applicable.

1. Meet with instructor and attempt to resolve the issue.

   Request Approved_____ Denied_____

2. Meet with Student Services on the ECTC campus

   Request Approved_____ Denied_____

   Request Approved_____ Denied_____

3. Financial Aid Checked

   OK_____ Needs Review_____

For all appeals, please submit this form with full documentation to Student Services for review.

Request Approved_____ Denied_____

Resolution

Please complete back page of form with specific information regarding your appeal.

Student Name_____ **Submission Date**_____

4. What is the situation or action that you would like to appeal? For example, if student is desiring to re-enroll after dismissal, please state "Re-Enroll in program after dismissal," if student wishes to have financial aid reviewed or re-instated, please state "Financial aid reviewed/ reinstated."

   _____

   _____

5. Please provide an explanation of the corrective action you are needing /seeking? (if re-enrollment in the program, state "Re-enrollment in Program.")

   _____

   _____

6. Please provide an explanation of any previous attempts to resolve this matter Please reference #1, 2, and 3 if appropriate.

   _____

   _____

7. Please provide any additional information you would like for the appeals committee to consider (attach additional paper if needed)

   _____

   _____

   _____ _____

   Student Signature Date

Appeals Committee Final Action

Action recommended by committee **Student Appeal Approved**_____

Student Appeal Denied_____

Student Appeal Approved Probationary_____

Date of Committee Proposed Action_____

Comments_____

_____

_____

Leave Request Form

Leave of Absence Request

**** No leave of absence is granted without student meeting with registrar. ****

A post-secondary student in good standing who is making satisfactory academic progress at Emerald Coast Technical College (ECTC) may request a leave of absence when planning a short-term withdrawal from an ECTC program. In general, a student may request a leave of absence for a minimum of 7 days not to exceed 60 calendar days. Students needing to withdraw for a period exceeding 60 calendar days should discuss re-enrollment procedures with student services. Students who are requesting a leave of absence from a limited access program (e.g., health sciences, human services) must coordinate their expected return date with the department chair or instructor.

Students who are receiving financial aid and who are approved for a leave of absence should discuss their situation with the financial aid department, as some benefits may be affected._____
Student Initials

A student who is approved for a leave of absence may continue to access student services, including student counseling and Career services, referral to other agency services, tutoring labs, and other campus facilities. In addition, the student's file is maintained in active status in student records and school application fees are waived upon the student's return. Students approved for a leave of absence should maintain at least monthly contact with the instructor **and** student services in order to facilitate their return to the program.

Students who do not return within the approved time period will be officially withdrawn from classes and must complete regular re-enrollment procedures in order to return to PSAV offerings at ECTC. Students who have not cleared/made arrangements to clear accounts upon return must receive approval for re-enrollment from finance and enrollment services._____

_____/ **Instructor/Department Chair**	_____ **Comments**	☐ Approved	☐ Denied	_____ **Date**
_____/ **Student Services Dean**	_____ **Comments**	☐ Approved	☐ Denied	_____ **Date**
_____/ **Data Control Specialist**	_____ **Comments**	☐ Approved	☐ Denied	_____ **Date**
_____/ **Financial Aid Advisor**	_____ **Comments**	☐ Approved	☐ Denied	_____ **Date**
_____/ **Student Accounts/Billing**	_____ **Comments**	☐ Approved	☐ Denied	_____ **Date**

1) Student Name:	2) Date request to begin:
3) Permanent Mailing Address (Street/City/State/Zip)	4) Phone Number: Current Program of Enrollment: Current Course Code/Number:
5) Email Address:	6)Expected Date of Return:
7) Reason for Request (Check all that apply) ☐ Personal/Family ☐ Financial ☐ Medical (Includes Pregnancy) ☐Other_____	8) Please explain briefly. Your comments remain confidential.

9) I plan to temporarily withdraw from ECTC and am requesting a leave of absence for the reasons noted. I have read the information regarding requests made for leave of absence and understand my responsibilities to maintain my status as a student.

_____ _____
Student Signature Date

Student Initials

Instructor completes the request form, sign it and then have the student initial and sign. Be sure there is an EXPECTED date of return. Students may return sooner than the date, but after the date listed, the student is withdrawn. Leave of absence form along with the withdrawal form is submitted to Student Services for approvals.

Instructor initiates – sends to Registrar **No** LOA without Registrar meeting Revised: 08/29/2019

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ECTC Health and Safety Plan

Purpose
The ECTC Health and Safety Plan, as described here, is used to ensure the safety of employees, students and guests on both campuses.

Distribution
The ECTC Health and Safety Plan is made available to all employees and students via the ECTC Catalog and Student Handbook. The plan, as part of the ECTC Catalog and Student Handbook, it can be found online at, https//www.ECTC.edu/catalogplans.html.

Safety Input and Plan Revision
Employees and students may submit plan changes and recommendations to the director at any time. Changes and recommendations can be emailed to the director at crozierw@www.walton.k12.fl.us or submitted in written form and dropped off with the receptionist or on-site administrator. This plan is revised annually when the ECTC Catalog and Student Handbook is revised, prior to the start of a new school year. At the end of each school year, instructors are provided the opportunity to report any faulty equipment through the use of the end of the year check off sheet. Safety questions are asked on the climate survey that is provided to students, faculty and staff. Administration, along with faculty and staff members from both locations, use the data from the survey to make improvements in the area of safety for the upcoming school year.

Safety Sweeps
Recognizing that a safe environment contributes significantly to the learning process, both campuses conduct semi-annual safety inspections of school facilities and grounds.

Accidents
Staff or students who witness or are hurt in an accident should notify and/or seek assistance immediately. Students who experience an accident or emergency requiring medical intervention should report to their instructor, the director, the on-site administrator, the school resource deputy or the receptionist, located in the main office of each campus, to facilitate notification of 911 emergency services. When such reporting would cause a delay in needed medical attention, students and staff are reminded to contact 911 emergency services directly. Instructors should submit a student accident claim form to the receptionist as soon as possible following an accident. Administration, and other personnel as needed, will investigate all accidents.

Sickness
Students who become sick while on campus should report to their instructor. The decision on whether the student will leave campus or remain in class will be determined by the student and the instructor. In the case of a serious sickness the protocols for emergency health care needs will be initiated.

Emergency Health Care Needs
Students with emergency health care needs should notify and/or seek assistance from staff immediately. Students requiring medical intervention should report to their instructor, the administrator, school resource deputy or the receptionist to facilitate notification of 911 emergency services. When such reporting would cause a delay in needed medical attention, students are reminded to contact 911 emergency services directly. Designated first responder staff members have been trained in CPR.

There are automated external defibrillator (AED) units available on each campus in case of cardiac arrest. Instructors should notify administration as soon as possible following an emergency health care situation. Administration, and other personnel as needed, will investigate the situation.

Security Cameras
Campus security cameras are positioned at appropriate locations on each campus to record activities. Security camera recordings are made available to law enforcement as needed.

Emergency Exits
Exits are clearly marked and exit routes are displayed near office and classroom doorways.

Emergency Drills
Safety drills are conducted throughout the school year on both campuses. 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 active shooter alerts. All instructors who have students at the time of these drills are required to report the number

of students involved and any occurrences that are out the ordinary to administration upon completion of the drill. These results are then reported to Walton School District Director of Facilities and Maintenance.

Fire Safety
Fire extinguishers are located and maintained throughout both campuses. All students are instructed in fire safety.

Safety Equipment and Gear
Each program area provides appropriate safety equipment and gear. Students should familiarize themselves with program syllabi and follow all prescribed safety measures.

Equipment Inspection
Plant Manager/maintenance designee performs regularly scheduled maintenance checks of all facilities and equipment to ensure proper functionality. In the event of needed replacement or repairs immediate attention is given to the faulty equipment by posting a sign of non-use and completing a maintenance request form that is sent to Walton County Maintenance Department.

First Aid Supplies
First aid supplies can be found in each classroom, Student Services and in the main office on both campuses.

Safety Instruction
While education of students in a chosen career path is of utmost importance, both campuses realize that each student should also possess the knowledge and skills needed to perform his/her chosen career in a safe and efficient manner, and in a safe and efficient environment. To this end, each program has implemented guided lesson plans to address safety in the work environment.

School Resource Deputy
The School Resource Deputy (SRD) is a member of the Walton County Sheriff Office. Campus crimes should be promptly reported to administration and the school resource deputy.

Badges
Identification badges are an important element of campus safety and security. Student, faculty, and staff badges should be displayed prominently while on campus. Individuals may be delayed and questioned regarding their business on campus if no student badge is displayed. Students should be issued the required badge when registering for classes. Students will also be issued a badge when enrolling in a new program.

Parking Permits
Parking permits provide an additional campus safety measure. Students who drive a vehicle on campus should register the vehicle (including motorcycles) with the secretary/receptionist. All faculty and staff members are provided with a parking pass. In automobiles, the parking pass should be suspended from the rearview mirror, with the number visible through the front windshield.

Emergency Call Stations
Emergency Call Stations are located in both of ECTC's parking lots. The emergency call stations are a direct line to 911 emergency services.

Custodial Services
ECTC buildings, classrooms and offices provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, and parking areas. ECTC has onsite custodial services in the form of a Plant Manager, a full-time custodian and a part-time custodian. The custodial staff is scheduled to clean each building and portable on a regular basis. Contact the Plant Manager for custodial needs or safety issues related to cleanliness.

School Resource Deputy
ECTC has an on-campus school resource deputy (SRD). The SRD's office is located in the main office in Building 100. Report safety issues to the ECTC director and SRD, as necessary.

Suspected Child Abuse
Florida Statute requires the mandatory reporting of child abuse by all School Board employees. The person who suspects child abuse is responsible for reporting the matter to the child abuse hotline, even if the case is discussed with other employees such as the Principal. In addition, employees are responsible for immediately reporting any suspicion directly to the principal or assistant principal.

Any employee reporting a case of known or suspected child abuse or neglect must, at the time the report is made, request that the Department of Children and Family Services notify the employee whether a child protective investigation occurred as a result of the report and request a written summary of the outcome of the investigation as permitted by Section 39.202(5), *Florida Statutes*. The reporting employee must also prepare and file a District County Schools Child Abuse Incident Referral Report with the principal; blank forms are to be maintained in the office of each school site."

Suspected Drug Abuse
All school personnel must report to the Principal any suspected unlawful use, possession, or sale of controlled substances, counterfeit controlled substances, alcoholic beverages, or model glue by a student.

Suspected Potential Suicide Risk
Refer the student immediately to the counselor. Walk the student to the counselor or have another student go after a counselor. Notify the counselor and the administrator of the student you suspect may be considering suicide. Contact the student's emergency contact if a counselor or administrator is not immediately available. ***Do not leave the student unattended.*** If you receive information after school hours about a potential suicide risk, contact your administrator and the counselor immediately.

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Operation and Maintenance Plan

The plan for the ongoing operation and maintenance on each campus includes physical facilities and technical infrastructure. Neither campus offers distance education. Physical facilities on both campuses provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms and parking.

Distribution
The ECTC Operation and Maintenance Plan is made available to all employees and students on both campuses through ECTC Catalog and Student Handbook. The plan, as part of the ECTC Catalog and Student Handbook, is also made available to all employees and students online at ECTC's website, https//www.ECTC.edu/catalogplans.html.

Input and Plan Revision
Employees and students at each campus may submit plan changes and recommendations to the administration at any time. Changes and recommendations can be emailed to the ECTC director at crozierw@www.walton.k12.fl.us or submitted in written form and dropped off with the receptionist. This plan is revised annually when the ECTC Catalog and Student Handbook is revised, prior to the start of a new school year. At the end of each school year, instructors are provided the opportunity to report any faulty equipment through the use of the end of the year check off sheet. A climate survey is provided to students, faculty and staff that inquiries about ECTC's facilities. Administration and designated faculty and staff members use the data from the survey to make improvements in the area of safety for the coming school year.

Personnel
Emerald Coast Technical College Main Campus has onsite custodial services provided by three employees.
Plant Manager Tooraj Adibzadeh
Custodian (Full-time) Ricky Traywick
Custodian (Part-time) Jennifer Simpson

Emerald Coast Technical College @ Magnet Innovation Center – Watersound has onsite custodial services provided by one employee.
Maintenance (Part-time) Roland Moriarty
Custodian (Full-time) Shaquille Jackson

Federal and State Laws, Codes and Procedures
There are state and federal laws, codes and procedures that each campus must follow, especially when chemical and cleaning materials are used. Each campus is a public institution that is part of the Walton County School District. Therefore, each campus must adhere to local, state and federal regulations. Under Chapter 64E-13 School Sanitation, General Rule 64E-133.001 prescribes minimum requirements and standards of sanitation and safety for schools located within the state regardless of the nature of the school, its ownership or organization. Standards 64E-13.004 goes into detail about the requirements and standards of sanitation and safety for schools. Each campus complies with these regulations. The maintenance and custodial staff at each campus attend annual training that includes relevant laws, codes, procedures and safety precautions.

Facility Repairs
Each campus is part of the Walton County School District and is governed by the Walton County School Board. Therefore, the Walton County School District Maintenance Department handles facility repairs such as building repairs and HVAC unit repair. The maintenance and custodial staff submit an online work order to the WCSD Maintenance Department. The WCSD Maintenance Department performs the repair then completes and closes the work order.

Retention Plan

Retention is a key gauge of student success, and institutional success. The Retention Plan is implemented on both campuses. The Retention Plan consists of several elements and systematically ensures administration, faculty and staff are making every effort to assist students with meeting their education goals. Awareness is critical to retention and student success. Students are continually made aware of their progress as they work through the occupational completion points in their chosen program of study. Counseling is provided to students to assist them in meeting their education goals and help ensure retention.

Occupational Completion Points (OCPs)
As a non-degree granting institution under the authority of the Florida Department of Education, Division of Career and Adult Education, each campus awards certificates of completion in Postsecondary Adult Vocational (CTE) programs. As provided in 6-A-14.030(6), (9), FAC (Florida Administrative Code), each campus 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. OCPs are associated with courses in the Focus student management system. A specific data element for each OCP is noted in the Focus student management system after instructors enter final course grades for students.

Program of Study
A program of study for each program offered at each campus is listed in the ECTC Catalog and Student Handbook, which is made publicly available at www.ECTC.edu. The program of study outlines the courses and occupational completion points needed to complete the program.

Student Schedules
Students receive their schedules from Student Services prior to the start of class. The schedule reflects each course the student will complete as they progress through their chosen program of study. The Data Control Specialist enters schedules in the Focus student management system. The student moves from one course to the next after a final grade has been posted in Focus by the student's instructor. The schedules reflect a reasonable timeframe for program completion. Student schedules are uploaded to the shared drive and available for review by instructors and other staff members.

Grades
Instructors enter grades and attendance in the Focus student management system for each course in which the student is enrolled. Students earn a final grade upon completion of a course. Students have logins to check grades and attendance in Focus, allowing them to track their progress. Instructions on how to use Focus are provided to students on the USB flash drives they receive during the admissions/registration process.

Instructor Responsibilities
Instructors' office hours and contact information are noted on program syllabi. Students can contact instructors and staff in a variety of ways, including email and telephone. Many instructors use the Remind app or provide students with their cell numbers so students can contact them after hours if necessary. However, some students will not seek attention. This can result in a student withdrawing from the program or failing to complete a course.

Instructors are required to counsel students when they are absent. The discussion includes the reasons why the student was absent and how future absences can be avoided. Instructors are required to counsel students that are having difficulty in class. Many resources are available to assist the student. Instructors inform students that counseling services are available, as outlined in the ECTC Catalog and Student Handbook. Instructors can refer the student to the Student Services Dean if necessary.

Counseling and Student Academic Progress (SAP)
Instructors should complete and submit a Student Academic Progress form to the Student Services Dean and Financial Aid Officer for students that reach *two absences*, not necessarily consecutive absences. Instructors should continue to complete and submit SAPs for each subsequent absence. The Student Services Dean will meet with the students to arrange makeup hours and discuss the reasons

behind the absences. Instructors should also submit a SAP form to the Student Services Dean if a student is struggling academically or is having other problems, such as financial or transportation issues that are contributing to student absences or academic troubles.

Financial Aid Counseling
The Student Services Dean can refer the student to the Financial Aid Officer if the student would benefit from financial aid assistance. Financial aid counseling is available to assist students in securing or maintaining financial aid to help meet the costs associated with attending either campus. 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.

Withdrawals and Program Outcome Forms
Instructors must enter OCPs on student withdrawal forms and program outcome forms as students exit programs.

Annual Report
The Career Education Programs Facilitator uses the OCP information from the Program Outcome Forms and other data elements to compile the institution's Annual Report. The Completion Rate of each program is calculated for the Annual Report. The Annual Report is made available to administration, faculty and staff during the spring of each year.

Input and Evaluation
Input from students, administration, faculty and staff is key to improving retention. The Annual Report, including completion rates, is reviewed during a faculty and staff meeting. The faculty and staff are asked for their input regarding how to promote retention and improve completion rates. The ECTC director also reviews completion rate and retention information with program instructors during instructor evaluation. This information is provided to the ECTC Data Team and is used when annually revising the ECTC School Improvement Plan (SIP). The SIP targets completion rates in goals/objectives in an attempt to improve retention. Individual programs may require additional analysis or program improvement strategies as a result of the evaluation.

Annual climate surveys are distributed to students, instructors, advisory committee members and staff. The results from these surveys are used to improve the climate and culture of ECTC, which in turn, improves retention. The results are also disseminated to ECTC's faculty and staff during a faculty/staff meeting and analyzed by administration as part of instructor evaluations. As stated earlier, the evaluation of these results is often used to revise institution's plans.

The Retention Plan, included in the handbook, is made publicly available on the ECTC website and is evaluated and revised annually. Input from the Institutional Advisory Committee is noted in meeting minutes. Students, faculty and staff should submit recommendations/changes to administration in writing no later than April 30 so that input can be considered prior to the development of the next revision of both the ECTC Catalog and Student Handbook.

Catalog/Student Handbook Signature Page

This page is to be signed by the student after receiving and reading the ECTC Catalog/Student Handbook 2023-2024.

The ECTC Catalog/Student Handbook is published annually. It is the catalog/student handbook for both campuses. A digital copy is publicly available at www.ECTC.edu. Hard copy can be obtained from Student Services on the Emerald Coast Technical College Main Campus. A digital copy is provided to all students, on both campuses, during registration when they receive their ECTC student flash drives.

I realize it is my responsibility to read the ECTC Catalog/Student Handbook 2023-2024 and clarify any questions or concerns with the administrator.

My signature indicates that I have read, understand and agree to adhere to the requirements as stated in the policies and procedures published in the ECTC Catalog/Student Handbook.

_____

Name of Student (Print)

_____

Signature of Student

_____

Date

Emerald Coast Technical College
Empowering Students….Powering the Future

EMERALD COAST TECHNICAL COLLEGE
ENROLL LEARN EARN

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