2022-2023
College Catalog

FORT MYERS TECHNICAL COLLEGE
FMTC
EST 1967

SOUTHWEST FLORIDA
TRAIN TO SERVE
PUBLIC SERVICE ACADEMY

2022 – 2023 CATALOG

Fort Myers Technical College
3800 Michigan Ave.
Ft. Myers, FL 33916
239.334.4544
www.FortMyersTech.edu

Southwest Florida Public Service Academy
4312 Michigan Ave.
Fort Myers, FL 33905
239.334.3897
www.SWFPSA.org

Effective January 2023

The School Board of Lee County, Florida
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Superintendent
www.leeschools.net

The School Board of Lee County, Florida does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity, national origin, sex , sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above. As required by Florida's Educational Equity Act, the Superintendent shall submit an annual equity report addressing the District's educational and employment practices. The School Board of Lee County, Florida, prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associated or in connection with this policy. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity, Academic and Student Support Services or the Equity Coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to: For Employees: Office of Civil Rights & Equity Compliance at (239) 335-1447 or at CivilRightsEquity@leeschools.net. For Students: Office of Positive Prevention at (239) 939-6858.

Lack of English language skills will not be a barrier to admission and participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

Student-Related Equity Issues	**Employee-Related Equity Issues**
Director of Positive Prevention The School District of Lee County 2855 Colonial Blvd. Fort Myers, FL 33966 (239) 939-6858 TTD/TTY (239) 335-1512	Coordinator of Equity and Civil Rights The School District of Lee County 2855 Colonial Blvd. Fort Myers, FL 33966 (239) 335-1447 TTD/TTY (239) 335-1512

Fort Myers Technical College and Southwest Florida Public Service Academy, in fulfilling their responsibility to the educational process, obligate themselves to ensure that every reasonable effort is made to protect all students and staff members from exposure to discriminatory conditions. All students and staff members have equal rights to participate in, and benefit from, any activity, program, or course irrespective of race, color, age, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability. All students and staff members are prohibited from conducting school-related business with any entity that does not prohibit discrimination.

Fort Myers Technical College and Southwest Florida Public Service Academy are committed to building and maintaining a diverse, accessible, civil, and supportive learning community. The institution fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind, transgress the schools' purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the school community learn and profit from diverse cultures and perspectives.

SCHOOL ACCREDITATIONS

Fort Myers Technical College and Southwest Florida Public Service Academy are accredited by the Commission of the Council on Occupational Education (COE). Requests for additional information on the policies, standards, or procedures of The Commission of the Council on Occupational Education (COE) should be addressed to:

Dr. Gary Puckett
Executive Director
Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350
Phone: (800) 917-2081 or (770) 396-3898
Fax: (770) 396-3790
Website: www.council.org
Email Address: Gary.Puckett@council.org

In March 2019, the External Review team recommended that The School District of Lee County, Florida, be accredited by the AdvancED Accreditation Commission (now Cognia) for a full system-wide, five-year term of accreditation which includes our technical colleges. North Center Association on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are accreditation divisions of Cognia.

In addition, a number of programs have been approved, certified, and/or recognized by the military, sponsoring agencies, and professional organizations.

PROGRAM ACCREDITATIONS

Fort Myers Technical College (FMTC) is approved as a training site by the State Approving Agency under the Florida Department of Veterans Affairs and the State Board of Nursing.

The state has approved FMTC's Early Childhood Education program for teaching the mandatory 40-hour child-care training. Upon completion of this program and meeting additional requirements, students may be recommended for the Early Childhood Professional Certificate (ECPC), which is one of the recognized credentials for industry certification. The Early Childhood Education program operates a Department of Children and Families licensed and nationally accredited learning center, Fort Myers Technical College Tech Tots. The center is a state approved Voluntary Pre-Kindergarten (VPK) site.

The Automotive Service Technology program and the Automotive Collision Technology Technician program at FMTC are certified by the ASE Education Foundation.

The Heating, Ventilation, Air-Conditioning (HVAC/R) program at FMTC is accredited through The Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA) in the following areas: Residential Heating and Air-Conditioning, Light Commercial Heating and Air-Conditioning, and Commercial Refrigeration.

The Major Appliance and Refrigeration Technician program at FMTC is accredited by the Professional Service Association (PSA).

The Medical Coder/Biller program is accredited by the American Academy of Professional Coders (AAPC).

The Practical Nursing and Nursing Assistant – Articulated programs are approved by the Florida Board of Nursing.

FMTC is an approved testing site for the Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment Systems (CASAS), Test of Essential Academic Skills (TEAS), American Academy of Professional Coders (AAPC), Pearson VUE, National Center for Construction Education and Research (NCCER), Prometrics for Nursing Assistant, and National Healthcareer Association for Medical Assisting.

Southwest Florida Public Service Academy (SWFPSA) is approved as a training site by the Florida Department of Law Enforcement/Criminal Justice Standards and Training Commission, Florida Bureau of Fire Standards & Training, and Florida Department of Health Bureau of EMS.

SCHOOL MISSION

The mission of Fort Myers Technical College is to provide high quality career and technical training in order to prepare students for current and emerging industries delivered by a professional and caring staff in a positive learning environment.

SCHOOL VISION

All students enrolled in vocational/technical programs will obtain workforce credentials through certificate programs and, where applicable, industry certification and/or licensure.

SCHOOL PHILOSOPHY

The philosophy and purpose of Fort Myers Technical College has been the guide to the operation of the institution since its inception. The programs offered at Fort Myers Technical College are determined by needs assessments and are based on the following beliefs:

1. Education is a continuing process and Fort Myers Technical College assumes the responsibility for offering all citizens an opportunity to participate in educational experiences commensurate with their interests and abilities. In our rapidly changing technological environment, most individuals will choose a career direction more than once in a lifetime. No longer is a general high school diploma to be considered adequate preparation for employment nor should the adults in the world of work assumethey have no further need for continuing education and training. The need for continuing education for occupational competence must be included in the educational process for today's workforce.
2. Students' success can almost be guaranteed when they accept responsibility for their own learning; when instruction is relevant, challenging, and interesting; and when students can see regular evidenceof their progress.
3. The technical/career classroom simulates the world of work by presenting programs which enable individuals to develop occupational skills, positive attitudes, and effective work habits which contribute to successful employment.
4. It is realistic to assume that occupational education is a choice based on individual interests and gives meaning through application to the basics in the educational experience. This will enhance student retention through interest in meaningful learning. All persons have individual worth and a right to reach their fullest potential. No person shall be excluded from participation in; be denied the benefitsof; or be subjected to discrimination in any educational program or activity based on race, color, religion, gender, sexual orientation, national or ethnic origin, marital status, disability, or any other unlawful factor if otherwise qualified.

SCHOOL PROFILE

Fort Myers Technical College (FMTC) was authorized in 1966 and operates under the governance of the State of Florida Department of Education (DOE), Division of Workforce Development, and The School District of Lee County. The institution opened in August 1967 as the Lee County Area Vocational Technical School and classes were held in various temporary locations until the present facility was occupied in 1968. The first director of the school was Mr. Howard Scherman, who served as school director until March of 1978.

The first students to graduate from the school were 13 students in the Practical Nursing Course, which held classes in an off-campus facility until the main school was completed. This group of students graduated in 1967. The first students who began classes at the new facility completed occupational programs in June 1968.

The school initially consisted of just four main buildings. Program offerings consisted of Cosmetology, Secretary (typing), Nursing, Automotive Mechanics, Welding, Plumbing, and Auto Body Repair. In 1969 the school expanded with the completion of three additional buildings housing the TV Repair Program, Culinary Arts, Printing, Electronics Repair, Law Enforcement, Precision Machining, and Air Conditioning. A final expansion was completed in 1974 with the construction of three more buildings. These allowed the program offerings to include Electrical Wiring, Marine Technology, Horticulture, Tile Setting & Masonry, Diesel Technology, Carpentry, and Small Gas Engine Repair.

For approximately the next three decades, the program offerings at the school remained relatively constant. In March of 1978, Mr. Ronald Pentiuk was appointed as school director, and he would serve in that role for over 26 years guiding the school through over two and a half decades of change and growth.

At times the titles of the course offerings were changed to reflect an updated occupational title and curriculum content adjustment. As examples, TV Repair became Computer Electronics Technology, and Secretary became Administrative Assistant. During this time, the physical plant changed little. The exception was the addition of a new Police Academy building in 1991, which allowed that program some much needed additional space. A name change for the school itself was adopted in 1994 when the school became known as Lee County High Tech Center Central.

Beginning in 2001, the school underwent a significant and major renovation to its facilities, which coincided with some rather extensive program offering changes. Over $10 million was invested in upgrading the buildings and their mechanical systems. Funding was budgeted to upgrade training equipment, tools, furnishings, and fixtures.

In the space of just a few years, five programs were dropped, and six were added. In every case, the programs that were dropped reflected a transition and shift in the nature of the industry and job demand in the Lee County area. Horticulture, Diesel, Machine Shop, Printing, and Surgical Technician programs gave way to the addition of Web Design, Computer Networking Systems, Massage Therapy, Business Management, and Automotive Youth Education System (AYES).

Mr. Robert Durham served as the Director from March 2005 – June 2009, taking over from Mr. Pentiuk upon his retirement. Mr. William McCormick served as Director from July 2009 – June 2016. Mr. Brian Mangan followed Mr. McCormick and served from July 2016 – June 2019. Mr. John Roszell was appointed Director on July 1, 2019.

On February 21, 2012, The School Board of Lee County officially changed the name of the school to Fort Myers Institute of Technology. On May 26, 2015, the school was renamed Fort Myers Technical College. The name 'technical college' more clearly describes the adult technical education programs offered by the district as postsecondary, college-level curriculum. Recent program additions include: Mechatronics and Biomedical Equipment Repair Technology.

Currently, Fort Myers Technical College offers over twenty programs in a wide variety of occupational clusters. However, it is interesting to note that despite the many new offerings which have been added over the years, the most popular and in-demand programs remain those that began when the school opened in 1967. The Cosmetology, Automotive, and Nursing programs continue to thrive.

Fort Myers Technical College is proud of the thousands of students who have graduated through the years, many who have gone on to become the engine that drives the Southwest Florida economy. Many graduates have become successful business owners, entrepreneurs, and skilled professionals in all walks of life. The school's motto, "Preparing Students for the World of Work" is not just a slogan but a statement of fact.

CAMPUS ADMINISTRATION

John Roszell, Director
Fort Myers Technical College

Katie Scoville, Associate Director
Fort Myers Technical College

Todd Everly, Director
Public Service Programs

TBD, Associate Director
Public Service Programs

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This catalog is not to be regarded as an irrevocable contract between a student and Fort Myers Technical College or Southwest Florida Public Service Academy. The information in this catalog applies to the academic year 2022-2023 and is accurate as of July 2022. The right is reserved to change fees, programs of study, academic requirements, faculty, the academic calendar, and other items described herein without prior notice in accordance with established procedures.

ADMISSIONS

Ability to Benefit

Students who are beyond compulsory school attendance age and have not earned a high school diploma or equivalent may be admitted to Fort Myers Technical College in all programs except Practical Nursing and all programs offered at the Southwest Florida Public Service Academy. Students will complete a Basic Skills Assessment as a part of the registration process. Non-exempt students who do not meet minimum entry levels will be given the opportunity to remediate. "Ability to Benefit" students are identified during registration. The student must sign a written contract for remediation. Program instructors will closely monitor the student's progress in collaboration with the Student Services Department.

Admission Policies

Fort Myers Technical College and Southwest Florida Public Service Academy are open without regard to race, color, gender, creed, religion, age, national origin, sexual orientation or disability to all persons 16 years of age or older who are juniors interested in career & technical education as preparation for employment. Qualified students applying to most programs are accepted on a first-come, first-served basis during enrollment periods.

A standard high school diploma or GED® is not a prerequisite for most programs; however, it is highly recommended. Programs which do require a standard high school diploma as a condition of enrollment are Correctional Officer, Crossover from Correctional Officer to Law Enforcement Officer, Crossover from Law Enforcement Officer to Correctional Officer, Firefighter, Emergency Medical Technician-ATD, Law Enforcement Officer, and Practical Nursing.

Students functioning at the 9th grade level or above on an approved Basic Skills Assessment, but not meeting a program's basic skills exit requirements as identified in the curriculum framework, will be referred to a Basic Skills remediation program prior to retesting.

There are approximately 30 programs offered by Fort Myers Technical College and Southwest Florida Public Service Academy. Specific admission requirements are detailed in the Program Description section of this catalog. Any questions in regards to a specific program admission requirement should be discussed with an admissions specialist.

One of the goals of the technical colleges is to provide each individual student with the necessary information and services to make realistic educational and career choices. Services include career information, financial information, and registration information. After reviewing the program information contained in this catalog, contact Fort Myers Technical College at 239-334-4544 or Southwest Florida Public Service Academy at 239-334-3897 or visit the Student Services office at either campus for additional information and assistance. You may visit www.leetechcolleges.com as well.

Admission Steps – Fort Myers Technical College

1. Attend a scheduled information session. No appointment or reservation is necessary.
2. Complete pre-admission testing, if necessary. Review scores with an admissions specialist.
3. Determine Florida residency for tuition purposes. In order to qualify for in-state tuition, prospective students must have two documents indicating that they (or their parent(s)/guardian(s) if the student is under the age of 24) have legally resided in Florida at least 12 months prior to the first day of their first term ofenrollment. See the section on Residency for details and a list of acceptable documents. Please have these documents with you when you begin the online application process.
4. Request and submit all official high school, GED®, or college transcripts to FMTCAdmissions@leeschools.net. Transcripts may also be delivered in person if they are in a sealed envelope. It is not necessary to provide your diploma. The diploma will not be accepted as documentation of graduation. Note: If you do not have a high school diploma or GED®, you may still be eligible to enroll in some programs.
5. Visit the Admissions page of our website, FortMyersTech.edu, to access the online application.

6. You will be contacted via the email address provided in your application with confirmation and/or questions.

Admission Steps – Southwest Florida Public Service Academy

Florida Law Enforcement Academy

Minimum requirements and steps to attend the Basic Law Enforcement Academy:

- Be minimum 19 years of age
- Be a citizen of the United States
- Be a high school graduate or equivalent
- Have a Florida Driver's License with no driver's license suspension within the last 3 years
- Have not had any excessive traffic citations. Three in the last two years
- Not have a dishonorable discharge from any of the armed forces of the United States
- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement
- No misdemeanor convictions in the last 5 years
- No DUI conviction in the last 5 years
- Drug free minimum 3-5 years prior, depending on substance used
- Not have used, possessed or cultivated any illegal controlled substance within the past 5 years (Marijuana 3 years) No history of drug sales
- No L.S.D./Methamphetamine use at any time
- Successfully complete and pass a polygraph examination

Step 1: Achieve a passing score on the CJBAT test for Law Enforcement Officers. Additional information regarding this exam will be provided.

Step 2: Eligible for Application
You are eligible for an application when CJBAT is passed and you have met the requirements above. The CJBAT will be verified by an Academy staff member. If you did not take the exam with the Academy, you must provide a copy of your results. Each class has a registration period. Dates are provided on www.SWFPSA.org. An application may be picked up (walk-in) with no appointment necessary.

Step 3: Submit the application packet and schedule your P.A.

- Applicants must have an application completed with all required paperwork. Other items that you will have to schedule and pay for as part of your package completion are: Fingerprints, Certified Drug Tests and Polygraph. Please note: the polygraph results take a couple of weeks to process so please ensure that you schedule and complete in a timely manner.
- Physical Agilities Test will be paid for after your application packet has been returned and processed. This is the only requirement that is paid in person at the Academy. The physical abilities test cost $25.00 (credit card or money order ONLY).

Step 4: Interview
You will be advised of the date and time of your interview. Your interview results will be given within 48 hours.

Correctional Officer

Minimum requirements and steps to attend the Corrections Basic Academy:

- Be at least 18 years of age
- Be a citizen of the United States

- Be a high school graduate or equivalent
- Have a valid Florida Driver's License
- Have not had any excessive traffic citations. Three in the last two years
- Not have a dishonorable discharge from any of the armed forces of the United States
- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement
- No misdemeanor convictions in the last 5 years
- No DUI conviction in the last 5 years
- Drug free minimum 1-5 years prior, depending on drug
- Successfully complete and pass a polygraph examination

Step 1: Achieve a passing score on the CJBAT test for Correctional OfficersAdditional information regarding this exam will be provided.

Step 2: Eligible for Application
You are eligible for an application if the CJBAT has been passed and you have met the minimum requirements above. YOU must submit a copy of your CJBAT results to the Academy for review and verification by the Academy staff. Applications are available on our website (swfpsa.org) or can be picked up at the Academy office, during the open enrollment period only. Class dates and registration periods can be found on our website.

Step 3: Submit the application packet and schedule your P.A.T.

- Applicants must have application completed with all required paperwork. Other items that you will have to schedule and pay for as part of your package completion are: Fingerprints, Certified Drug Tests and Polygraph. Please note: the polygraph results take a couple of weeks to process so please ensure that you schedule and complete in a timely manner.
- Physical Agilities Test will be paid for after your application packet has been returned and processed. This is the only requirement that is paid in person at the Academy. The physical abilities test cost $25.00 (credit card or money order ONLY).

Step 4: Interview
You will be advised of the date and time of your interview. Your interview results will be given within 48 hours.

Emergency Medical Technician - ATD

Minimum requirements and steps to attend the Emergency Medical Technician program:

- Be at least 18 years of age.
- Have a standard high school diploma or GED® – Must be from an acceptable accredited agency.
- Have a valid Florida driver's license.
- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. A background check will be required.
- Be a legal United States resident.
- Highly recommended to be Tobacco Free for a minimum of 12 months prior to attending class.
- Not have a dishonorable discharge from any of the armed forces in the United States.
- Be drug free a minimum of 3-5 years prior, depending on substance used, Certified Drug Test required.
- Complete an American Heart Association CPR – BLS for the Healthcare Provider Course, submit a copy of card with application.
- Adhere to "Specific Requirements for Immunity" (separate form); immunizations records must be attached to application.

Step 1: Review the website www.SWFPSA.org for class dates, information about the program and the

application process.

Step 2: Eligible for application. You are eligible for application when you have met the requirements above. Print out the application, gather the required documents and turn in the completed application.

Step 3: If the application is complete, the prospective student may be considered for placement in the program. Incomplete applications will not be processed.

Step 4: Digital Background Check & Certified Drug Test = $99.00

Step 5: Written exam and/or Interview. Additional information about this process will be provided.

Step 6: Additional information and steps will then be e-mailed to the applicant.

Step 7: Orientation is mandatory and all fees are due at this time.

Firefighter

Minimum requirements and steps to attend the Basic Firefighter Academy:

- Be at least 18 years of age.
- Have a standard high school diploma or GED® - Must be from an acceptable accredited agency.
- Have a valid Florida driver's license.
- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. A background check will be required.
- Be a legal United States resident.
- Be Tobacco Free for a minimum of 12 months prior to attending class.
- Not have a dishonorable discharge from any of the armed forces in the United States.
- Be drug free a minimum of 3-5 years prior, depending on substance used, Certified Drug Test required.
- Complete an American Heart Association CPR - BLS for the Healthcare Provider Course, submit a copyof card with application.
- Complete a physical (after acceptance into the program).

Step 1: Review the website www.SWFPSA.org for class dates, information about the program and theapplication process.

Step 2: Register for and successfully complete the CPAT (Candidate Physical Ability Test). Additional information can be found here: https://nationaltestingnetwork.com/publicsafetyjobs/cpat_info.cfm

Step 3: Eligible for application. You are eligible for application when the CPAT is passed (must provide a copy of results) and you have met the requirements above. The CPAT will be verified by an Academy staff member. Print out the application, gather the required documents and turn in completed application.

Step 4: If the application is complete, the prospective student may be considered for placement in the program. Incomplete applications will not be processed.

Step 5: Fingerprints = $50.75

Step 6: Certified Drug Test = $35.00

Step 7: Written exam and/or Interview. Additional information about this process will be provided.

Step 8: Additional information and steps will then be e-mailed to the applicant.

Step 9: Orientation is mandatory and all fees are due at this time.

Basic Skills Assessment Requirements

The Florida Department of Education: Division of Workforce Education has established required grade equivalent levels for completion in all occupational programs through the use of state-approved basic skills assessments. State statute has established that a student who entered high school in the fall of 2003 or after and graduated with a public Florida standard high school diploma will have met the required grade equivalent levels to be a full program completer in an occupational program. See the admissions specialist for additional information.

Admissions specialists utilize these guidelines and may use other assessment means to identify the person's aptitudes and abilities for appropriate placement into an occupational program. Students without a standard high school diploma or equivalent will only be admitted into certificate career education programs that do not require a standard high school diploma.

The Florida Legislature mandates that each student enrolled in a certificate/diploma program must meet required minimum academic skills levels in mathematics and communications (reading and language arts) in order to receive a Certificate of Completion or an Applied Technology Diploma. Fort Myers Technical College strongly recommends that an assessment be done before registering for a career education program. Statute requires that all students be assessed before or within the first six weeks of enrollment in a career education program. Standard assessment tools can be found in Florida Administrative Code (F.A.C.) Rules 6A-10.040 and 6A-10.0315. The Comprehensive Adult Student Assessment System (CASAS) GOALS 900 Series, 2019 is given by FMTC for a nominal charge. No student, except those exempted by statute or rule, shall be awarded a career and technical certificate of completion until the student achieves the minimum level of basic skills required for that program.

The CASAS is designed to test student mastery of basic skills in mathematics, language arts and reading. All applicable sections must be taken within the first six weeks after admission. Students with disabilities may request appropriate accommodations through the Equity Coordinator. Tests are computer graded and results are entered into Focus, the college's official records system. Test scores remain active for two years or as long as a student remains continuously enrolled without a break of one year.

Students who score below the minimum basic skill levels of their program will meet with the admissions specialist to develop a plan focused on achieving their academic needs prior to retaking the CASAS. After remediation, if the student's basic skills scores on the CASAS do not meet program exit requirements, the student may remediate further and retest or pass a related state, national or industry licensure examination or certification defined by the FDOE and posted under "Career Certificate Program Resources" on the FDOE CTE Program Resources website: http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml.

The following students are exempt from taking the initial basic skills assessment:

1. Students who possess a college degree at the Associate of Applied Science (AAS) level or higher
2. Students who have demonstrated readiness for public postsecondary education based on the cut scores identified in 6A-10.0315 (Scores must be dated within two years of enrollment)
3. Students who are serving as active duty military of any branch of the United States Armed Forces
4. Students who entered 9th grade in a Florida public high school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard public high school diploma
5. Students who have met the minimum score on the Reasoning through Language Arts and Mathematical Reasoning sub-tests of the 2014 GED Test as required in 6A-6.0201
6. Students who have passed a state, national or industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled
7. An adult student who is enrolled in an apprenticeship program that is registered with the Department of

Education in accordance with Chapter 446, Florida Statute

Basic Skills Assessment Requirements for Students with Disabilities
Students with a documented disability who do not meet the exit requirements on the initial basic skills assessment will be provided instruction and opportunities for remediation before being assessed again. Should the student still not meet the exit requirements after the second assessment due to his/her disability, but has met the requirements of his/her CTE program, the student can apply for a waiver from the associate director exempting him/her from the basic skills assessment exit requirement. If the waiver is granted, the student is reported as a completer to FDOE and will receive a Career Certificate of Completion.

Dual Enrollment
Students who meet the eligibility requirements and who are recommended by their high school counselor or career specialist may be admitted as career dual-enrolled students. Career dual-enrollment is an option for secondary students to gain training and industry certification through a technical education program. The training also counts as credit toward the high school diploma. Certain programs require a standard high school diploma or GED® and are not open to high school students. These include all the programs at the Southwest Florida Public Service Academy, Practical Nursing, Cosmetology, and Turbine Generator Maintenance, Inspection and Repair.

Career dual enrollment is available to all Lee County public and private high school students meeting the following criteria (private school students must have a signed Private School Career Dual Enrollment Articulation Agreement on file):

- Be enrolled as a student in a Florida public secondary school.
- Be classified as a high school junior or senior.
- Possess and maintain a 2.0 unweighted GPA.
- Meet the graduation requirements for Florida's state-wide assessments.
- Have a plan approved by their high school to complete all requirements to graduate on time.
- Demonstrate readiness for postsecondary work evidenced by a good attendance record, a satisfactory disciplinary record, and basic skills requirements pursuant to F.S. 6A-10.040.
- Be recommended by their school counselor or career specialist and spend a shadow day at FMTC.

To participate in the Home Education career dual enrollment program, home education students and their parents/guardians shall meet the following criteria:

1. Students must be enrolled in a home education program, pursuant to Section 1002.41, Florida Statutes, as may be amended.
2. Students' parents/guardians must provide proof of enrollment in a home education program with a signed letter from the School District of Lee County Home Education Office.
3. Students must have a Home Education Career Dual Enrollment Articulation Agreement signed and on file with the College to be eligible to participate in dual enrollment at the college.
4. Students must be a minimum of 16 years of age and have achieved a minimum status, as verified by the parents/guardians, of 11th grade.
5. While there is no Grade Point Average (GPA) requirement for Home Education students to initially enroll, students must demonstrate preparedness for post-secondary education by completing an entry-level basic skills examination prior to entering the program and meeting the Basic Skills Requirements as specified in 6A-10.040, F.A.C.
6. A student may be exempt from entrance testing requirements by submitting documentation of passing scores for public postsecondary education based on the cut scores identified in 6A-10.0315 (Scores must be dated within two years of enrollment) or proof of possession of a state, national, or industry certification or licensure examination identified in the State Board of Education rules and aligned to the career education program in which the student is enrolled.
7. Students must meet with the Admissions Specialist and attend a Shadow Visit of two programs of interest.
8. Students must submit a completed Dual Enrollment Application to the Admissions Specialist.

Applications for career dual enrollment will be accepted by the Colleges in Spring and Summer for the beginning of the next school year. Mid-term applications will only be accepted on a space available basis with permission from the college director.

International Students

International students are allowed to register, enroll and study at the technical colleges if they have a valid status as defined by the U.S. Immigration and Naturalization Service. Proper documentation proving valid status must be shown at time of registration.

Out-of-state tuition waivers may be provided to students who are undocumented for federal immigration purposes and meet the following conditions:

1. Attended a Florida high school for three consecutive years immediately before graduating from a Florida high school.
2. Enroll in an institution of higher education within 24 months after high school graduation; and
3. Submit an official Florida high school transcript as evidence of three years of attendance and graduation Students eligible for the out-of-state tuition waiver will be required to pay in-state tuition and fees. Students willnot be eligible for state or federal financial aid.

Readmission Policy

Voluntary Withdrawals

Students who have voluntarily withdrawn from a program and wish to return to continue working toward a certificate may reenroll during the next Open Enrollment on a space available basis. Students must complete the following:

- Confer with an admissions specialist.
- Submit enrollment paperwork.
- Pay applicable and/or outstanding fees.

Involuntary Withdrawals

All students who have been withdrawn as a result of disciplinary action, violation of attendance policies, or academic failure must sit out for a specified period of time prior to applying for readmission.

- Disciplinary: Students may request re-admission to the school after a minimum period of two years from the withdrawal notice.
- Attendance: Students may request re-admission to the school after a minimum period of one full semester. If a student is withdrawn a second time, they must seek administrative approval to reapply.
- Academic: Students may request re-admission to the school after a minimum period of one full year. If a student is withdrawn a second time, they must seek administrative approval to reapply.
- Students in the Health Science programs have additional criteria to meet if they wish to return to complete a program.

Registration

The student meets with an admissions specialist to discuss educational options, registration, basic skills assessment, start and end dates, class, program costs, and, if applicable, remediation schedules. A financial aid advisor provides counseling to determine financial assistance eligibility.

In order to prevent delays in registration, please have the following available to you when you register using the online application:

1. Academic assessment scores, high school transcripts or college transcripts. Students who have an associate's degree or higher may be exempt from academic assessment testing. Students who have graduated from a Florida public high school with a standard high school diploma since 2007 or earned a GED® using the July 2014 version may also be exempt from academic assessment testing.

2. Two documents confirming Florida residency for at least the past 12 months for tuition purposes. See the section on Residency for details.
3. Photo ID.
4. High school or GED® transcript.
5. $45 Application Fee. You may pay by cash, VISA, MasterCard, or check.
6. All first-time students are required to attend a new student orientation. The career specialist will provide information about upcoming sessions.

International Students – If you are not a U.S. citizen, you will need to bring your INS documents to an admissions specialist before applying for admission. Do not pay the $45 before checking on your eligibility.

Residency Classification Information

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought. Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, legal alien granted indefinite stay, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes. All other persons are ineligible for classification as a Florida "resident for tuition purposes." Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

Non-Florida Resident

Students who do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted can qualify for a future term. It will be necessary for the student to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as 'reclassification' of residency status. Being classified as a non-Florida resident will not exclude students from the possibility of receiving a waiver to cover part or all of the out-of- state fee as defined in s.1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought.

Residency Appeal Statement

Pursuant to Section 1009.21(12), F.S., students denied the classification of Florida resident for tuition purposes have the right of appeal. Appeals must be in writing to the Residency Appeals Committee, care of the Student Services Office. Appeals should be made as soon as possible after receipt of the initial decision and prior to payment of the first semester's tuition. All appeals will be reviewed by the Residency Appeal Committee, and the Committee's decisions are final. Students classified as a non-resident for tuition purposes can reapply for residency consideration at the beginning of any term of enrollment.

Transcript Evaluation

All prior college/postsecondary transcripts will be evaluated within 30 days of receipt and must be submitted within 30 days of enrollment. Credit will be granted, if eligible, and clock hour training time will be shortened. Tuition will be reduced proportionally.

Transfer Policy – from Other Institutions

Students transferring from other post-secondary institutions may enter on a space available basis usually at the

beginning of the semester. Transfer students are required to meet the technical colleges' admission standards before entering the program. Students are required to provide an official transcript from all former post-secondary schools attended.

Students enrolled in the Southwest Florida Public Service Academy (SWFPSA) programs and/or Health Science and Cosmetology programs have additional requirements regarding transferability. Please refer to the program handbooks for details on the transfer policy.

Transfer Policy – In House
Program changes are available through the first five (5) days of the semester as space is available. Students wishing to change technical programs (on a single campus or between campuses) may do so only after:

1. Talking to an admissions specialist;
2. Informing current instructor of program change;
3. Consulting financial aid advisor (if applicable);
4. Consulting student accounts for possible change in program fees;
5. Consulting with sponsoring agency (if applicable).

Before the change is finalized, both program instructors must approve the transfer. Depending on the circumstances, an administrative review may be necessary.

FINANCIAL AID

Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. Federal financial aid is not available for programs less than 600 clock hours. The school's standard for satisfactory progress must be maintained throughout the length of the program to remain eligible for federal financial aid. Other financial aid programs may have additional requirements.

The technical colleges' financial aid awards are contingent upon receipt of funds. Sources include but are not limited to Federal Pell Grant, Florida Bright Futures, Florida Prepaid Tuition, state grants, local scholarships, and outside agencies. Individual appointments are available for the purpose of disseminating general information, application explanation, application review, entrance interviews, and exit interviews.

Other Financial Assistance
Vocational Rehabilitation, CareerSource Southwest Florida, and other third-party agencies also provide financial assistance for career training to help offset educational costs. Students are responsible for contacting third party agencies directly.

Satisfactory Academic Progress
In order to maintain Title IV financial assistance eligibility, a student must maintain satisfactory academic progress (SAP). The Financial Aid Office will require a progress report to be submitted to the Financial Aid Office prior to each disbursement.

Veterans Education Benefits
In order to be eligible for VA Educational benefits, the student must file the proper forms on the VA website, www.GIBILL.VA.gov, or consult with the VA Certifying Official(s) at FMTC. Students eligible for VA benefits must submit all military and post-secondary transcripts.

All veterans receiving educational benefits while attending FMTC are subject to the general policies and procedures of the school and the specific requirements of the Veterans Administration. While awaiting VA benefits, an automatic VA deferment will be applied to the student's account.

In accordance with Title 38 US Code 3679 subsection (e), Fort Myers Technical College adopts the following

additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. FMTC will not, for a maximum of 90 days:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Attendance Policy for Veterans

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as actual clock-hour time missed. Students who, for any reason, miss more than 20% of the total scheduled course hours in a calendar month are considered to be in violation of the attendance policy and the student will be placed on attendance probation for one (1) month for unsatisfactory attendance. If the student fails to meet attendance standards the following month, his/her unsatisfactory attendance will be reported to VA and his/her benefits will be terminated.

In order to show that the cause of unsatisfactory attendance has been eliminated, students must not miss more than 20% of the total scheduled hours in one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veterans' file for U.S. Department of Veterans Affairs and State Approving Agency audit purposes.

Fort Myers Technical College will accommodate short absences for enrolled members of the Armed Forces, including reserve components and National Guard through submission of an official Leave of Absence. For those members requiring an extended absence for reason of serving in the Armed Forces, we will suspend enrollment and allow readmission upon completion of service.

Counseling for Veterans

If a covered individual or family member of a covered individual is in need of counseling, he/she may reach out to the following staff members for guidance:

Academic or Course Completion Counseling:	Elaine Petrie, Admissions Specialist
Financial or Disability Counseling:	Valerie Clark, Career Specialist

Credit for Previous Education or Training for Veterans

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Enrollment in Programs

All veterans receiving educational benefits while attending FMTC will document his/her approval of enrollment when meeting with the financial aid specialist. Students must be recertified each payment period and will not be automatically reenrolled.

Out of State Fee Waiver for Military Affiliated Students

In accordance with Florida Statute 1009.26(13) and (14), out-of-state tuition and fees shall be waived for covered eligible individuals (Chapters 30, 31, 33, 35, 1606, 1607, and ToE, or Active Duty) **who meet any ONE of the**

following. To apply for an out of state fee waiver, submit the appropriate supporting documentation along with a signed "Out-of-State Tuition and Fee Waiver for Military Affiliated Students" (located in the Student Services Office) to the Admissions Department:

Fort Myers Technical College Admissions Department
3800 Michigan Ave.
Fort Myers, FL 33916
FMTCAdmissions@leeschools.net

By submitting the signed form, you acknowledge that the fee waiver does not constitute a change in your designated residency status.

- Honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, (Air Force, Army, Coast Guard, Marines, and Navy) and the National Guard (Army and Air) or any other student who is entitle to and uses education assistance provided by the United States Department of Veterans Affairs who physically resides in the state of Florida while enrolled as a degree or certificate seeking student. Tuition and fees charged a resident student enrolled in the same program.
  - Copy of DD214 Certificate of Release
  - Proof of residing in Florida. This may include, but is not limited to a copy of Floridadriver's license, Florida identification card, or a copy of lease
  - Additional documentation that may be required

- Active Duty member of the Armed Forces of the United States residing or stationed OUTSIDE of the state of Florida who are enrolled as a degree or certificate seeking student. Tuition and fees charged to as student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition andfees charged to a resident student enrolled in the same program.
  - Proof of Active Duty status

- Active Duty member of the Armed Services of the United states and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed at the time of acceptance to the Florida College System institution or state university, if such military establishment is within a county contiguous to Florida.
  - Proof of Active Duty status

- Individual using educational assistance from the U.S. Department of Veterans Affairs under Chapter 31, Veterans Readiness & Employment (VR & E) who physically resides in the state of Florida while enrolled in the institution. I acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for any term I do not elect to utilize VA educational assistance
  - Copy of VAF 28-1905
  - Proof of residing in Florida. This may include, but is not limited to copy of Florida driver'slicense, Florida identification card or copy of lease
  - Additional documentation that may be required

Standards of Academic Progress for Veterans

Students receiving VA educational benefits must maintain a minimum cumulative grade average (CGA) of 75% (80% Health Science) each semester (term, quarter, semester, evaluation period, etc.). A VA student whose CGA falls below 75% (80% Health Science) at the end of any semester (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of one consecutive term of enrollment. If the VA student's CGA is still below 75% at the end of the term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due tounsatisfactory progress may petition the school to be recertified after attaining a CGA of 75% (80% Health Science).

Tuition Waivers for Purple Heart Recipients

Chapter 2014-62, Laws of Florida, provides a tuition waiver for recipients of a Purple Heart or another combat decoration superior in precedence. The tuition waiver is provided to recipients who meet the following conditions:

1. Enrolled full-time, part-time, or in summer school in a program that terminates in an associate or a baccalaureate degree, a college credit certificate, or a career certificate;
2. 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; and
3. Submits to the institution the 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.
4. The waiver is applicable for 110% of the number of required credit hours (or equivalent) of the degree orcertificate program for which the student is enrolled.

FULL–TIME FACULTY

NAME	DEGREE/CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Bluhm, William	• BA • Pipefitter • Certified Welder • Certified Associate Welding Inspector • Career & Technical Education Teaching Certificate	• Florida Gulf Coast University • Florida Dept. of Education • American Welding Society • School District of Lee County	Welding Technology
Bristol, Dannie	• ASE Master Technician • ASE L1 Advanced Engine Performance • Ford-Lincoln Master Specialty Certified • Mazda Senior Technician • AST Career Certificate • MACS 609 Certified • Career & Technical Education Teaching Certificate	• ASE Education Foundation • Ford Motor Company • Mazda North America • South Florida State College • Mobile Air Cond. Society • School District of Lee County	Automotive Service Technology
Childress, Layton	• MS Occupational Administration • BS History • Electricity/Electronics Certificate • Journeyman Electrician • Quality Matters Online Certificate • NCCER Electrical Certificate • Career & Technical Education Teaching Certificate	• Central Missouri State Univ. • Liberty University • Central VA Community College • City of Lynchburg, Virginia • Quality Matters • National Center for Construction Education and Research (NCCER) • School District of Lee County	Electricity
Clark, Valerie	• MS Counseling - College Student Personnel Services • BA Mass Communications • NCDA Member • GCDF Credential & CCSP Credential • Professional Educator's Certificate • Career Specialist Vocational Certification	• University of Bridgeport • University of Bridgeport • National Career Dev. Assoc. • Global Career Dev. Facilitator & Certified Career Services Provider • Florida Dept. of Education • School District of Lee County	Career Specialist
Cope, Eugene	• State of Florida Master Cosmetology License • Artistic Educator Color and Hair Cutting • Career & Technical Education Teaching Certificate (Temporary)	• Florida Dept. of Bus. & Prof. Regulation - Board of Cosmetology • School District of Lee County	Cosmetology

NAME	DEGREE/CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Crespo, Niesha	• BS Psychology • Registered Nurse • ACLS • Career & Technical Education Teaching Certificate (Temporary)	• SUNY Stony Brook • Florida Board of Nursing • American Heart Association • School District of Lee County	Practical Nursing
Eads, Dennis	• MA • BA • Law Enforcement Officer • General Instructor • Firearms Instructor • Vehicle Operations Instructor • Career & Technical Education Teaching Certificate	• FL Southwestern State College • Barry University • Florida Department of Law Enforcement (FDLE) • School District of Lee County	Florida Advanced Law Enforcement Academy
Eberhardt, Thomas	• General Topic Instructor • First Aid Instructor	• Florida Department of Law Enforcement (FDLE)	Correctional Officer
Elias, Jack	• Certified Executive Chef • Certified Culinary Educator • Approved Certification Examiner • Certified Food/Beverage Executive • Career & Technical Education Teaching Certificate	• American Culinary Federation (ACF) • American Hotel Association • School District of Lee County	Professional Culinary Arts & Hospitality
Enns, Mary Anne	• MSN • BSN • RN • Registered Nurse • Certified Nurse Educator (CNE) • BLS Instructor Certification • Career & Technical Education Teaching Certificate	• Chamberlain College of Nursing • Viterbo University • St. Boniface General Hospital School of Nursing • Florida Board of Nursing • The Nat'l League for Nursing • American Heart Association • School District of Lee County	Practical Nursing
Esterline, Mike	• ABYC Master Tech Certification • Marine Electrical Certification • Marine Systems Certification • Corrosion Certification • Yamaha Certification • Yamaha MCP Portables Certification • Yamaha MCP Mid-range Certification • Yamaha MCP In-line Certification • Yamaha MCP V6 Certification • Yamaha In-line Engine Certification • NMMA Certification • Mercury Marine Certification • Bombardier Recreational Products-Evinrude Certification • Career & Technical Education Teaching Certificate	• American Boat and Yacht Council (ABYC) • Yamaha Marine University • National Marine Manufacturers Assoc. (NMMA) • Brunswick Mercury Marine Corporation • Bombardier Corporation • School District of Lee County	Marine Service Technologies
Everly, Todd	• MS Public Administration • BA Liberal Studies • AS Criminal Justice • Firearms Instructor • General Topic Instructor	• Central Michigan University • Barry University • Edison Community College • FL Dept. of Law Enforcement	Senior Director, Technical Colleges

NAME	DEGREE/CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Figueroa, Rolando	• Class A Air Conditioning Contractor • Air Conditioning Repair Assistant • Universal Refrigeration Certificate • Universal R-410 Safety and Training Certificate • Career & Technical Education Teaching Certificate	• State of Florida Dept. of Business and Professional Regulation Construction Industry Licensing Board • Advanced Technology Institute • Environmental Protection Agency (EPA) • Carrier • School District of Lee County	Heating, Ventilation, Air-Conditioning/ Refrigeration (HVAC/R)
Garrido, Louis	• Alarm System Contractor II License • NCCER Certified Instructor • Career & Technical Education Teaching Certificate (Temporary)	• State of Florida Dept. of Business and Professional Regulation Electrical Contractors' Licensing Board • National Center for Construction Education and Research (NCCER) • School District of Lee County	Electricity
Gomez, Armando	• Universal EPA Certificate • Gas Providers License • Master Certified Appliance Professional (MCAP) • Career & Technical Education Teaching Certificate	• Environmental Protection Agency (EPA) • Florida Dept. of Agriculture • Professional Service Association • School District of Lee County	Major Appliance and Refrigeration Technician
Gonzalez, Luis	• Type I EPA Certificate • Gas Providers License • Master Certified Appliance Professional (MCAP) • Career & Technical Education Teaching Certificate (Temporary)	• Environmental Protection Agency (EPA) • Florida Dept. of Agriculture • Professional Service Association • School District of Lee County	Major Appliance and Refrigeration Technician
Hamsher, Monte	• ASE Master Technician • ASE L1 Advanced Engine Performance • MACS Certification • AST Career Certificate • BMW Step Training- 720 hours • Career & Technical Education Teaching Certificate	• ASE Education Foundation • Mobile Air Cond. Society • Wyoming Technical Institute • BMW • School District of Lee County	Automotive Service Technology
Hernandez, Donna	• BS Early Childhood Education • State of Florida Advanced Child Care Director's Certificate • Professional Educator's Certificate	• Florida State University • Florida Department of Children and Families • Florida Dept. of Education	Early Childhood Education
Hernandez Trujillo, Edson	• ASE Master Technician • ASE L1 Advanced Engine Performance • MACS Certification • AYES Certification • Career & Technical Education Teaching Certificate (Temporary)	• ASE Education Foundation • Mobile Air Cond. Society • Lee County High Tech Central • School District of Lee County	Automotive Service Technology
Hunter, Phyllis	• State of Florida Master Cosmetology License • Career & Technical Education Teaching Certificate	• Florida Dept. of Bus. & Prof. Regulation – Board of Cosmetology • School District of Lee County	Cosmetology

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Marcelak, Kathy	• RN • Registered Nurse • BLS Instructor Certification • Career & Technical Education Teaching Certificate	• Moline Public Hospital – School of Nursing • Florida Board of Nursing • American Heart Association • School District of Lee County	Practical Nursing
Martin, Robert	• Certified Correctional Officer • General Instructor • Firearms Instructor • Defensive Tactics Instructor • CPR Instructor • Career & Technical Education Teaching Certificate	• Florida Department of Law Enforcement (FDLE) • American Heart Association • School District of Lee County	Correctional Officer
Mayes, Michael	• BS • NCCER Certified Instructor • Career & Technical Education Teaching Certificate	• Pepperdine University • National Center for Construction Education and Research (NCCER) • School District of Lee County	Plumbing
Osborn, Jessica	• BSN • ASN • AA General Studies • Registered Nurse • BLS Instructor Certification • Career & Technical Education Teaching Certificate (Temporary)	• Florida SouthWestern State College • Rasmussen College • Florida SouthWestern State College • Florida Board of Nursing • American Heart Association • School District of Lee County	Nursing Assistant - Articulated
Petrie, Elaine	• MS Educational Leadership • BA Secondary Education and English • Professional Educator's Certificate • Career Specialist Vocational Cert.	• Arkansas State University • Roosevelt University • Florida Dept. of Education • School District of Lee County	Admissions Specialist
Redenius, Nancy	• MSN • BSN • Registered Nurse • BLS Instructor Certification • Professional Educator's Certificate	• Florida Atlantic University • University of South Florida • Florida Board of Nursing • American Heart Association • Florida Dept. of Education	Practical Nursing
Reid, Elva	• BSN • AS • AA • Registered Nurse • BLS Instructor Certification • Phlebotomy Technician • EKG Technician • Certified Clinical Medical Assistant (CCMA) • Career & Technical Education Teaching Certificate	• Miami Dade College • Florida Board of Nursing • American Heart Association • National Healthcareer Association (NHA) • School District of Lee County	Medical Assisting
Rich, Erica	• BS Criminal Justice • Defensive Tactics Instructors • General Topic Instructor	• University of Wyoming • Florida Department of Law Enforcement (FDLE)	Law Enforcement Academy

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Robarge, Todd	• AS Network Administration • Diesel Engine Mechanics • AST Career Certificate • ASE Master Technician • ASE L1 Advanced Engine Performance • Honda Master Technician • MACS 609 Certificate • Career & Technical Education Teaching Certificate	• Southwest Florida College • United States Army • Lee County High Tech Center Central • ASE Education Foundation • Honda • Mobile Air Cond. Society • School District of Lee County	Automotive Service Technology
Roszell, John	• MS Educational Leadership • BA Business Management • Professional Educator's Certificate	• Concordia University • Maryville College • Florida Dept. of Education	Director
Salinas, Reynaldo	• Commercial Foods & Culinary Arts Career Certificate • ServSafe • Career & Technical Education Teaching Certificate (Temporary)	• Lee County High Tech Center Central • National Restaurant Assoc. • School District of Lee County	Professional Culinary Arts & Hospitality
Sandifer, William	• MBA • BA Business Administration • Associate of Commerce Computer Programming • Adobe Dreamweaver CS6 • Adobe Photoshop CS6 • Adobe Flash CS6 • Adobe Premiere Pro • Web Design Specialist • Office Specialist Word 2013 • Office Specialist PowerPoint 2013 • Office Specialist Outlook 2013 • AdWords Certificate • AdWords Fundamentals Certificate • Google Analytics Certificate • Professional Educator's Certificate (Temporary)	• University of Notre Dame • Siena Heights University • Monroe County Community College • Adobe • Microsoft • Google • Florida Dept. of Education	Web/.Net Application Development & Programming
Schmitt, Ronald	• Residential Contractor • Home Inspector • Certified NCCER Instructor • Certified Lead Paint Renovator • Career & Technical Education Teaching Certificate (Temporary)	• Florida Dept. of Business & Professional Regulation (DBPR) • National Center for Construction Education and Research (NCCER) • Greentree Environmental Serv. Inc. • School District of Lee County	Carpentry
Scoville, Katie	• MS Educational Leadership • BA Elementary Education and Specific Learning Disabilities • Professional Educator's Certificate	• Nova Southeastern University • Flagler College • Florida Dept. of Education	Associate Director
Slack, Jeffrey	• Tool & Die Certificate • Automotive Transmission Diagnostics Repair and Rebuild Certificate • Wheel Alignment Certificate • Automotive Repair and Diagnostics Certificate • ASE Certified Master Collision Repair Technician • Career & Technical Education Teaching Certificate (Temporary)	• Maple Woods Community College • Arizona Automotive Institute • Hunter Engineering • Excelsior Springs Vocational School • ASE Education Foundation • School District of Lee County	Automotive Collision Technology Technician

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Smith, Judy	• AS • Certified Professional Coder • Certified Coding Instructor • Certified Coding Auditor • Certified Medical Biller • Certified Emergency Room Coder • Fellow Status Designation • Career & Technical Education Teaching Certificate	• State University of New York • American Academy of Professional Coders (AAPC) • School District of Lee County	Medical Coder/Biller - Online
Stott, Patrick	• Florida Licensed Air Conditioning Contractor • Florida Licensed Home Inspector • Universal Refrigerant Certification • Certified Building Commissioning Professional (Retired) • Certified Energy Manager (Retired) • Certified Commercial Energy Auditor (Retired) • Certified Residential Energy Auditor (Retired) • Certified Existing Building Commissioning Professional (Retired) • Certified Facility Manager (Retired) • Facility Manager Professional (Retired) • USGBC-LEED Accredited Professional • AchieveGlobal Certified Instructor • Certified Air Conditioning/ Heat Pumps • Career & Technical Ed. Teaching Certificate	• Florida Department of Business & Professional Regulation (DBPR) DBPR • Environmental Protection Agency (EPA) • Association of Energy Engineers (AEE) • International Facility Management Association (IFMA) • U.S. Green Building Council AchieveGlobal • North American Technician Excellence (NATE) • School District of Lee County	Heating, Ventilation, Air-Conditioning/ Refrigeration (HVAC/R)
Taylor, Brian	• Journeyman Pipefitter • Certified Welder • Hull Maintenance Technician • Certified NCCER Instructor • Career & Technical Education Teaching Certificate	• Hobart Institute of Welding Technology • American Welding Society • US Navy • Nat'l Center for Construction Education and Research (NCCER) • School District of Lee County	Welding Technology
Tokie, Anita	• MSN • BSN • ADN • Registered Nurse • Career & Technical Education Teaching Certificate	• Ohio University Chamberlain College of Nursing • Hocking Technical College • Florida Board of Nursing • School District of Lee County	Practical Nursing
Wayne, John	• MA Administration • BA Public Administration • AS Fire Science Technology • AS Emergency Medical Technology • Certified Firefighter • Fire Instructor III • Certified Paramedic • EMS Instructor Level A & B	• Barry University • Edison Community College • FL Bureau of Fire Standards & Training • Florida Department of Health	Firefighter/ EMT

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
White, Ernest	• TV & Radio Repair Certificate • CD Troubleshooting • Projection TV Alignment • Appliance Electricity Series • Basic Consumer Electronics • Basic Television • RSES • Associate Certified Electronics Technician • Career & Technical Education Teaching Certificate	• FMTC • Sony • Sears • Electronics Technicians Association, International • School District of Lee County	Biomedical Equipment Repair Electronic Technology Mechatronics Technology
White, Ryan	• BA Political Science • Professional Educator's Certificate	• Florida International University • Florida Dept. of Education	Specialized Career Instruction
Wilson, Zachary	• AA Business Management • Advanced Rigging Certificate • Advanced Alignment Certificate • HYTORC/ITH Bolting Certificate • Overhead Crane Certificate • Forklift Certificate • NCCER Certified Instructor • Career & Technical Education Teaching Certificate (Temporary)	• Florida SouthWestern College • FieldCore • National Center for Construction Education and Research (NCCER) • School District of Lee County	Turbine Generator Maintenance, Inspection and Repair

GENERAL INFORMATION

Articulation Agreements with High Schools and Colleges

Articulation agreements with high schools and colleges provide credit for competencies, certifications, and licensure completed in many training programs. FMTC has an articulation agreement with The School District of Lee County, Florida and the School District of Hendry County, FL. FMTC and SWFPSA have local agreements in place with Florida Southwestern State College in which students can articulate up to 12 credits depending on the program of choice. In addition, students can earn up to 24 credits at Florida public colleges depending on the program of choice and successfully passing industry certification or program licensure. Instructors and admissions specialists can provide additional information or students can visit the Florida Department of Education's website: http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/.

Attendance Policy

FMTC expects all students enrolled in programs to attend regularly to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students are expected to notify their instructor when they will be absent within the first hour of the scheduled course arrival time.

Excused Absence Policy

For the purposes of determining whether a student successfully completes the clock hours in a program, a student is expected to miss no more than 10% of the scheduled hours in each payment period. In other words, up to 10% of the clock-hours in a payment period can be excused (i.e., the student does not have to make up the hours). Time missed due to arriving late or leaving early is subtracted from attended clock-hours. All programs follow a clear and structured course of study; missing instructional time may negatively affect progression in a program.

Students displaying a pattern of non-attendance, late arrival, or early departure will be referred to Student Services and may be placed on an attendance contract. Students who do not meet the standard of acceptable attendance may be withdrawn. Students absent for 6 consecutive days without contacting the instructor will be automatically withdrawn.

Withdrawal under any circumstances may result in negative consequences for students who have accepted funds from local, state and/or federal aid programs.

Leave of Absence Policy

Students who require an extended absence (five days or more) for a legitimate, unforeseen circumstance may submit a Leave of Absence request to administration in advance of the absence. Only one leave per school year, not to exceed ten days, will be granted. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993.

Students taking approved leave retain in-school status. A student who does not return from an approved Leave of Absence will be considered withdrawn. In order for a leave of absence to be approved, the student and instructor must agree upon a Plan of Action to make up missed work. The student must also meet with financial aid and the director/designee for final approval.

High school dual-enrolled students are not eligible for a leave of absence. High school students should see an admissions specialist to prearrange an extended absence.

Career and Technical Student Organizations

Technical student organization activities are an integral part of the curriculum. The organizations are designed to expand and enrich opportunities for leadership development, social awareness, civic responsibility, and an understanding of career and technical education. Students who participate in the activities of a career and technical student organization designed for a career area are better prepared for the world of work. Students acquire first-hand knowledge of the many opportunities available in their chosen careers and become aware of the value of their contributions to society.

National Technical Honor Society (NTHS)

The National Technical Honor Society (NTHS) is an organization committed to the recognition of excellence in every arena of career and technical education. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace; in addition, this organization stresses student achievement, community service, and contributions from business, industry, and educational professionals.

SkillsUSA

SkillsUSA is a national nonprofit organization serving teachers, high school students, and post-secondary students who are preparing for trade, industrial, and technical and skills service occupations, including health occupations. SkillsUSA is dedicated to developing well-rounded education by enhancing leadership, citizenship, safety, and skill training. Members compete at regional, state, and national levels in their skill areas. The instructors at FMTC support and encourage participation in this student organization.

The SkillsUSA contests are the most important opportunity for students to demonstrate their occupational and leadership skills while they are still in school. A membership drive is held in the fall with competitions beginning in February. Students are encouraged to join the organization for a nominal fee and to take an active role in SkillsUSA projects throughout the year.

Health Occupations Students of America (HOSA)

Health Occupations Students of America (HOSA) is a national career and technical student organization endorsed by the U.S. Department of Education and the Health Occupations Education Division of the American Vocational Association. HOSA's two-fold mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all

people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in the health occupations education programs.

Consumer Information
Consumer Information, including the Campus Safety and Security Report, is located on each college's website:
Fort Myers Technical College: https://www.fortmyerstech.edu/about-fmtc/consumer-information/
Southwest Florida Public Service Academy: http://swfpsa.org/consumer-information/

Employability Skills/ Employment Assistance
Employability skills are a component of each certificated career education program. Students receive training in organizing a job search, completing job applications, preparing résumés and cover letters, and learning job interview techniques. FMTC and SWFPSA are committed to helping students find employment in their field through career fairs at the individual campuses, job counseling with the career specialist, and use of www.CollegeCentral.com/fortmyerstech/ and http://EmployFlorida.com. Students who have exited or completed a program will be contacted to determine employment status.

FERPA – Notification of Rights
The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day FMTC/SWFPSA receives a request for access. A student should submit to the information specialist a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask FMTC/SWFPSA to amend a record should write the information specialist, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If FMTC/SWFPSA decides not to amend the record as requested, FMTC/SWFPSA 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 FMTC/SWFPSA discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   FMTC/SWFPSA 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 typically includes a person employed by FMTC/SWFPSA in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of FMTC/SWFPSA who performs an institutional service of function for which the school would otherwise use its own employees and who is under

the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist anotherschool official in performing his or her tasks. A school official typically has a legitimate educational interestif the official needs to review an education record in order to fulfill his or her professional responsibilities for FMTC/SWFPSA.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FMTC/SWFPSA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Grading Scale

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 – 59
I = Incomplete

The overall grade average must be 75% in order to earn a program certificate. Most Health Science programs require 80%.

Standards of progress established for each program are based upon identified competencies to be accomplished by students in the program. The technical colleges employ an electronic gradebook which the instructors use to record student performance for each enrollment period. Each instructor details their grading procedures in either their Master Plan of Instruction, syllabus, or course outline. Students are provided with access to their own performance through a password-protected student portal.

Grievance Procedure

If a student or applicant feels he/she has been unfairly treated, he/she may appeal any policy or procedure. First, the student is to discuss the matter with his/her program instructor. If the conflict still exists, the student should then talk with the associate director. If the conflict persists, the student may make an appointment with the school director. If the student wishes to challenge the findings of the director, he/she may appeal this decision to an appeal committee composed of administrators at The School District of Lee County, Florida. The committee will consist of the Director of Adult, Career and Technical Education, the Director of Student Services, and the Director of a Technical College not involved in the case. The appeal should be made in writing within five work days after notification to the student. The appeal committee will review the facts of the case and findings of the director and make a decision regarding the disposition of the student's case. The actions and/or sanctions imposed by the appeal committee are final and shall constitute final agency action of The School District of Lee County, Florida.

If a student feels his or her concerns have not been satisfied on the local level, the student is free to write to the following address, which is the accrediting body for the school:

Council on Occupational Education
7840 Roswell Road Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898
www.council.org

If the conflict is of a discriminatory or sexual harassment nature, the student may be referred to the technical college's equity coordinator (for more information, please see Equity Policy and contact information in the college's student handbook).

Identification Badge Requirements
The wearing of an identification badge is required for each student attending a technical college. Students must show proof of registration to receive an identification badge. The initial identification badge is provided to each student free of charge; a replacement badge costs $5. All visitors must receive temporary badges to conduct business at a technical college.

Industry Certifications
Programs are reviewed twice annually by industry representatives to ensure that knowledge and skills taught in each program align with industry standards. With their input, our programs are designed and evaluated to ensure that a rigorous and relevant curriculum leads to industry credentials.

Students are highly encouraged to obtain the appropriate industry certification and/or licensure for their fields of study resulting in the award of a credential and/or license that is state, nationally, or internationally recognized. Industry certifications validate that industry standards have been met, and the owner of the credential is qualified and competent in his/her area of study.

Why Get Certified?
Holding a nationally recognized industry certification or license in your field is a powerful tool in your career enhancement tool kit. Here are some reasons you should earn a nationally recognized certification:

- Certification provides a high level of credibility – a third party has validated that you meet industry standards.
- Certification demonstrates that you have a high level of commitment to your field of practice.
- Certification or licensure may be necessary to meet employer or governmental requirements.
- Certification increases an employer's confidence in your skills and abilities.
- Certification demonstrates to the public, your co-workers, and the industry that you are qualified and competent.
- Certification proves that you take pride in your profession and in maintaining up-to-date skills and knowledge.
- Certification is recognized by employers as a standard of competence and it can offer tangible rewards such as increasing earning power and job opportunities.
- Certification is a means to demonstrate that you have those skills unique to your profession.
- Certification can help you stand out in today's competitive job market, broaden your employment opportunities by displaying your advanced skills, and result in higher earning potential.

In this job market, you WANT to prove you're at the top of your game! FMTC and SWFPSA are committed to helping our students stand out in today's competitive job market.

Information Sessions
Information Sessions for prospective students are held every Tuesday at 9:30 a.m. Appointments are not necessary.

Program Advisory Committees
Each career certificate program of study engages the input and oversight of a committee of local business and industry advisors to ensure the curriculum and training prepare students to obtain employment after graduating. Each program is evaluated annually by its advisory committee, which is comprised of the following representatives from business and industry:

- Members who work in field as well as manage and/or supervise in the occupational program area

- Members who work in the occupational areas representing the career certificate program
- College faculty responsible for instruction in the career pathway

Program Completion Requirements
Certification for FULL program completion is determined by (1) mastery of 85% of program competencies as determined by the instructor, (2) a final grade of 75% (Health Science 80%) or better, and (3) documentation of academic readiness as required by Florida State Statutes.

Students who exit the program early and have successfully completed each course or the competencies of an Occupational Completion Point (OCP) will be issued an OCP certificate. Students who are in danger of failing a program for unsatisfactory progress may be notified about the deficiency and course of action recommended.

Students who do not meet the standards of progress for their program may be withdrawn for unsatisfactory progress and may not re-enroll in that program without the approval of the instructor and school administration for at least one semester.

Exceptions to the program completion requirements include all SWFPSA programs and Health Science programs.

Refund Policy
If the technical college cancels or closes a program, the student will receive a 100% refund of tuition and fees paid.

All full-time students withdrawing from a program during the first five days of enrollment or the first two days of enrollment for programs less than 250 hours, will receive a 100% refund of the tuition and lab fees paid provided all lab supplies are returned, with the exception of the nonrefundable application fee and certain Public Service Academy fees for nonreturnable items noted in their Student Handbook and/or Disclosure Fee Sheets. After these drop/add periods, there are no refunds.

Refunds, when due, are made without requiring a request from the student. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

In accordance with the Council on Occupational Education requirements, students who have not visited the school facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the school facilities and receive a full refund of all tuition and fees paid.

Refund Policy for Title IV Students
When a Title IV eligible student chooses to withdraw from school, he/she must contact the financial aid office prior to his/her last date of attendance. For the purposes of return of the Title IV funds calculations, the last day of attendance is the official withdrawal date.

For any Title IV recipient terminating his/her program of study after entering the institution and before completing the program, a return of Title IV funds calculation will be performed to determine the amount that a student has earned and the amount that must be returned.

Examples of return of Title IV funds calculations are available in the financial aid office. The student is obligated for any tuition, fees, books, or equipment not covered by Title IV funds.

Student Conduct
Enrollment at FMTC and SWFPSA is voluntary. Once admitted, the student has the obligation to adhere to the standards established by the schools as long as there is no conflict with his/her legal rights. Students are expected to conduct themselves in a manner compatible with the lawful mission of a public institution. The Code of

Conduct for Adult Students can be found on the schools' websites and in the student handbook.

The School District of Lee County's Code of Student Conduct 6-12 applies to all high school students enrolled in FMTC and adult and community education centers. In order to establish reasonable consistency in the schools, this high school student code of conduct will be available to each high school student at www.leeschools.net.

Student Dress Code Requirements
The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students in The School District of Lee County, Florida. Programs have specific uniform requirements. Guidelines can be found in the student handbook. FMTC uniform requirements are also included on program disclosure documents.

Student Records Disclosure
The School District of Lee County, Florida, maintains educational records in accordance with state and federal laws. Copies of The School District of Lee County's policy notice for student records disclosure are available for public use, during school hours, at each school or at The School District of Lee County, 2855 Colonial Blvd., Fort Myers, Florida, between 7:30 A.M. and 4:30 P.M. Monday through Friday.

Student Support Services
A list of programs, school catalogs, and pamphlets are available on both campuses and online. The TABE is used as a diagnostic tool by the admissions specialist. The admissions specialists assist students in clarifying educational and occupational objectives, developing study skills and habits, and dealing with personal concerns. A financial aid advisor is available to assist students in pursuing financial aid to achieve their educational goals.

Student Services staff focus on the needs of the individual student and help to bring together the resources of FMTC and SWFPSA. The process begins with academic assessment and program advisement with an admissions specialist and continues with support throughout a student's enrollment.

Students with Disabilities
All programs, campus organizations, and activities are open to all students regardless of disability. Efforts are made to assist these students to function as independently as possible while attending school. Should special needs arise, the administration and/or the Equity Coordinator are to be notified. Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students must supply documentation which is less than two years old for accommodations requested. Documentation of the accommodations requested and provided will be maintained in a confidential file.

Tuition and Fees
The hourly fee rates are determined by the Florida State Legislature annually and are calculated accordingly for Florida and non-Florida residents. Fees are subject to change from one school year to the next. In exceptional instances, the fee rate may increase during the school year. Proof of residency must be provided at the time of registration.

Tuition is calculated based on the technical program's scheduled clock hours. Tuition is charged by an enrollment period, payable two weeks prior to the start of each enrollment period. The school is prohibited by state statute from allowing students, who have not yet paid the fees due, to begin class.

Students scheduled to complete or finish a program during a semester are charged for the hours scheduled as remaining in the student's enrollment. Students who require additional hours to complete their program beyond this point are charged for those hours and must pay for them before being allowed to continue. Tuition for students withdrawing from school during the first five school days of a semester are fully refundable, with the exception

of the non-refundable application fee. For programs of less than 250 clock hours, the refund policy is two days.

Other Fees:

- **Application Fee:** A non-refundable application fee is due upon enrollment in each program.
- **Book Fee:** Costs for textbooks vary by program. Textbook lists and associated costs are published on program disclosure documents and the FMTC website. For programs that require students to purchase their own books, they can use any source (Amazon, eBay, Textbookrush, etc.). FMTC also maintains an online bookstore accessed through the website: http://www.bkstr.com/fmtcstore/home/en). Textbooks for dual-enrolled high school students are loaned by The School District of Lee County, Florida, at no cost to the student.
- **Commencement Fee:** Commencement ceremonies are typically conducted in the spring of each year. Students who are program completers are eligible to participate in the ceremony. The Health Science Department and Southwest Florida Public Service Academy conduct commencement ceremonies throughout the year. The commencement fee is charged at the start of the last enrollment period of the program. In the event a ceremony cannot be held, an alternative method to commemorate a student's completion of his/her program will be utilized.
- **Lab Fee:** For some programs, a lab fee is payable before the first day of each enrollment period.
- **Tool Kit Fee:** Many programs require industry standard tool kits. Tool kits are ordered by instructors.

TUITION AND FEES SUMMARY
School Year 2022 - 2023

Type of Program	Application Fee	Tuition	Lab Fees	Other Costs
Certificate (Career Education Program)	√	Resident $2.92/hr. Nonresident $11.17/hr.	√	√
Adult ESOL/GED®	√	$30 per term		√
High School Dual Enrollment	Exempt	Exempt	Exempt	√

Work-based Experience

Cooperative education is available if students meet the following qualifications: 1) Students must complete 50% of their competencies with a grade of 80% or better and 90% or better attendance and be recommended by their instructor; 2) Students must have demonstrated the basic skills levels required for program completion as established in Florida Statute; 3) Students who are receiving the Pell Grant or State Grant must be cleared by the Financial Aid Officer.

PROGRAM DESCRIPTIONS

The following pages provide descriptions of the various Career and Technical Education programs offered at FMTC and the SWFPSA. Detailed Curriculum Frameworks can be found on the Florida Department of Education website here: https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2022-23-frameworks/

FMTC Program Summary information is below. Please visit https://swfpsa.org/course-overview/ for information about SWFPSA programs as they are class specific. In addition to training basic recruits, the Southwest Florida Public Service Academy also provides advanced and specialized training courses which are designed to provide for the continuing education and training needs of officers and firefighters after their basic certification.

PROGRAM	LENGTH OF STUDY		
	Clock Hours	Months	Class Times
Automotive Collision Technology Technician	1400	13	M-F 8:00 a.m.-2:30 p.m.
Automotive Service Technology	1800	15	M-F 8:00 a.m.-2:30 p.m.
Biomedical Equipment Repair Technology	1140	11	M-F 8:00 a.m.-2:30 p.m.
Carpentry	1200	11	M-F 8:00 a.m.-2:30 p.m.
Cosmetology	1200	11	M-F 8:00 a.m.-2:30 p.m.
Early Childhood Education	600	5	M-F 8:00 a.m.-2:30 p.m.
Electricity	1200	11	M-F 8:00 a.m.-2:30 p.m.
Electronic Technology	1400	13	M-F 8:00 a.m.-2:30 p.m.
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	1350	12	M-F 8:00 a.m.-2:30 p.m.
Major Appliance and Refrigeration Technician	1200	11	M-F 8:00 a.m.-2:30 p.m.
Marine Service Technologies	1350	12	M-F 8:00 a.m.-2:30 p.m.
Mechatronics Technology	1550	14	M-F 8:00 a.m.-2:30 p.m.
Medical Assisting	1300	11½	M-F 8:00 a.m.-2:30 p.m.
Medical Coder/Biller (Online)	1110	10-12	By appt. (Optional)
.NET Application Development & Programming	1050	10	M-F 8:00 a.m.-2:30 p.m.
Nursing Assistant - Articulated	165	6 weeks	*M-F 8:00 a.m.-2:30 p.m.
Plumbing	1080	10	M-F 8:00 a.m.-2:30 p.m.
Practical Nursing (full-time)	1350	12	*M-F 8:00 a.m.-2:30 p.m.
Practical Nursing (part-time)	1350	24	*T/Th 7:30 a.m.-4:00 p.m.
Professional Culinary Arts & Hospitality	1200	11	M-F 8:00 a.m.-2:30 p.m.
Specialized Career Instruction - Comprehensive	900	9	M-F 8:00 a.m.-2:30 p.m.
Turbine Generator Maintenance, Inspection and Repair	1200	11	M-F 8:00 a.m.-2:30 p.m.
Web Application Development & Programming	1050	10	M-F 8:00 a.m.-2:30 p.m.
Welding Technology	1050	10	M-F 8:00 a.m.-2:30 p.m.

**Scheduled hours may vary during clinical rotations.*

LTC courses, curriculum, and instruction are consistent in quality, content, and length with similar courses in public schools and other private schools in the State, with recognized accepted standards. There is in the institution adequate space, equipment, instructional material, and instructor personnel to provide training of good quality. Educational and experience qualifications of directors, administrators, and instructors are adequate.

AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN

Description: This program offers classroom and shop experiences in all phases of the repair of damaged auto bodies, fenders, and frames. Skills are developed in metal welding and cutting, straightening, filing, grinding, and sanding for concealment of imperfections. Painting and replacement of auto body parts and components are taught. Instruction also includes use of parts and repair manuals, price lists, and flat-rate manuals for estimating and pricing repairs to customers. Recordkeeping, shop safety, housekeeping, and employability are related skills covered in the program. The Automotive Collision Technology Technician program is accredited through the ASE Education Foundation formerly known as National Automotive Technical Education Foundation, Inc.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
ARR0140	A	Automotive Collision Repair and Refinishing Helper/Assistant	150
ARR0141	B	Automotive Collision Refinishing Technician	450
ARR0312	C	Non-Structural Damage Repair Technician	300
ARR0022	D	Damage Analysis and Estimating	75
ARR0112	E	Automotive Collision Welding, Cutting and Joining	75
ARR0295	F	Structural Damage Repair Technician	350
		Total Hours	**1400**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: Automotive Service Excellence. ASE Education Foundation formerly known as National Automotive Technicians Education Foundation approved program.

AUTOMOTIVE SERVICE TECHNOLOGY

Description: The purpose of this program is to prepare students with the necessary skills, knowledge, work habits, and attitudes to successfully enter and advance in the field as an entry- level technician. The Automotive Service Technician program is Master Automobile Service Technology accredited through the ASE Education Foundation formerly known as National Automotive Technical Education Foundation, Inc. The program is designed to train students to perform repair and service procedures required to maintain an automobile. The student, by studying the theory of operation and by actually repairing each system (brake, engine, electrical, etc.) in the automobile, will develop entry-level skills for employment in the automotive services industry. Electronic scan tools will be utilized in the testing and servicing of the various areas of the automobile such as fuel systems, engine management, automatic transmissions, and brake systems. In addition, the program prepares an individual to take the ASE certification exams. Some of the positions available upon completion include line technician, service writer, parts stock clerk, and service manager.

The following tables illustrate the program structure:

Course #	OCP	Course Name	Hours
AER0014	A	Automobile Services Assistor	300
AER0110	B	Engine Repair Technician	150
AER0257	C	Automatic Transmission and Transaxle Technician	150
AER0274	D	Manual Drivetrain and Axle Technician	150
AER0453	E	Automobile Suspension and Steering Technician	150

AER0418	F	Automotive Brake System Technician	150
AER0360	G	Automotive Electrical/Electronic System Technician	300
AER0172	H	Automotive Heating and Air Conditioning Technician	150
AER0503	I	Automotive Engine Performance Technician	300
Externship Option – All students are eligible during the last trimester of this program to participate in an externship at a local automotive shop for up to 400 hours.			*400
		Total Hours	**1800**

*Part of the 1800-hour program

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. Students must provide a 3-year driver's license transcript upon enrollment and have a current driver's license. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 10, Communication (Reading and Language Arts): 9.

Licensure/Certifications: Automotive Service Excellence. ASE Education Foundation formerly known as National Automotive Technicians Education Foundation approved program.

BIOMEDICAL EQUIPMENT REPAIR TECHNOLOGY

Description: The purpose of this program is to prepare students for employment as biomedical equipment repair technicians. The content includes hydraulics, pneumatics, optics and mechanics to troubleshoot, service and repair equipment commonly used for treatment, diagnosis and monitoring of patients in a medical environment. Students will perform safety checks on electrical equipment, wheelchairs, and radiological diagnostic testing machines. Complex machinery such as ventilators, infusion pumps, cardiac monitors, and defibrillators are also covered in the program.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
AVS0095	A	Basic Electronics Troubleshooter	150
EER0006	B	Electronics Equipment Repairer	150
EER0090 EER0091	C	Biomedical Electronics Troubleshooter 1 Biomedical Electronics Repair Technician	150 150
EER0092 EER0093	D	Biomedical Imaging Equipment 1 Biomedical Imaging Equipment Technician	270 270
		Total Hours	**1140**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 10, Communication (Reading and Language Arts): 10.

Licensure/Certifications: Certified Electronic Technician Associate (CETa)

CARPENTRY

Description: The purpose of this program is to prepare students for employment as construction carpenters. Classroom and laboratory experiences related to all phases of construction carpentry are provided. Included is training in layout, fabrication assembly, installation, and repair of structural units. Emphasis is placed on care and use of tools, equipment, and materials. Content also includes blueprint reading; floor, wall, and roof framing; and installation of siding, shingles, drywall, windows, and doors. Other essentials are applied mathematics, materials, and estimating.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
BCV0112	A	Introduction to Carpentry	150
BCV0122	B	Rough Framing Carpentry	450
BCV0125	C	Finish Trim Carpentry	450
BCV0123	D	Foundation and Form Carpentry	150
		Total Hours	**1200**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: National Center for Construction Education and Research Core, Carpentry I, and Carpentry II certifications are available upon completion of NCCER requirements.

CORRECTIONAL OFFICER (SWFPSA) ***(Basic Recruit Training)***

Description: The purpose of this program is to prepare students for initial employment as a certified correctional officer in the state of Florida. To successfully complete this basic recruit training program, recruits must achieve a passing score on each of the written end-of-course examinations. Recruits must also demonstrate proficiency skills in the high liability courses (first aid, firearms, and defensive tactics) and participate in the CJSTC Physical Fitness Program. See Rules 11B-35.001 and 11B-35.0024, FAC. (IN028.1.)

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
CJK0300	A	Introduction to Corrections	32
CJK0305		CJSTC Communications	40
CJK0310		Officer Safety	16
CJK0315		Facility and Equipment	8
CJK0320		Intake and Release	18
CJK0325		Supervising in a Correctional Facility	40
CJK0330		Supervising Special Populations	20
CJK0040		CMS Criminal Justice Firearms	80
CJK0051		CMS Criminal Justice Defensive Tactics	80
CJK0031		CMS First Aid for Criminal Justice Officers	40
CJK0335		Responding to Incidents and Emergencies	16
CJK0340		Officer Wellness and Physical Abilities	30
		Total Hours	**420**

Admission Requirements: Prospective students must be at least 18 years of age, be a citizen of the United States, be a high school graduate or equivalent, not have been convicted of any felony or of a misdemeanor involving perjury or false statement, not have a dishonorable discharge from any of the armed forces of the United States, achieve a passing score on the CJBAT Test for Corrections, have been fingerprinted by the academy or an employing agency with prints processed by the FDLE and the FBI, have passed a physical examination by a licensed physician, have good moral character, complete an Affidavit of Applicant (form CJSTC-68), and successfully pass a background investigation to include drug testing.

Licensure/Certifications: The Southwest Florida Public Service Academy is certified by the Florida Department

of Law Enforcement's Criminal Justice Standards & Training Commission and the Florida Department of Financial Services' Bureau of Fire Standards and Training Commission to train cadets to become Florida State Certified Police Officers, Correctional Officers, Probation & Parole Officers, and Firefighters.

COSMETOLOGY

Description: The purpose of this program is to prepare a person for employment as a cosmetologist. Instruction is designed to qualify students for employment upon successfully passing the Florida Cosmetology Licensing Examination. Specialized classroom and practical experiences are concerned with a variety of beauty treatments including the care of the hair, skin, and nails. Students are given the knowledge, skills, and necessary work experiences for employment at job entry level. Instruction is also designed to qualify students for the Florida Cosmetology Licensing Examination which requires 1,200 hours of instruction. Content includes equipment use, sanitation and sterilization procedures, hair styling, shampoos and rinses, scalp treatment, haircuts, hair coloring, permanent wave applications, hair straightening, facial treatments, makeup, manicures, and salon operations.

The following table illustrates the program structure:

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

Admission Requirements: The program is available to adult students only. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 8, Communication (Reading and Language Arts): 9.

Licensure/Certifications: Students must pass Florida State Board of Cosmetology in order to work in the cosmetology field.

CROSSOVER FROM CORRECTIONAL OFFICER TO LAW ENFORCEMENT OFFICER (SWFPSA)

Description: The purpose of this program is to transition Florida state-certified correctional officers into Florida state-certified law enforcement officers. To successfully complete this training program, students must achieve a passing score on each of the written end-of-course examinations and demonstrate proficiency skills in the vehicle operations high liability course. See Rules 11B-35.001 and 11B-35.0024, FAC. (IN028.1.)

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
CJK0002	A	Introduction to Law Enforcement	12
CJK0016		Communication	24
CJK0018		Legal	64
CJK0019		Interviewing and Report Writing	56
CJK0063		Fundamentals of Patrol	40
CJK0021		Serving Your Community	34
CJK0072		Crimes Against Persons	48
CJK0073		Crimes Involving Property and Society	12
CJK0079		Crime Scene Follow-up Investigations	34

Course #	OCP	Course Title	Hours
CJK0400		Traffic Incidents	12
CJK0401		Traffic Stops	24
CJK0402		Traffic Crash Investigations	30
CJK0403		DUI Traffic Stops	24
CJK0093		Critical Incidents	44
CJK0393		Cross-Over Program Updates	8
CJK0020		Law Enforcement Vehicle Operations	48
CJK0421		Conducted Electrical Weapon/Dart-Firing Stun Gun	4
		Total Hours	**518**

Admission Requirements: Prospective students must be a certified correctional officer or have completed the correctional officer's basic recruit training program to include passing the Correctional Officer Basic Recruit Training Program (BRTP) state exam, be at least 19 years of age, be a citizen of the United States, be a high school graduate or equivalent, not have been convicted of any felony or of a misdemeanor involving perjury or false statement, not have a dishonorable discharge from any of the armed forces of the United States, achieve a passing score on the Criminal Justice Basic Abilities Test (CJBAT) for Law Enforcement, and complete an Affidavit of Applicant (form CJSTC-68)

Licensure/Certifications: The Southwest Florida Public Service Academy is certified by the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission and the Florida Department of Financial Services' Bureau of Fire Standards and Training Commission to train cadets to become Florida state-certified police officers, correctional officers, probation and parole officers, and firefighters.

CROSSOVER FROM LAW ENFORCEMENT OFFICER TO CORRECTIONAL OFFICER (SWFPSA)

Description: The purpose of this program is to transition Florida state-certified law enforcement officers into Florida state-certified correctional officers. To successfully complete this training program, students must achieve a passing score on each of the written end-of-course examinations. See Rules 11B-35.001 and 11B-35.0024, FAC. (IN028.1.)

The following table illustrates the program structure.

Course #	OCP	Course Name	Hours
CJK0300		Introduction to Corrections	32
CJK0305		Communications	40
CJK0310		Officer Safety	16
CJK0315		Facility and Equipment	8
CJK0320	A	Intake and Release	18
CJK0325		Supervising in a Correctional Facility	40
CJK0330		Supervising Special Populations	20
CJK0335		Responding to Incidents and Emergencies	16
CJK0393		Cross-Over Program Updates	8
		Total Hours	**198**

Admission Requirements: Prospective students must be a certified law enforcement officer or have completed the law enforcement officer's basic recruit training program to include passing the Law Enforcement Officer Basic Recruit Training Program (BRTP) state exam, be at least 19 years of age, be a citizen of the United States, be a high school graduate or equivalent, not have been convicted of any felony or of a misdemeanor involving

perjury or false statement, not have a dishonorable discharge from any of the armed forces of the United States, achieve a passing score on the Criminal Justice Basic Abilities Test (CJBAT) for Correctional Officers, and complete an Affidavit of Applicant (form CJSTC-68).

Licensure/Certifications: The Southwest Florida Public Service Academy is certified by the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission and the Florida Department of Financial Services' Bureau of Fire Standards and Training Commission to train cadets to become Florida State Certified Police Officers, Correctional Officers, Probation & Parole Officers, and Firefighters.

EARLY CHILDHOOD EDUCATION

Description: This 600-hour program prepares students to understand the ages and stages of child development and to plan meaningful learning experiences for young children ages birth to eight. Students will complete the DCF required training and learn competencies related to the care of young children in the Early Childhood industry. Upon completion of the program and additional requirements set forth by the state, students may be recommended for the Florida Department of Education Early Childhood Professional Certification (ECPC). Students will model best practice teaching techniques with the children in the Fort Myers Technical College Tech Tots Laboratory Preschool and in other approved community child care centers. Observation and supervision with young children in the lab school setting is an integral part of our program. Students completing this program are eligible for positions in the child care field ranging from Lead Teachers, assistant teachers, VPK teachers, Early Head Start teachers, Head Start assistants, child care attendants and family child care home operators.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
HEV0870	A	Child Care Worker 1	150
HEV0871	B	Child Care Worker 2	150
HEV0872	C	Teacher Aide (Preschool)	150
HEV0873	D	Preschool Teacher	150
		Total Hours	**600**

Admission Requirements: This program is available to adult students only. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Important Information to Know:

- High school diploma or GED® is required for certification
- All potential students must be electronically fingerprinted and submit a satisfactory Level 2 Background Screening (FDLE/FBI) prior to enrollment in the program

Licensure/Certifications: Successful completion of all requirements for the program as well as demonstrating mastery of the four Occupational Completion Points may result in the student being recommended for the Florida Department of Education Early Childhood Professional Certificate.

ELECTRICITY

Description: The purpose of this program is to prepare students for employment as entry-level residential and commercial electricians and residential/commercial electrician helpers. Students in this program will learn the correct procedures for installing wiring to conduct electricity to lights, appliances, and machines in residential and commercial buildings. Specifically, they will become familiar with blueprint reading, electrical theory, code requirements, and circuit calculations. Program content includes AC & DC circuits, AC theory and solid-state

devices, residential and commercial wiring, wiring transformers, motors, controls for operation, blueprints and plan symbols, control circuits, tools, materials, methods, employability skills and entrepreneurship. Students in the Electricity program have the opportunity to job shadow professionals.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
BCV0603	A	Electrical Helper	300
BCV0640	B	Residential Electrician	450
BCV0652	C	Commercial Electrician	450
		Total Hours	**1200**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: National Center for Construction Education and Research, Core, and Electricity Level I certifications will be awarded upon completion of NCCER requirements.

ELECTRONIC TECHNOLOGY

Description: The program is designed to prepare individuals for employment as electrical and electronics technicians or in related occupations in electronics. Course content includes the following: direct current (DC) circuits; alternating current (AC) circuits and analog circuits, solid state and digital devices; microprocessors; use of circuit diagrams and schematics; soldering and chassis assembly techniques; laboratory practices; and technical recording and reporting. The course content also includes training in communication; leadership; human relations; employability skills; and safe, efficient work practices. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the electronic industry: planning; management; finance; technical and product skills, underlying principles of technology; labor issues; and community, health, safety, and environmental issues.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
EEV0010	A	Electronics Assembler	250
EEV0100	B	Electronics Tester	400
EEV0500	C	Electronics Equipment Repairer	375
EEV0616	D	Electronics Technician	375
		Total Hours	**1400**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 10, Communication (Reading and Language Arts): 9.

Licensure/Certifications: Certified Electronic Technician Associate (CETa)

EMERGENCY MEDICAL TECHNICIAN - ATD (SWFPSA)

Description: This program prepares students for employment as emergency medical technicians to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. The content includes patient assessment, airway management, cardiac

arrest, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, the unconscious state, emergency childbirth, burns, environmental hazards, communications, reporting, and extrication and transportation of patient. The student must be proficient in patient assessment and evaluation, sphygmomanometer and stethoscope, splints of all types, extrication tools, dressings and bandages, stretchers and patient carrying devices. FMTC offers this Applied Technology Diploma (ATD) program only as technical credit, with college credit awarded to a student upon articulation to a community college.

The following table illustrates the program structure:

Course#	OCP	Course Name	Hours
EMS0110	A	Emergency Medical Technician (EMT)	300
		Total Hours	**300**

Admission Requirements: To apply for admission into the Emergency Medical Technician (EMT) program, each applicant must be: Be at least 18 years of age; Have a standard High Diploma or GED® - Must be from an acceptable accredited agency; Have a valid Florida Driver's License; Not have been convicted of any felony or of a misdemeanor involving perjury or false statement; Be a legal United States Resident; Highly recommended to be Tobacco Free for a minimum of 12 months prior to attending class; Not have a dishonorable discharge from any of the armed forces in the United States; Adhere to Specific requirements for Immunity (separate form) Immunizations records must be attached to application; Present a current AHA CPR- BLS for the Healthcare Provider Card; Be Drug Free a minimum of 3-5 years prior, depending on substance use-will be required to take a certified drug test.

Licensure/Certifications: This program prepares students for certification as an EMT in accordance with Chapter 64J of the Florida Administrative Code.

FIREFIGHTER (SWFPSA)

Description: The purpose of this program is to provide the minimum standards of training that are required for employment as a firefighter. The program focuses on developing the skills, work habits and the knowledge necessary to ensure successful employment.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
FFP0030	A	Fire Fighter I	191
FFP0031	B	Fire Fighter II	301
		Total Program Hours	**492**

Admission Requirements: To apply for admission into the Minimum Standards Firefighter Recruit program, each applicant must be at least 18 years of age; Have a standard High Diploma or GED® - Must be from an acceptable accredited agency; Have a valid Florida Driver's License; Not have been convicted of any felony or of a misdemeanor involving perjury or false statement; have passed a physical examination by a licensed Florida physician – EKG included; Be a legal United States Resident; Be Tobacco Free for a minimum of 12 months prior to attending class; Not have a dishonorable discharge from any of the armed forces in the United States; Be Drug Free a minimum of 3-5 years prior, depending on substance use, Certified Drug Test Required; Complete an American Heart Association BLS CPR Course, will need to submit copy of card with application.

Licensure/Certifications: The Southwest Florida Public Service Academy is certified by the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission and the Florida Bureau of Fire Standards and Training Commission to train cadets to become Florida state-certified police officers, correctional

officers, probation and parole officers, and firefighters.

FLORIDA LAW ENFORCEMENT ACADEMY *(Basic Recruit Training)* (SWFPSA)

Description: The purpose of this program is to prepare students for initial employment as a certified law enforcement officer in the state of Florida. To successfully complete this basic recruit training program, recruits must achieve a passing score on each of the written end-of-course examinations. Recruits must also demonstrate proficiency in the DUI Traffic Stops course and in the high liability courses (vehicle operations, first aid, firearms, and defensive tactics) and participate in the Criminal Justice Standards & Training Commission (CJSTC) Physical Fitness Program. See Rules 11B-35.001 and 11B-35.0024, FAC. (IN028.1.)

The following tables illustrate the program structure:

Course#	OCP	Course Title	Hours
CJK0002	A	Introduction to Law Enforcement	12
CJK0016		Communication	24
CJK0018		Legal	64
CJK0019		Interviewing and Report Writing	56
CJK0063		Fundamentals of Patrol	40
CJK0021		Serving Your Community	34
CJK0072		Crimes Against Persons	48
CJK0073		Crimes Involving Property and Society	12
CJK0079		Crime Scene Follow-up Investigations	34
CJK0400		Traffic Incidents	12
CJK0401		Traffic Stops	24
CJK0402		Traffic Crash Investigations	30
CJK0403		DUI Traffic Stops	24
CJK0093		Critical Incidents	44
CJK0020		Law Enforcement Vehicle Operations	48
CJK0031		First Aid for Criminal Justice Officers	40
CJK0040		Criminal Justice Firearms	80
CJK0051		Criminal Justice Defensive Tactics	80
CJK0421		Conducted Electrical Weapon/Dart-Firing Stun Gun	4
CJK0096		Criminal Justice Officer Physical Fitness Training/Law Enforcement	60
		Total Hours	**770**

Admission Requirements: Prospective students must be at least 19 years of age; be a citizen of the United States; be a high school graduate or equivalent; not have been convicted of any felony or of a misdemeanor involving perjury or false statement; not have a dishonorable discharge from any of the armed forces of the United States; achieve a passing score on the Criminal Justice Basic Abilities Test (CJBAT) for Law Enforcement; have been fingerprinted by the academy or an employing agency with prints processed by the FDLE and the FBI; have passed a physical examination by a licensed physician; have good moral character; complete an Affidavit of Applicant (form CJSTC-68); successfully pass a background investigation to include drug testing.

Licensure/Certifications: The Southwest Florida Public Service Academy is certified by the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission and the Florida Bureau of Fire Standards and Training Commission to train cadets to become Florida state-certified police officers, correctional officers, probation & parole officers, and firefighters.

HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION (HVAC/R)

Description: The purpose of this program is to prepare students for employment as air conditioning (refrigeration and heating) installers/servicers. Classroom and shop experiences enable the student to become proficient in the installation, repair, and maintenance of commercial and domestic air conditioning and refrigeration systems. Included in instruction is the theory and application of the basic principles involved in the conditioning of air, cooling of refrigerated products. The operating characteristics of various cooling and heating units and parts are also studied. Blueprint reading and the use of technical reference manuals are included. The student will learn to troubleshoot and repair pumps, compressors, valves, electromechanical controls, and digital control systems using the latest Bluetooth tools in the industry. The program is accredited through The Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA) in the following areas: Residential Heating and Air-Conditioning, Light Commercial Heating and Air-Conditioning, and Commercial Refrigeration.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
ACR0000	A	Introduction to HVAC/R	250
ACR0001	B	HVAC/R Fundamentals	250
ACR0012	C	HVAC/R Service Practices	250
ACR0013	D	HVAC/R Intermediate Service Practices	250
ACR0044	E	HVAC/R Advanced Service Practices (formerly 'Air-Conditioning, Refrigeration and Heating Technician')	350
		Total Hours	**1350**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 10, Communication (Reading and Language Arts): 9.

Licensure/Certifications: Environmental Protection Agency 608 Certification, OSHA 10, ESCO Employment Ready: Air Conditioning, Heat Pump, and Electrical; Light Commercial; Low GWP Refrigerant Safety, Light Commercial Refrigeration (Optional)

MAJOR APPLIANCE AND REFRIGERATION TECHNICIAN

Description: The purpose of this program is to prepare students for employment in appliance and refrigeration repair support services positions. The Major Appliance & Refrigeration Technician program is accredited by the Professional Service Association (PSA). The Major Appliance and Refrigeration Technician program offers a rigorous curriculum aligned with challenging academic standards and relevant technical knowledge and skills. The program offers a broad foundation of knowledge and skills to prepare students for employment in appliance and refrigeration repair with items such as washers, dryers, dishwashers, trash compactors, ranges, refrigerators, freezers, microwave ovens, and window air conditioners. The curriculum will include communication skills, leadership skills, human relations, employability skills, safe and efficient work practices, electrical and refrigeration skills, analyzing, diagnosing, academic knowledge, high-order reasoning and problem-solving skills, and work attitudes. Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
EER0391	A	Appliance Installation Helper	200
EER0315	B	Laundry Technician	300
EER0392	C	Cooking Appliance Technician	350
ACR0084	D	Cooling Appliance Technician	350
		Total Hours	**1200**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: Environmental Protection Agency Refrigerant Handling Certification (an EPA-approved certifying program in accordance with Section 608 of the Stratospheric Ozone Protection Act) Professional Service Association's Graduate Certified Appliance Professional, State of Florida 408 Gas Provider Certification

MARINE SERVICE TECHNOLOGIES

Description: The purpose of this program is to prepare students for employment in the marine industry as marine service technicians. Students will learn how to maintain, troubleshoot, repair, remove, and install marine engines and systems in pleasure boats. Classroom and laboratory experiences include theory of operation, service, repair, and overhaul of 2-stroke and 4-stroke engines. Safe and efficient work practices in the exploration of all functions of marine power plants and systems is emphasized. Students will have an opportunity for hands-on laboratory training experiences including troubleshooting and repair of powerheads, fuel systems, ignition systems, cooling systems, lubrication systems, electrical systems, drive systems, accessories, and boat and trailer rigging.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
MTE0003	A	Marine Rigger	300
MTE0090	B	Outboard Engine Technician	300
MTE0074	C	Outboard Engine Diagnostics Technician	150
MTE0092	D	Inboard Gas Technician	300
MTE0093	E	Drive Train Technician	150
MTE0056	F	Inboard Diesel Technician	150
		Total Hours	**1350**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: ABYC: Fundamentals and Systems certifications; Yamaha: Introduction to Outboard Motors, MCP Portables, MCP Mid-range, MCP In-line, MCP V6 certifications; Mercury Marine on-line M-Tech certifications; OSHA Forklift Training. Optional certifications: ABYC Electrical and Systems.

MECHATRONICS TECHNOLOGY

Description: The program is designed to prepare individuals for employment as electrical, electronics, or electromechanical technicians. Course content includes the following: direct current (DC) circuits, alternating current (AC) circuits and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams

and schematics; soldering and chassis assembly techniques; hydraulics and pneumatics; automatic controls; robotics; PLC programming; laboratory practices; and technical recording and reporting. The course content also includes training in communication; leadership; human relations; employability skills; and safe, efficient work practices. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the electronic industry: planning; management; finance; technical and product skills; underlying principles of technology; labor issues; and community, health, safety, and environmental issues.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
EEV0010	A	Electronics Assembler	250
EEV0100	B	Electronics Tester	400
EEV0752	C	Electromechanical Assembler	500
EEV0753	D	Mechatronic Technician	400
		Total Hours	**1550**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 10, Communication (Reading and Language Arts): 10.

Licensure/Certifications: Certified Electronic Technician Associate (CETa)

MEDICAL ASSISTING

Description: This program prepares students for employment as a multi-skilled field professional who perform a wide range of duties in ambulatory settings, such as physicians' offices, clinics, and other outpatient settings. The medical assistant will be prepared to deliver safe, competent, and ethical medical care under the supervision of a licensed healthcare provider. Students gain basic knowledge in communication techniques, medical terminology, infections control, anatomy and physiology, legal and ethical responsibilities, clerical/medical office duties, such as maintaining filing systems, use of Electronic Medical Records, professional telephone techniques, scheduling appointments and patient care. Training includes but is not limited to, administering injections/medication administration, phlebotomy, performing electrocardiograms (ECGs), assisting patients in preparing for examination, diagnostic laboratory procedures, cleaning and sterilizing equipment, collecting specimens, and assisting physicians in minor treatments and basic X-ray procedures. Two hundred hours of clinical practicum will be provided in various physicians' offices and are a required part of the program.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
HSC0003	A	Basic Healthcare Worker	90
MEA0002	B	Introduction to Medical Assisting	250
MEA0501		Medical Office Procedures	75
MEA0521	C	Phlebotomist, MA	75
MEA0543	D	EKG Aide, MA	75
MEA0581		Clinical Assisting	230
MEA0530		Pharmacology for Medical Assisting	90
MEA0573	E	Laboratory Procedures	125
MEA0506		Administrative Office Procedures	90
MEA0942		Practicum Experience	200
		Total Hours	**1300**

Admission Requirements: Applicants must be 17 years of age, a dual-enrolled high school student, or a high school graduate or its equivalent by the first day of class and meet minimum admission criteria for the Medical Assisting program. Due to Occupational Safety and Health Administration regulations, all students performing direct patient care must either have immunization against hepatitis B or sign a declination statement that he/she chooses not to protect himself/herself from this disease. A two-step skin test for TB is required prior to the clinical portion of this program. A physical exam and Rubeola, Rubella, and Varicella Titers (blood work) are needed. Documented proof of vaccinations for MMR X2 and/or Varicella X2 may be substituted for MMR and/or Varicella titer. All Health Science Education programs require applicants to obtain a drug screen and Level 2 background screen prior to admission. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 10, Communication (Reading and Language Arts): 10.

Licensure/Certifications: Eligibility for certification within Medical Assisting requires successful completion of the program. The National Healthcareer Association offers certification examinations within the areas of Certified Phlebotomy Technician, Certified Electrocardiograph Technician and Certified Clinical Medical Assisting. CPT, CET and CCMA credentials are granted upon mastery of exam content.

MEDICAL CODER/BILLER - ONLINE

Description: The program is designed to prepare students for employment in a variety of health care settings as an advanced entry level coder, medical record coder, coding technician, coding clerk, or medical coder/biller. The health careers core must be taken by all students planning to complete any health science education program. Once successfully completed, the core does not need to be repeated at any instructional level. The content includes, but is not limited to, medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills. The online program is self-paced through FMTC's Blackboard website. All the readings and tests are available to the students for as long as they are enrolled. All student emails or telephone calls will be answered by the instructor within a 24-hour period.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
HIM0009	A	Introduction to Health Information Technology	90
HIM0091	B	Medical Coder/Biller I	350
HIM0092		Medical Coder/Biller II	350
HIM0093		Medical Coder/Biller III	320
		Total Hours	**1110**

Admission Requirements: This program is available to adult students only. Currently, this online program does not qualify for financial aid. Please check with the instructor for more information and possible payment options. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 11.

Licensure/Certifications: After successfully completing this program, students are eligible to test for the following certifications or licenses:

American Academy of Professional Coders:	Certified Professional Coder - CPC
	Certified Professional Biller - CPB
American Health Information Management Assn:	Certified Coding Associate - CCA
National Healthcareer Association:	Certified Billing and Coding Specialist - CBCS

.NET APPLICATION DEVELOPMENT & PROGRAMMING

Description: This program is designed to prepare post-secondary students for entry-level employment as an information technology assistant, a computer programmer assistant, a computer programmer, or a .NET programmer and to provide supplemental training for persons previously or currently employed in any of these occupations. .NET Application Development & Programming offers a foundation in the area of designing and developing .NET data-driven web applications.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
OTA0040	A	Information Technology Assistant	150
CTS0041	B	Computer Programmer Assistant	300
CTS0044	C	Computer Programmer	150
CTS0032	D	.NET Programmer	450
		Total Hours	**1050**

Admission Requirements: This program is available to adult students only. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: Knowledge Pillars LLC: HTML/CSS Coding Specialist, JavaScript Coding Specialist, Python Coding Specialist, WordPress Certified Editor. Other certifications are available at an additional cost depending on interest.

NURSING ASSISTANT - ARTICULATED

Description: The 165-hour Articulated Nursing Assistant program is Florida Board of Nursing approved and a great gateway into the health career field. The program contains 90 hours of Basic Healthcare Worker and 75 hours of Nurse Aide and Orderly (Articulated). The program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant for both acute and long-term care settings. The Certified Nursing Assistant (CNA) provides direct patient care such as bathing, feeding, dressing, and assisting with mobility. The CNA must be able to communicate effectively in English, see and hear adequately, engage in physically demanding work for 8-12 hours at a time, be willing to help others, enjoy a fast-paced work environment, and collaborate with other members of the healthcare team. The purpose of the program is to prepare students for employment as nursing assistants/nurse aides in long-term care and acute care facilities, assisted living, and patients' homes. Successful completion of this program prepares the student for the state nursing assistant certification exam in accordance with Florida Statutes 464. This program offers a coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers. It provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills. The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, health and safety including Cardio-Pulmonary Resuscitation (CPR), employability skills, and more.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
HSC0003	A	Basic Healthcare Worker	90
HCP0121	B	Nurse Aide and Orderly (Articulated)	75
		Total Hours	**165**

Admission Requirements: Applicants must be 18 years of age or a high school graduate or its equivalent by the first day of class. Due to Occupational Safety and Health Administration regulations, all students performing direct patient care must either have immunization against hepatitis B or sign a declination statement that he/she chooses not to protect himself/herself from this disease. Two weeks prior to admission, the following must be submitted: Rubeola, Rubella, and Varicella Titers (blood work). Documented proof of vaccinations for MMR X2 and/or Varicella X2 may be substituted for MMR and/or Varicella titer. A two-step skin test for TB is also required. All Health Science Education programs require applicants to obtain a drug screen and Level 2 background screen prior to admission.

Licensure/Certifications: Upon completion of this program, students are eligible to test for state certification as a nursing assistant. Certification is required for employment in a long-term care and/or an acute care facility in accordance with Florida statutes.

PLUMBING

Description: The purpose of this program is to prepare students for entry level employment as a plumbing helper/apprentice working under the supervision of a licensed plumbing contractor. Equal emphasis is placed on employability and technical skills. Preparing students to succeed is not limited to technical skills. The importance of communication skills, interaction on the jobsite, personal responsibility, and work ethics are emphasized. Classroom and practical experiences include all phases of assembly, installation, and repair of plumbing systems in residential and commercial buildings.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
BCV0508	A	Helper, Plumber, Pipefitter	360
BCV0540	B	Residential Plumber	240
BCV0562	C	Commercial Plumber	240
BCV0596	D	Plumbing Applications	240
		Total Hours	**1080**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: National Center for Construction Education and Research Core and Plumbing 1, OSHA 10, and CPR.

PRACTICAL NURSING

Description: The purpose of this program is to prepare diverse learners to become a competent and caring Licensed Practical Nurse (LPN) to meet the health care needs of the clients they serve. LPNs work in acute care facilities, long-term care facilities, community settings, and other settings where health care is delivered. The work week is usually 40 or more hours and may include 8, 10, or 12-hour shifts, weekends, nights, and holidays. The LPN must have the ability to respond calmly under pressure in emergency situations, participate as a patient advocate, and communicate and collaborate with members of the healthcare team. The work can be physically demanding requiring the ability to bend, stoop, lift, and work in a fast-paced environment. The Practical Nursing program is approved by the Florida State Board of Nursing and is designed to prepare students to take and pass the licensing examination and gain employment as Licensed Practical Nurses. The program includes classroom, laboratory, simulation, and clinical experience in local acute and long-term care facilities. Nursing fundamentals, medical surgical nursing, maternity and pediatric nursing, comprehensive and transitional nursing, and

employability skills are included in the program. Students will experience interactive simulated labs and actual clinic rotation in a variety of health- care settings, work as a key member of a professional health-care team to deliver skilled and compassionate patient care, perform advanced medical procedures, administer medications, collect patient data, monitor IV's, and provide wound care. Not only will students study how the body functions, but also how emotional and mental well-being affects overall health. Students will learn evidence-based practice for the nursing care of each individual patient. The content includes theoretical instruction and clinical experience (which is 50% of the program) in medical, surgical, obstetric, pediatric, and geriatric nursing; in acute care, long-term care, and community settings; personal, family, and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing. 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 take and pass the licensing examination (NCLEX-PN) and gain employment as a Licensed Practical Nurse. The Practical Nursing program is offered at CCTC and FMTC as a full-time program that is designed to be completed in one year. Additionally, both schools offer a part-time Practical Nursing program that is designed to be completed in two years.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
PRN0098	A	Practical Nursing Foundations 1	300
PRN0099	B	Practical Nursing Foundation 2	300
PRN0290		Medical Surgical Nursing 1	300
PRN0291		Medical Surgical Nursing 2	300
PRN0690		Comprehensive Nursing and Transitional Skills	150
		Total Hours	**1350**

Admission Requirements: Students must be 18 years old upon entrance into the program unless a special waiver is granted by the program director. The student must have an official high school or official GED® transcript. Foreign transcripts, whether high school or post-secondary, must be evaluated and certified by an agency recognized by The School District of Lee County. Agencies recognized by LCSD can be found on the following website: NACES.org. Click on the "How to Find a Member" tab for a complete list of recognized evaluation agencies. **Only agencies listed on the above website are acceptable.** Students must meet the Licensed Practical Nurse application requirements. Admission to the Practical Nursing program is competitive. An admissions committee composed of school faculty will review all applications and determine admittance. After the application deadline, each application will be evaluated utilizing the selection criteria. The admissions committee will determine which applicants will be accepted based on the applicant's score on the Selection Criteria Matrix. If there is a tie, an interview will be done. A letter will be mailed out approximately two weeks after the application deadline to notify applicants of their admission status. Applicants should pay special attention to the quality and completeness of their applications. Incomplete or late applications will not be considered. All applicants will be required to obtain a physical exam and proof of immunity prior to the first day of class. Due to Occupational Safety and Health Administration regulations, all students performing direct patient care must either have immunization against hepatitis B or sign a declination statement that he/she chooses not to protect himself/herself from this disease. All Health Science Education programs require applicants to obtain a drug screen and Level 2 background screen prior to admission (see information sheet in Health Science Education Department). The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 11, Communication (Reading and Language Arts): 11.

Licensure/Certifications: Upon satisfactory completion of all requirements of the program, the student applies to take the licensing examination. With a passing score on the licensing exam, the individual can use the title LPN or Licensed Practical Nurse.

PROFESSIONAL CULINARY ARTS & HOSPITALITY

Description: This program prepares students for entry-level jobs in the commercial foods and culinary arts fields. Training includes identification, selection, preparation, presentation, serving, and storage of a wide variety of foods; communication and leadership skills; mathematical skills; human relations and employability skills; and safe and efficient work practices.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
HMV0100	A	Food Preparation	300
HMV0170	B	Cook, Restaurant	300
HMV0171	C	Chef/Head Cook	300
HMV0126	D	Food Service Management	300
		Total Hours	**1200**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: The program prepares the student for the FRLA SafeStaff® Certified Professional Food Service Handler and ServSafe® Certified Food Protection Manager exams.

SPECIALIZED CAREER INSTRUCTION - COMPREHENSIVE

Description: This individualized job preparatory program provides specialized career education for students with an intellectual disability who may need instructional accommodations to the CTE program in order to meet individual interests, abilities, and learning needs. The goal is integrated competitive employment in the student's chosen occupation. The program is individualized for each student and documented in an individualized plan of study (IPS).

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
SLS0460	A	Specialized Career Education, Basic 1	150
SLS0461		Specialized Career Education, Basic 2	150
SLS0462		Specialized Career Education, Basic 3	150
SLS0463	B	Specialized Career Education, Advanced 1	150
SLS0464		Specialized Career Education, Advanced 2	150
SLS0944		Specialized Career Education Internship	150
		Total Hours	**900**

Admission Requirements: This program is available to adult students who have applied and are accepted into the "How I Reach Employment" (H.I.R.E.) Program at FMTC.

Licensure/Certifications: Varies by program selection.

TURBINE GENERATOR MAINTENANCE, INSPECTION AND REPAIR

Description: The purpose of this program is to prepare students for employment as an entry-level turbine mechanic. Upon successful completion of the program, the student will understand all aspects of the industrial

turbine generator equipment maintenance and technology industry. This program is offered in partnership with Power Services Group (TGM), located in Cape Coral. TGM is the premier turbine and generator solution provider for small to medium power plants. Program content includes safety, basic elements of physics, basic electricity and electronics, reading plans and drawings, assembly and reassembly of high-speed turbines and generators, hydraulic systems, machine-shop operations, pump maintenance, rotor alignment operations, preventative maintenance, and customer service skills. Elements of the industry such as planning, management; cost management skills, technical and production skills, underlying principles of technology, and labor, health, safety, and environmental issues are taught.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
EEV0140	A	Turbine Generator Maintenance Tech I	400
EEV0141	B	Turbine Generator Maintenance Tech II	400
EEV0142	C	Turbine Generator Maintenance Mechanic	400
		Total Hours	**1200**

Admission Requirements: This program is available to adults only. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: Health and Safety Institute (HSI) Turbine Maintenance Technician Certificate and Technical Training Professionals (TTP) certifications related to the Turbine Generator and Power Plant Industry.

WEB APPLICATION DEVELOPMENT & PROGRAMMING

Description: This program is designed to prepare students for employment as an information technology assistant, a computer programmer assistant, computer programmer, or web programmer and to provide supplemental training for persons previously or currently employed in any of these occupations. Web Application Development & Programming offers a foundation in the area of designing and programming data-driven website applications.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
OTA0040	A	Information Technology Assistant	150
CTS0041	B	Computer Programmer Assistant	300
CTS0044	C	Computer Programmer	150
CTS0034	D	Web Programmer	450
		Total Hours	**1050**

Admission Requirements: This program is available to adult students only. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: Knowledge Pillars LLC: HTML/CSS Coding Specialist, JavaScript Coding Specialist, Python Coding Specialist, WordPress Certified Editor. Other certifications are available at an additional cost depending on interest.

WELDING TECHNOLOGY

Description: The purpose of this program is to prepare students for employment as welders in the fabricating and repair industry as well as the structural construction industry. Fort Myers Technical College's program combines classroom instruction with hands-on laboratory experiences to teach students to weld and cut metal by the oxyacetylene and electric arc methods. Students will become knowledgeable about multiple welding methods (SMAW, GMAW, FCAW, & GTAW). Students will learn techniques of metal layout and fabrication through the use of special hand tools and machines. American Welding Society standards are used to appraise welding performance. The content includes leadership, communication skills, and human relations. Employability skills and safe and efficient work practices are a core part of this program.
The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
PMT0070	A	Welder Assistant 1	150
PMT0071		Welder Assistant 2	150
PMT0072	B	Welder, SMAW 1	150
PMT0073		Welder, SMAW 2	150
PMT0074	C	Welder	450
		Total Hours	**1050**

Admission Requirements: This program is available to both dual-enrolled high school students and adult students. The state of Florida requires students to meet the minimum basic skill levels prior to program completion: Math: 9, Communication (Reading and Language Arts): 9.

Licensure/Certifications: American Welding Society

PERSONAL | PASSIONATE
PROGRESSIVE

Fort Myers Technical College
2022 – 2023 (Amended after Hurricanes)
School Calendar

July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 4 Independence Day (All Off)
JULY 5 First Day 226 Teachers (7/5-11, 8/4)
JULY 12 First Day BERT, ETRN, MA, MT, PN
JULY 19 First Day 216 Teachers (7/19-25, 8/4)
JULY 25 First Day NA
JULY 26 First Day AST, CARP, CSMT, ELEC, MART, PCAH, TGM

August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUG 2 First Day 196 Teachers
AUG 4 Teacher In-Service Day
AUG 9 First Day 187 Paraprofessionals
AUG 10 First Day ACTT, CHCA, HVAC, MMCH
.NET, PLMB, WADP, WELD

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPT 1 Last Day NA
SEPT 5 Labor Day (All Off)
SEPT 12 First Day NA
SEPT 26 Rosh Hashanah
SEPT 27 – OCT 21 Closed for Hurricane Ian

October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCT 5 School already closed for Yom Kippur
OCT 14 School already closed for PD Day
OCT 17 First Day Back 166LE
OCT 19 First Day Back Fire, EMT, CO
OCT 24 First Day Back 167LE, FMTC Programs

November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOV 10 School Closed for Hurricane Nicole
NOV 21-25 Thanksgiving Break (All Off)
NOV 24 Thanksgiving Day

December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DEC 22-Jan 6 Winter Break (All Off 12/26-1/3)
DEC 25 Christmas Day

January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JAN 1 New Year's Day
JAN 4-6 MA/PN Here
JAN 9 Professional Duty Day (MA/PN Here)
JAN 10 First Day Spring Term (Except NA)
JAN 12 First Day NA
JAN 16 Martin Luther King Jr. Day (All Off)

February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

FEB 20 President's Day (All Off)
FEB 22 Last Day NA
FEB 28 First Day NA

March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAR 20-24 Spring Break (MA/PN Here 3/20-3/21)

April 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APR 7 Good Friday (All Off)
APR 9 Easter
APR 10 Easter Monday (MA/PN Here)
APR 18 Last Day NA
APR 26 First Day NA

May 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY 29 Memorial Day (All Off)

June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JUN 6 Last Day ACTT, CHCA, HVAC, MMCH
NA, .NET, PLMB, WADP, WELD
JUN 7 Last Day 196 Teachers
JUN 20 Last Day AST, BERT. CARP, CSMT,
ELEC, ETRN, MART, MT, NA, PCAH, TGM
JUN 21 Last Day 216 & 226 Teachers

Holiday – Schools Closed
Professional Duty Day – No School for Students
First and Last Employee Day
First and Last Student Day
Hurricanes Ian/Nicole – School Closed

Special Note:

All Jewish Holidays begin at sundown the day before they are listed.