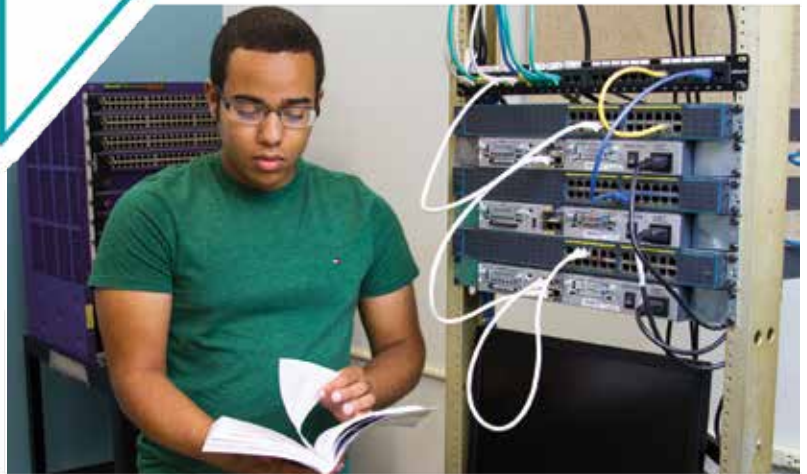


# 2017-18 CATALOG



**FAST**PACED

**LOW**COST

**PROVEN**SUCCESS

**Cape Coral**  
TECHNICAL  
**College**  
Established 1993

**FMTC**  
FORT MYERS TECHNICAL COLLEGE



[www.CapeCoralTech.edu](http://www.CapeCoralTech.edu)  
(239) 574-4440

[www.FortMyersTech.edu](http://www.FortMyersTech.edu)  
(239) 334-4544

[www.SWFPSA.org](http://www.SWFPSA.org)  
(239) 334-3897

# 2017 – 2018 CATALOG



**Cape Coral Technical College**  
360 Santa Barbara Blvd. North, Cape Coral, FL 33993  
239.574.4440  
[www.CapeCoralTech.edu](http://www.CapeCoralTech.edu)



**Fort Myers Technical College**  
3800 Michigan Ave, Ft. Myers, FL 33916  
239.334.4544  
[www.FortMyersTech.edu](http://www.FortMyersTech.edu)



**Southwest Florida Public Service Academy**  
4312 Michigan Ave., Fort Myers, FL 33905  
239.334.3897  
[www.SWFPSA.org](http://www.SWFPSA.org)

Effective July 2017

2855 Colonial Blvd • Ft. Myers, Florida 33966-1012 • PHONE 239.334.1102 • FAX 239.335.1512



## **WELCOME**

### **Message from the Superintendent**

Thank you for giving The School District of Lee County, Florida, a chance to meet your career and technical training needs. Career and Technical Education is an integral part of the Lee County public school system and works in close partnership with the surrounding business and industry communities. Each program provides quality career training in preparation for entering the workplace with the knowledge and competence needed in the Southwest Florida area. This Career and Technical Education Catalog gives you an overview of services, programs, and other vital information that will help you make an informed choice about a career.

Many people are not aware of the scope of the career and technical opportunities that are available through the Lee County Public Schools' technical colleges. This catalog will serve to inform our community of the great wealth of programs which are available to them.

Cape Coral Technical College, Fort Myers Technical College, and Southwest Florida Public Service Academy offer a wide range of programs for adults and secondary students including career training, adult education, continuing education, personal enrichment, and online classes, everything to help you become the best you can be personally and professionally. The diversity of these program offerings strengthens the economic base of our community by providing a well-trained workforce.

I am proud of the outstanding job these schools are doing in our community and encourage you to take advantage of the excellent training and learning opportunities available at them.

The best of luck to all of you as you prepare for your future.

**Dr. Gregory K. Adkins**  
Superintendent

## **The School Board of Lee County, Florida**

Mary Fischer, District 1 (Chairman)  
Jane E. Kuckel, PhD, District 6 (Vice Chairman)

Melisa W. Giovannelli, District 2  
Chris N. Patricca, District 3  
Steven K. Teuber, District 4  
Pamela H. LaRiviere, District 5  
Cathleen O'Daniel Morgan, District 7

Dr. Gregory K. Adkins  
Superintendent

[www.leeschools.net](http://www.leeschools.net)

The School Board of Lee County, Florida, is committed to ensure equity in all of its school programs and shall comply with the Americans with Disabilities Act of 1990 (ADA). The District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, pregnancy or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to the equity coordinator at the respective school.

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.

Cape Coral Technical College, 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, 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.

Cape Coral Technical College, Fort Myers Technical College, and Southwest Florida Public Service Academy are committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It 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 school's 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.

For important information about the educational debt, earnings, and completion rates of students who attended each program, please visit our websites at,

CCTC - <http://www.capecoraltech.edu/information/gainful-employment-disclosures/>,

FMTC - [www.FortMyersTech.edu/content.php?page+111](http://www.FortMyersTech.edu/content.php?page+111), and

SWFPSA - [www.SWFPSA.org/gainful-employment-disclosures/](http://www.SWFPSA.org/gainful-employment-disclosures/).



### **SCHOOL ACCREDITATIONS**

Cape Coral Technical College, Fort Myers Technical College, and Southwest Florida Public Service Academy are accredited by the Commission of the Council on Occupational Education (COE). The Commission of the Council on Occupational Education (COE) is located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350 and may be contacted at (770) 396-3898, [www.council.org](http://www.council.org).

In March 2014, the External Review team recommended that The School District of Lee County, Florida, be accredited by the AdvancED Accreditation Commission for a full system-wide, 5-year term of accreditation which includes our technical career 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 AdvancED.

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

### **PROGRAM ACCREDITATIONS**

Both technical colleges are approved as training sites by the State Approving Agency under the Florida Department of Veterans Affairs and the State Board of Nursing.

Fort Myers Technical College (FMTC) is approved as a training site by the Florida Department of Law Enforcement/Criminal Justice Standards and Training Commission.

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 all requirements, students may be awarded the Early Childhood Professional Certificate (ECPC), which is one of the recognized credentials for industry certification. The center operates a Department of Children and Families licensed child-care facility – Fort Myers Tech Tots Learning Center, which is nationally accredited through AdvancED, an approved Voluntary Pre-kindergarten (VPK) site, and has received Gold Seal endorsement from the Florida Department of Children and Families.

The Automotive Service Technology program and the Automotive Collision Repair program at FMTC are certified by the National Automotive Technicians Education Foundation, Inc. (NATEF).

The Air-Conditioning, Refrigeration & Heating Technology 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 technical colleges are approved testing sites for the American Academy of Professional Coders (AAPC), Pearson VUE, ParaPro Assessment, National Center for Construction Education and Research (NCCER), and Certiport.

The Surgical Technology program at Cape Coral Technical College is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP). CCTC's Dental Assisting program is in the process of obtaining accreditation from the Commission on Dental Accreditation (CODA).

Cape Coral Technical College, 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, 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.

### **INDUSTRY CERTIFICATION – WHY GET CERTIFIED?**

Holding a nationally recognized industry certification or license in your field is a powerful tool in your job search 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 employers' 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 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 way 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!

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This catalog is not to be regarded as an irrevocable contract between a student and Cape Coral Technical College, Fort Myers Technical College, or Southwest Florida Public Service Academy. The information in this catalog applies to the academic year 2017-2018 and is accurate as of July 2017. 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**

## **ADMISSION POLICIES**

The technical colleges 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 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 Law Enforcement Officer, Crossover from Correctional Officer to Law Enforcement Officer, Crossover from Law Enforcement Officer to Correctional Officer, Correctional Officer, Dental Assisting, Fire Fighter/Emergency Medical Technician, Medical Assistant, Medical Coder/Biller, Practical Nursing, and Surgical Technology.

Students who do not demonstrate attainment of literacy grade levels at the 6<sup>th</sup> grade level or higher in Reading, Math, and Language on a commonly accepted literacy assessment will be referred to an Adult Education program for remediation.

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 Cape Coral Technical College at 239-574-4440; Fort Myers Technical College at 239-334-4544; Southwest Florida Public Service Academy at 239-334-3897; or visit Student Services offices at any one of the campuses for additional information and assistance. Visit [www.leetechcolleges.com](http://www.leetechcolleges.com) as well.

### **Admission Steps – Cape Coral Technical College**

1. Submit Application.
2. 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 parents/guardian if the student is under the age of 24) have lived in Florida at least 12 months prior to the first day of their first term of enrollment. See the section on Residency for details and a list of acceptable documents. Please have these documents with you when you meet with the admissions specialist.
3. Submit Transcripts  
Request all high school, GED®, and college/postsecondary transcripts be sent to the admissions office. 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 high school or GED® graduation.  
Note: If you do not have a high school diploma or GED®, you may still be eligible to enroll in some programs. Please talk with an admissions specialist.

### **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. Submit application.
4. Request official high school, GED®, and college/postsecondary transcripts. Transcripts can either be sent to the admissions office or hand-delivered in a sealed envelope. (Note: If you do not have a high school diploma or GED®, you may still be eligible to enroll in some programs. Please see an admissions specialist.)
5. Request official college transcripts (if applicable).
6. Students who have foreign education credentials should see an admissions specialist before proceeding with enrollment.
7. Review the “Admission Checklist” and assemble required documentation.
8. Bring your documentation along with your fees to the Student Services office and enroll for the program with an admissions specialist.

### **Admission Steps – Southwest Florida Public Service Academy**

#### **BASIC LAW ENFORCEMENT**

Minimum requirements and steps to attend the Law Enforcement Basic 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.

#### **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](http://www.SWFPSA.org). An application may be picked up (walk-in) with no appointment necessary.

**Step 3: Submit the application packet/schedule for Fingerprints, Certified Drug Test and P.A.T.**

- Call to schedule an appointment 239-334-3897. Ms. Floria Bell will review your application packet. Applicants must have application completed with all paperwork required. Other subjects that will be scheduled and mandatory to pay on this day as part of your package completion: Fingerprints, Certified Drug Test and Physical Abilities Test.
- Fingerprints \$50.75 (Credit Card only)
- Certified Drug Test \$35.00 (Credit Card – Visa or MasterCard only)
- Physical Abilities Test \$25.00 (cash, credit card, money order)

**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 19 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.

**Step 1: Achieve a passing score on the [CJBAT](http://www.CJBAT.org) test for Correctional Officers**

Additional 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 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](http://www.SWFPSA.org). An application may be picked up (walk-in) with no appointment necessary.

**Step 3: Submit the application packet/schedule for Fingerprints, Certified Drug Test, and P.A.T.**

- Call to schedule an appointment 239-334-3897. Ms. Stephanie Brown will review your application packet. Applicants must have application completed with all paperwork required. Other items that will be scheduled and mandatory to pay on this day as part of your package completion are: Fingerprints, Certified Drug Test, and the Physical Abilities Test.
- Fingerprints \$50.75 (Credit Card only)
- Certified Drug Test \$35.00 (Credit Card – Visa or MasterCard Only)
- Physical Abilities Test \$25.00 (cash, credit card, money order)

#### **Step 4: Interview**

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

### **FIREFIGHTER I/II**

#### **Minimum requirements and steps to attend the Basic Firefighter Academy.**

1. Be at least 18 years of age.
2. Have a standard high school diploma or GED® - Must be from an acceptable accredited agency.
3. Have a valid Florida driver's license.
4. Not have been convicted of any felony or of a misdemeanor involving perjury or false statement.
5. Be a legal United States resident.
6. Be Tobacco Free for a minimum of 12 months prior to attending class.
7. Not have a dishonorable discharge from any of the armed forces in the United States.
8. Be drug free a minimum of 3-5 years prior, depending on substance used, Certified Drug Test required.
9. Complete an American Heart Association BLS CPR course, submit copy of card with application.

**Step 1:** Fill out Letter of Intent and return to the Academy.

**Step 2:** Qualified for an application once Step 1 has been achieved.

**Step 3:** Complete the pre-requisite course-Medical First Responder  
\$276.20 FL Residents \$611.80 Out of State Fees

\*\*Not required if you have your EMT or EMTP (Must provide copy of certificate) \*\*

**Step 4:** Applicants must complete all paperwork requested. Incomplete applications will not be accepted.

**Step 5:** Orientation is mandatory.

### **EMERGENCY MEDICAL TECHNICIAN**

#### **Minimum requirements and steps to attend the Emergency Medical Technician.**

1. Be at least 18 years of age.
2. Have a **standard** high school diploma or GED® - Must be from an acceptable accredited agency.

3. Have a valid Florida driver's license.
4. Not have been convicted of any felony or of a misdemeanor involving perjury or false statement.
5. Be a legal United States Resident.
6. Highly recommended to be Tobacco Free for a minimum of 12 months prior to attending class.
7. Not have a dishonorable discharge from any of the armed forces in the United States.
8. Adhere to "Specific Requirements for Immunity" (separate form); immunizations records must be attached to application.
9. Present a current AHA CPR- BLS for the Healthcare Provider Card.
10. Be Drug Free a minimum of 3-5 years prior, depending on substance used-will be required to take a certified drug test.

**Step 1:** Fill out Letter of Intent and return to the Academy.

**Step 2:** Qualified for an application once Step 1 has been achieved.

**Step 3:** Applicants must complete all paperwork requested. Incomplete applications will not be accepted.

**Step 4:** Orientation is mandatory.

### **TRANSCRIPT EVALUATION**

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

### **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 a Lee County Technical College in all programs except Dental Assisting, Practical Nursing, Surgical Technology, Turbine Generator Maintenance, Inspection and Repair, and all programs offered at the Southwest Florida Public Service Academy. Students will complete the Test of Adult Basic Education (TABE) as a part of the registration process. Non-exempt students who do not meet minimum entry levels will be given the opportunity to remediate in the Learning Center. "Ability to Benefit" students are identified during registration. The Learning Center will track the student for close academic monitoring and individual assistance. The student must sign a written contract for remediation. The Learning Center and program instructors will closely monitor the student's progress in collaboration with the Student Services Department.

### **ACADEMIC ASSESSMENT**

If you graduated from a Florida public high school in 2007 or later with a standard diploma, you are active-duty U.S. military, earned an associate's degree or higher, or earned a Florida GED® using the July 2014 version, you will be exempt from the TABE if the pass date is within 2 years of registering for a program. Meet with an admissions specialist to see if you qualify for the exemption.

If a student has previously earned an associate's degree or higher from an accredited institution or has recently graduated (2007 or later) from a Florida public school with a standard high school diploma, earned a Florida GED® using the July 2014 version (if the pass date is within 2 years of registering for a program), or concordant scores (ACT, SAT, PERT, AccuPlacer), basic skills testing may not be required. By providing all post high school educational transcripts to the admissions staff, the need for basic skills assessment can be determined. An admissions specialist will review the basic skills assessments or documentation at the time of registration. The Florida Legislature mandates that each student enrolled in a certificate/diploma program must meet required minimum academic skills levels in mathematics, language, and reading in order to receive a Certificate of Completion or an Applied Technology Diploma. Statute requires that all students be assessed before or within the first six weeks of enrollment in a career education program. The Lee County technical colleges strongly recommend that an assessment be done **before** registering for a career education program. Standard assessment tools include ACT, SAT, the Postsecondary Education Readiness Test, and the Test of Adult Basic Education. Test scores must be no more than two years old at the beginning of a student's program. The Test of Adult Basic Education is given by the technical colleges for a nominal charge.

### **READMISSION POLICY**

Students who have withdrawn from a program and wish to return to continue working toward a certificate must:

- Contact the Student Services Office for an appointment to register.
- Confer with an admissions specialist.
- Complete enrollment paperwork.
- Pay applicable and/or outstanding fees.

Students in core programs who voluntarily withdraw from school during a semester will not be allowed to reenroll until the beginning of the next semester. All students who have been withdrawn for disciplinary action, attendance, or academic failure must comply with The School District of Lee County Adult Code of Conduct before readmission.

Students in the Practical Nursing program have additional criteria to meet if they wish to return to continue working toward a certificate. Please refer to the Practical Nursing Student Handbook for the readmission policy.

### **ACADEMIC READINESS**

The Florida Department of Education: Division of Workforce Education has established required grade equivalent levels for completions in all occupational programs through the use of state-approved basic skills assessments. Recent statute has established that a student who entered high school in the fall of 2003 or after and graduated with a Florida standard high school diploma will have met the required grade equivalent levels to be a full program completer in an occupational program. Students may be co-enrolled in a certificate career education program and Applied Academics for Adult Education (Learning Center) for remediation. 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 student's progress is monitored through instructor reports and periodic retesting of basic academic skills. Progress reports, test scores, and student training records are maintained in the student's official record.

## **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.

Most programs require an orientation session/interview prior to completing the enrollment process, in which case the admissions specialist will initiate registration and register the student for orientation. Payment of fees completes the admissions process and is required prior to attending classes.

In order to prevent delays in registration, please have the following with you:

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 Florida GED® using the July 2014 version (if the pass date is within 2 years of registering for a program) may also be exempt from academic assessment testing. The most frequently used assessment is the Test of Adult Basic Education, which is administered on campus for a fee of \$15.
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. \$30 Application Fee. You may pay by cash, VISA, MasterCard, or check.
6. All first-time students are required to attend a new student orientation workshop. The admissions specialist will help to schedule an upcoming session.

**If you are in one of the student categories below, your steps will vary.**

**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 \$30 before checking on your eligibility.

**High School Students** – All high school students must apply through their school counselor or career specialist.

## **ADMISSIONS AND REGISTRATION FOR DUAL-ENROLLED HIGH SCHOOL STUDENTS**

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, Surgical Technology, Dental Assisting, Cosmetology, and Turbine Generator Maintenance, Inspection, and Repair. High school students may dual enroll for the online Medical Coder/Biller at Fort Myers Technical College.

To be eligible for career dual enrollment, students must meet the following criteria:

- Be enrolled as a student in a Florida public secondary school.
- Be classified as a high school junior or senior.
- Have a 2.0 un-weighted 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 post-secondary work evidenced by
  - A good attendance record
  - A satisfactory disciplinary record.
- Be recommended by their school counselor or career specialist and spend a shadow day at one of the technical colleges.

Students who need no more than two academic credits a year in subjects such as English, math, science or social studies may be enrolled as full-time career dual-enrolled students with the understanding that those credits can be earned via virtual school.

All home school, private school, and out-of-county students must enroll through The School District of Lee County's School Assignment Office and be assigned to a public school in Lee County before they enroll at a technical college as career dual-enrolled high school students. Before they enroll at a Lee Technical College as a career, dual-enrolled, high school student, private school or out-of-county students must submit a High School Dual Enrollment Articulation Agreement that must be approved by their governing board and the Lee Technical Colleges.

### **APPLIED ACADEMICS FOR ADULT EDUCATION (LEARNING CENTER)**

Applied Academics for Adult Education (Learning Center) develops and upgrades the job-related, basic academic skills of students pursuing certificated career-education training. The program's major objectives are to enhance the student's potential to be successful in the certificated career-education program and in the workforce in accordance with the Florida legislature's basic academic skills competency requirements. Students participate in Applied Academics for Adult Education until achieving the required levels of competency in the basic academic skills areas of math, reading and/or language as documented by a state-approved assessment.

### **STUDENT SUPPORT SERVICES**

A list of programs, school catalogs, and pamphlets are provided. The Test of Adult Basic Education (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 full-time financial aid advisor and accounting clerk are available to assist students in pursuing financial aid to achieve their educational goals.

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

### **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.

Upon program completion, graduates are encouraged to obtain the appropriate industry certification and/or licensure for their field 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.

CCTC, FMTC, and SWFPSA are committed to helping our students stand out in today's competitive job market.

### **WORKPLACE READINESS / EMPLOYABILITY SKILLS**

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. The Lee Technical Colleges 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](http://www.CollegeCentral.com) at FMTC and <http://www.MyCareerShines.org> at CCTC.

### **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 their advisory committee, which is composed of the following representatives from business and industry:

- Members who manage and/or supervise in the occupational program area,
- Members who work in the occupational areas representing the career certificate program, and
- College faculty responsible for instruction in the career pathway.

## **EMPLOYMENT ASSISTANCE**

The administration, career specialists, and instructors combine efforts to provide a link between employers who wish to hire students and students who are actively seeking full- or part-time employment.

## **TRANSFERS 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.

## **IN-HOUSE TRANSFER POLICY**

Program changes are available through the first two (2) weeks of the semester as space is available or at the discretion of administration beyond the two weeks. Students wishing to change technical programs may do so only after 1) Talking to an admissions specialist; 2) Informing current instructor of program change; 3) Interviewing and shadowing with desired instructor and new program; 4) Consulting financial aid advisor (if applicable); 5) Consulting bookkeeping for possible change in program fees; 6) Consulting with sponsoring agency (if applicable). Before the change is finalized, both program instructors must approve. Financial aid awards may be affected by program changes. Depending on the circumstances, an administrative review may be necessary.

## **ARTICULATION WITH HIGH SCHOOLS AND COLLEGES**

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

## Certification and College Credit Options

### Fall 2017

Program Name	Location	Length of Program	Articulated College Credit	Licensure/ Industry Certification
Administrative Office Specialist	<b>FMTC</b>	1050 hours	Up to 18 credits to the AAS/AS Degree in Office Administration	Microsoft Office Specialist or Master Certification and QuickBooks Pro Certified User
Air-Conditioning, Refrigeration & Heating Technology	<b>FMTC</b>	1350 hours	Up to 3 credits in AAS/AS Degree in Air Conditioning, Refrigeration, Heating System Technology at FL public colleges	NATEX Air Conditioning Service Technician
Applied Cybersecurity	<b>FMTC</b>	750 hours	Up to 3 credits in AAS/AS Degree in E-Business Technology	CompTIA Security +
Automotive Collision Technology Technician	<b>FMTC</b>	1400 hours	Yet to be determined	ASE Certifications
Automotive Service Technology	<b>FMTC</b>	1800 hours	Up to 19 credits to the AAS/AS Degree in Automotive Service Management Technology at FL public colleges	ASE Certifications
Barbering for Licensure	<b>CCTC</b>	1200 hours	Yet to be determined	Florida Licensed Barber
Carpentry	<b>FMTC</b>	1200 hours	Up to 3 credits toward the AAS/AS Degree in Building Construction Technology at FL public colleges.	NCCER Carpentry Certification
Commercial Foods/Culinary Arts	<b>CCTC</b> <b>FMTC</b> <b>SWFPSA</b>	1200 hours	Up to 24 credits toward the AAS/AS Degree in Culinary Management at FL public colleges.	ServSafe Certification
Correctional Officer	<b>SWFPSA</b>	490 hours	Up to 12 credits toward the AS Criminal Justice Degree at Florida SouthWestern College	Certified Law Enforcement Officer- State of FL
Cosmetology for Licensure	<b>CCTC</b> <b>FMTC</b>	1200 hours	Yet to be determined	FL Licensed Hairdresser and Cosmetologist

<b>Program Name</b>	<b>Location</b>	<b>Length of Program</b>	<b>Articulated College Credit</b>	<b>Licensure/ Industry Certification</b>
Dental Assisting	<b>CCTC</b>	1230 hours	Up to 5 credits toward the AAS/AS degree in Dental Technology and Management at Florida public colleges	Certified Dental Assistant (CDA)
Digital Design	<b>CCTC</b>	1200 hours	Up to 9 credits or a block of credit toward AAS/AS program	
Early Childhood Education	<b>FMTC</b>	600 hours	Up to 9 credits toward AS in Early Childhood Education at FL public colleges	Early Childhood Professional Certification
Electricity (Electrician)	<b>FMTC</b>	1200 hours	Up to 3 credits toward the AAS/AS Degree in Building Construction Technology at FL public colleges	NCCER Electricity Certifications
Electronic Systems Technician	<b>CCTC</b>	900 hours	Yet to be determined	Electronics Technicians Association Certifications
Electronic Technology	<b>CCTC</b> <b>FMTC</b>	1400 hours	Up to 15 credits toward the AAS/AS Degree in Electronics Engineering Technology at FL public colleges	Electronics Technicians Associations certifications
Emergency Medical Technician - ATD	<b>SWFPSA</b>	300 hours	Up to 11 credits toward the AAS/AS Degree in Emergency Medical Service at FL public colleges	Certified Emergency Medical Technician- State of FL
Fire Fighter I/II	<b>SWFPSA</b>	438 hours	Up to 3 credits toward the AAS/AS Degree in Fire Science Technology (FESHE) / Fire Science Technology at FL public colleges	Certified Fire Fighter –State of FL
Fire Fighter/ Emergency Medical Technician- Combined	<b>SWFPSA</b>	738 hours	Up to 11 credits toward the AAS/AS Degree in Emergency Medical Service and up to 3 credits toward the AAS/AS Degree in Fire Service Technology (FESHE)/Fire Science Technology at FL public colleges	Certified Emergency Medical Technician, Certified Fire Fighter – State of FL
Law Enforcement Academy	<b>SWFPSA</b>	790 hours	Up to 15 credits toward AAS/AS degree in Criminal Justice Technology/Criminal Justice Technology (60) at FL public colleges	Certified Law Enforcement Officer- State of FL

<b>Program Name</b>	<b>Location</b>	<b>Length of Program</b>	<b>Articulated College Credit</b>	<b>Licensure/ Industry Certification</b>
Major Appliance and Refrigeration Technician	<b>FMTC</b>	1200 hours	Yet to be determined	Professional Service Association Certification
Marine Service Technologies	<b>FMTC</b>	1350 hours	Yet to be determined	American Boat & Yacht Council
Mechatronics Technology	<b>FMTC</b>	1550 hours	Yet to be determined	Certified Electronic Technician Associate (CET), Industrial Technician, Electronics System Associate (ESA)
Medical Administrative Specialist	<b>CCTC</b> <b>FMTC</b>	1050 hours	Up to 12 credits toward the AAS/AS Degree in Office Administration at FL public colleges	Certified Medical Administrative Assistant and Microsoft Office Specialist Certification
Medical Assisting	<b>CCTC</b>	1300 hours	Up to 3 credits toward the AAS/AS Degree to the Health Service Management Degree at any Florida public college	Certified Phlebotomy Technician (CPT), Certified Electrocardiograph Technician (CET), and Certified Clinical Medical Assisting (CCMA)
Medical Coder/Biller	<b>CCTC</b>	1110 hours	Up to 26 credits at Florida SouthWestern State College toward the related AAS/AS Degree	AAPC CPC CPB
Medical Coder/Biller Online	<b>FMTC</b>	1110 hours	Yet to be determined	AAPC CPC CPB

<b>Program Name</b>	<b>Location</b>	<b>Length of Program</b>	<b>Articulated College Credit</b>	<b>Licensure/ Industry Certification</b>
.NET Applications Development & Programing	<b>FMTC</b>	1050 hours	Up to 12 credits at Florida SouthWestern State College toward the related AS degree/CCC	Microsoft: MTA, .NET, HTML5
Network Support Services	<b>CCTC</b>	1050 hours	Will award course credits or a block of credit toward AAS/AS program for 9 (nine) hours of credit and award additional credit for PSAV programs including each of the following tracks (coursework) if the community college includes this coursework in the articulated program: 12 credits – Cisco Networking Academy (4 courses in the CCNA track) 3 credits – Wireless coursework in CWNP track 3 credits – Security + coursework	Cisco Certified Entry Networking Technician (CCENT), Cisco Certified Network Associate (CCNA)
Network Systems Administration	<b>CCTC</b>	1050 hours	Will award course credits or a block of credit toward AAS/AS program for 9 (nine) hours of credit and award additional credit for PSAV programs including each of the following tracks (coursework) if the community college includes this coursework in the articulated program: 3 credits – Wireless coursework 12 credits – Microsoft courses in MCSA courses in track 3 credits – Linux+ track coursework 3 credits – Security + coursework	Net+, Security +, Certified Wireless Network Administrator (CWNA), Microsoft Certified Solutions Associate (MCSA)
Nursing Assistant Articulated	<b>CCTC</b> <b>FMTC</b>	165 hours	90 hours are transferrable to the Practical Nursing program at CCTC/FMTC	Certified Nursing Assistant (CNA) by FL Dept. of Health, Division of Medical Quality Assurance

<b>Program Name</b>	<b>Location</b>	<b>Length of Program</b>	<b>Articulated College Credit</b>	<b>Licensure/ Industry Certification</b>
Nursing Assistant Long Term Care (part-time)	<b>CCTC</b> <b>FMTC</b>	120 hours	Yet to be determined	Certified Nursing Assistant (CNA) by FL Dept. of Health, Division of Medical Quality Assurance
Pharmacy Technician	<b>CCTC</b>	1050 hours	Yet to be determined	
Plumbing Technology	<b>FMTC</b>	960 hours	Up to 3 credits toward the AAS/AS Degree in Building Construction Technology at FL public colleges	NCCER Plumbing Certification
Practical Nursing	<b>CCTC</b> <b>FMTC</b>	1350 hours	Up to 10 credits toward the AAS/AS Degree for Registered Nurse at FL public colleges.	FL Licensed Practical Nurse (LPN)
Surgical Technology	<b>CCTC</b>	1330 hours	Yet to be determined	
Technology Support Services	<b>CCTC</b> <b>FMTC</b>	600 hours	Yet to be determined	CompTIA A+
Turbine Generator Maintenance Inspection & Repair	<b>FMTC</b>	1350 hours	Yet to be determined	NCCER Power Generation Mechanic Certification
Veterinary Assisting	<b>CCTC</b>	750 hours	Yet to be determined	Certified Veterinary Assistant
Web Application Development & Programming	<b>FMTC</b>	1050 hours	Up to 12 credits toward AS degree/CCC Computer Programming and Analysis at Florida SouthWestern State College	Adobe Certified Associate – Dreamweaver and Photoshop
Welding Technology	<b>FMTC</b>	1050 hours	Yet to be determined	American Welding Society

*\*Time to complete approximated, based on full-time enrollment and attendance.*

## **TEXTBOOKS**

Textbook lists and associated costs are published on program disclosure documents and technical college websites. Students are responsible for purchasing their own books from any source. The technical colleges also maintain an online bookstore accessed through their websites. Textbooks for dual-enrolled high school students are provided by The School District of Lee County, Florida, at no cost to the student.

## **FINANCIAL INFORMATION**

### **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 fees are calculated based on the technical program's scheduled hours.

Tuition fees are charged by an enrollment period, payable by the first day of each semester. 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 fees 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.

### **APPLICATION FEES**

A non-refundable application fee is due upon enrollment of each program.

### **LAB FEES**

For some programs, a lab fee is payable before the first day of each semester.

### **GRADUATION FEE**

This fee is charged the last enrollment period of the program. A school-wide graduation ceremony is conducted in the spring of each year. Students who are full program completers are eligible to participate in the ceremony.

## BOOK FEES

Costs for textbooks vary by program, and books may be purchased online: CCTC - <http://www.bkstr.com/cctcstore/home>, FMTC - <http://www.bkstr.com/fmtcstore/home/en>. Textbook lists and associated costs are published on program information sheets/disclosure documents.

## TUITION AND FEES SUMMARY School Year 2017 - 2018

Type of Program	Application Fee	Tuition	Lab Fees	Other Costs
Certificate (Career Education Program)	√	Resident \$2.90/hr.  Nonresident \$11.17/hr.	√	√
Applied Academics for Adult Education (Learning Center)	√	\$30 per term		
Continuing Workforce Education Classes	√	Resident \$6.00/hr.	√	√
Adult ESOL/GED®	√	\$30 per term		√
Lifelong Learning Classes	√	Resident \$4.00/hr.	√	√
High School Dual Enrollment	Exempt	Exempt	Exempt	Exempt

## CONSUMER INFORMATION

Consumer Information is located on each college's website:

Cape Coral Technical College: <http://www.capecoraltech.edu/about/consumer-information/>

Fort Myers Technical College: <http://fortmyerstech.edu/content.php?page=67>

Southwest Florida Public Service Academy: <http://swfpsa.org/consumer-information/>

## **FOREIGN STUDENTS**

Foreign 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, who meet the following conditions:

1. Attended a Florida high school for 3 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 3 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 will not be eligible for state or federal financial aid.

## **INFORMATION FOR RESIDENCY CLASSIFICATION**

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 residence in Florida for at least the 12 previous consecutive months. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Out-of-state tuition waivers may be provided to students who are undocumented for federal immigration purposes and who meet the conditions outlined in the above section regarding foreign students.

Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. For the purposes of this classification, “parent” means either or both parents of a student, any guardian of a student, or any person in a parental relationship to a student.

Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

## **DEPENDENT OR INDEPENDENT**

**Step 1: Are you independent or dependent?** You are independent if you can answer yes to any of these. You will need to provide 2 documents in your own name that are dated or issued at least 12 months prior to your first day in class.

1. You are 24 years of age or older by the first day of class.
2. You are married. (Copy of marriage license is required.)
3. You have children or other dependents who receive more than half of their support from you. (Copy of most recent federal income tax return listing dependents is required.)
4. You are a veteran of the U.S. Armed Forces or are currently serving for purposes other than training. (Copy of DD214 or military orders is required.)

5. Both of your parents are deceased or you are or were a ward/dependent of the court. (Copy of parents' death certificates or a court order or letter from Children and Family Services is required.)
6. You have established independent annual income of at least \$10,000 per year. (Copy of most recent federal income tax return and W2 form(s) required.)

You are **DEPENDENT** if you answered no to everything above. If you are **DEPENDENT**, your parent or legal guardian will need to provide proof of residency.

**Step 2: Provide two acceptable documents.** To qualify for in-state tuition, you or your parent/guardian must provide two 12 month-old documents. One document must be from Tier One. The second document may be from Tier One or Tier Two. Both documents must be dated or issued at least 12 months prior to your first day of attendance.

**TIER ONE** (You must have one of these.)

- Florida Driver's License
- State of Florida Identification Card
- Florida Voter Registration Card
- Florida Vehicle Registration
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12 month period – letter from employer or pay stubs required)
- Proof of a permanent home that is occupied as the primary residence (copy of Homestead Exemption or property appraiser website documents required)

**TIER TWO**

- Florida incorporation
- Utility bill and proof of 12 consecutive months of payments. Service must be current. No cell/mobile phone bills.
- Lease agreement and proof of 12 consecutive months of payments. (Lease must be current and payment must be verified for 12 consecutive months.)
- Florida professional or occupational license
- Declaration of Domicile (Must be certified by a County Clerk of Courts at least 12 months prior to the first day of attendance.)
- Benefit histories from Florida agencies or public assistance programs.

*Unacceptable Documents: Passport, Birth Certificate, Social Security Card, Library Card, Mail, Bank Statements, Shopping/Rental Club Cards, Hunting/Fishing Licenses, Concealed Weapons Permit*

**Non-Florida Resident**

Students that 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.

## **FINANCIAL AID SERVICES**

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.

## **SATISFACTORY ACADEMIC POLICY (SAP)**

In order to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid Office will require a progress report to be completed by the student's instructor and submitted to the Financial Aid Office prior to each disbursement.

Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade evaluation or grade point average (GPA), and do not exceed the maximum time limits to complete their course of study. Each Student Academic Progress (SAP) will be checked at 450 clock hours and prior to subsequent disbursements for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

**Academic Progress** is defined as:

- **Maintaining a MINIMUM OVERALL GRADE EVALUATION OF 75 PERCENT (most Health Science programs 80%)** average as determined by the student's individual program on all theory, clinical, or shop performance each evaluation period. Some programs may require a higher numerical value for minimum satisfactory progress rating (Qualitative Measurement).
- **Completing the REQUIRED NUMBER OF COMPETENCIES** within the time frame as defined by individual program guidelines for the evaluation period. The 85 percent rule refers to the quantity of work completed for on-time program completion. Therefore, if a student's work is satisfactory, but he/she is behind schedule in completing the program's competencies, he/she cannot be reported as satisfactory for SAP reporting (Quantitative Measurement).
- Students are allowed up to 150% of the scheduled clock hours to complete their program (Minimum 67% Pace of Progression); however, they will **only be provided financial aid for**

**100% of the program hours.** Hours in the learning lab during scheduled class time are not eligible for financial aid.

#### **Failure to meet Financial Aid Satisfactory Academic Progress**

- At the technical colleges, there is no academic probation or warning upon the determination of unsatisfactory financial aid academic progress. Students acknowledge notice of unsatisfactory financial aid academic progress and the forfeiture of scheduled financial aid payment by signing the *Student Progress Report* form. Failure to achieve satisfactory academic progress at the end of a payment period will result in the forfeiture of federal Title IV funding until satisfactory academic progress is achieved in a minimum of one additional payment period.
- Reinstatement of financial aid will be granted when a student achieves a satisfactory academic progress report for the subsequent term of enrollment for which no grant aid was awarded.

**Proof of the above guidelines will be collected from instructors confirming the student's name, program and progress toward academic achievement.**

#### **OTHER FINANCIAL ASSISTANCE**

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

#### **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](http://www.GIBILL.VA.gov), or consult with the VA Certifying Officer at a Lee Technical College. Students eligible for VA benefits must submit all military and post-secondary transcripts.

All veterans receiving educational benefits while attending a Lee Technical College are subject to the general policies and procedures of the school and the specific requirements of the Veterans Administration.

#### **Veterans Attendance Policy**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as actual clock-hour time missed.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for 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.

**Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade average (CGA) of 75% (most Health Science 80%) each semester (term, quarter, semester, evaluation period, etc.).

A VA student whose cumulative grade average (CGA) falls below 75% (most Health Science programs 80%) 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 to unsatisfactory progress may petition the school to be recertified after attaining a CGA of 75% (80% Health Science).

**Veterans Credit for Previous Education or Training**

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.

**Out of State Fee Waiver for Honorably Discharged Veterans**

Chapter 2014-1, Laws of Florida, provides for an out-of-state fee waiver for honorably discharged veterans known as the "Congressman C.W. Bill Young Tuition Waiver Act." Originally authorized in 2014, Florida's out-of-state waiver is applicable to honorably discharged veterans, and any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs who physically resides in Florida while enrolled as a certificate seeking student. Tuition and fees charged to a veteran, who qualifies for the out-of-state fee waiver, may not exceed the tuition and fees charged to a resident student. The waiver is applicable for 110 percent of the required credit hours of the degree or certificate program for which the student is enrolled.

**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. The waiver is applicable for 110 percent of the number of required credit hours (or equivalent) of the degree or certificate program for which the student is enrolled.

## **COLLEGE REFUND POLICY**

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

All full-time students withdrawing from class during the first five days of enrollment or the first two days of enrollment for programs less than 250 hours, will receive 100% refund of the tuition and lab fees paid provided all lab supplies are returned, with the exception of the nonrefundable application fee. 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. All refunds are made within 45 days of the student's last day of attendance.

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 RECIPIENTS**

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 INFORMATION**

### **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 percent 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 Career Merit Achievement Plan (MAP)/

Competency Report contains the program of study, instructor's name, instructor's signature, completed competencies, units of study with levels of mastery indicated, and dates of attendance. A student receives a Career MAP/Competency Report at the end of each semester and upon completion of the program.

### **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 a partial certificate. Students who are in danger of failing a program for unsatisfactory progress may be notified in writing by the instructor indicating the deficiency and course of action recommended.

The process of notifying a student of a deficiency may include: 1) student/teacher conference where the teacher informs the student of his/her deficiency in writing; 2) the teacher will make available to the student special and/or additional help; and 3) the student is informed that failure to remove these unsatisfactory conditions within a specific time may result in a failing grade and/or withdrawal from the program.

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.

A record of the student's progress is kept up-to-date by the teacher and is available to the student upon request.

**Exceptions to the program completion requirements include all Southwest Florida Public Service Academy programs and Health Science programs.**

### **ATTENDANCE POLICY**

The technical colleges encourage and expect 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 the instructor when absent within the first hour of class. A student is expected to be in attendance at least 90% of the scheduled hours of attendance. Attendance requirements in programs that lead to board licensure may be stricter than and may take precedence over this policy. In any case, students who are absent for 6 consecutive days, without notice, will be withdrawn.

### **LEAVE OF ABSENCE POLICY**

Students who require an extended absence (5 days or more) for a legitimate, unforeseen circumstance may submit a Leave of Absence (LOA) request to administration in advance of the

absence. Only one leave per school year, not to exceed 10 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.

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.

### **COMMENCEMENT**

A school-wide commencement ceremony is conducted in the spring of each year. Students who are full-program completers are eligible to participate in the ceremony. The Health Science Department and Southwest Florida Public Service Academy conduct graduations throughout the year.

### **STUDENT CONDUCT**

Enrollment at the technical colleges is voluntary. Once admitted to the school, the student has the obligation to adhere to the standards established by the school 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 Adult Postsecondary Student Code of Conduct can be found on the school's website 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 the technical colleges 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.

### **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 dress code requirements. Student dress code guidelines can be found in the 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.

### **INTERNSHIPS / COOPERATIVE WORK-BASED LEARNING**

Cooperative education is available if students meet the following qualifications: 1) Student must complete 50% of their competencies with a grade of 75% or better; 2) Students must have demonstrated the basic skills levels required for program completion as established in Florida Statute; 3) Student must not be currently on attendance probation; and 4) Students who are receiving Pell Grants must be cleared by the Financial Aid Officer.

### **STUDENT FOLLOW-UP**

Students who have exited or completed a program will be contacted to determine employment status and training satisfaction.

### **CAMPUS SAFETY AND SECURITY**

#### **CRISIS PLAN**

In the event of a dangerous or emergency situation, a comprehensive plan of action is in place at each technical college.

### **FEDERAL DRUG-FREE SCHOOL ACT**

Federal legislation has been passed as part of the war on drugs. This legislation is intended to convey to students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) the health risks which exist for those who abuse alcohol or drugs. In addition, penalties for those who violate school standards are in place and consistently enforced.

### **DRUG-FREE SCHOOL SUMMARY STATEMENT**

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on The School District of Lee County, Florida, owned and controlled property or as part of any of its activities.

### **DRUG AND ALCOHOL POLICIES**

Cape Coral Technical College, Fort Myers Technical College, and Southwest Florida Public Service Academy encourage healthy living habits for both students and employees. Eating healthily, getting sufficient sleep, regular exercise, and time for family and friends are important for assuring success in your program. In addition, we want students and staff to experience life free from dependence on drugs and alcohol.

The effects of drug and alcohol abuse can be devastating to individuals and families. Listed below are some of the health risks associated with drug and alcohol abuse:

- Psychological dependence. This is a mental or emotional adaptation to the effects of the drug that leads the abuser to believe he/she cannot function normally without the drug.
- Physical dependence. This is an adaptation whereby the body learns to live with the drug and becomes able to tolerate increasing doses. Eventually, the abuser suffers withdrawal symptoms if deprived of the drug.
- Medical complications: Nervousness, anxiety, sleep disorders, muscle aches, spasms, vomiting and other gastrointestinal disorders, mental abnormalities, and changes in blood pressure/temperature/breathing rate, changes in heart rate/rhythm, cardiac arrest, convulsions, hallucinations, stroke, death, or many other dangerous conditions.

Of particular concern to students should be the learning disorders that can occur as a result of substance abuse:

- Interference with memory, sensation, and perception. Normal experiences can be distorted, and the abuser can experience a loss of self-control that can lead him/her to self-harm.
- Interference with the brain's ability to take in, sort, and synthesize information. Sensory information can run together, providing new sensations while blocking normal ability to understand the information received.
- Experiencing a false sense of functioning at one's best while under the influence.

### **Preventing Drug and Alcohol Abuse**

- Be firm about saying no. You do not have to explain your reasons. People who care about you will respect and support your decision. You never know when your decision will persuade someone else to change his/her behavior.
- Surround yourself with people who think like you do. Give yourself the opportunity to find common interests with people who live healthy, active lifestyles.
- Avoid temptation. Remove substances from your home. Stay away from places where they are used or sold. Find recreational activities that allow you to maintain your commitment to living a drug-free life. Take up a new hobby or sport, volunteer, spend more time with your children, do those projects you have been meaning to do around the house.
- Take seriously the responsibility all adults have to set a good example for children.
- Take the money you spend on unhealthy activities and save toward something special you and/or your family has been anticipating.
- Find productive ways to manage the stress in your life.

### **Drug and Alcohol Counseling, Treatment, or Rehabilitation Programs**

Many resources are available to help students and employees who want to seek help. Shown below are local resources for students and staff seeking addiction counseling. These resources also have assistance for the friends and family members of those seeking help.

- Employees
  - Refer to the School Board Policy Manual, Section 5.37 (9)
  - Consult the CCTC, FMTC, and SWFPSA SharePoint page
- Students and employees:
  - Alcoholics Anonymous, Fort Myers, 239-275-5111, [www.leecountyaa.org](http://www.leecountyaa.org)

- Al-Anon/Alateen, Fort Myers, 239-274-1353, <http://www.al-anon.alateen.org/al-anon-in-florida/54-fort-myers>
- David Lawrence Center, Naples, 239-455-8500, [www.davidlawrencecenter.org](http://www.davidlawrencecenter.org)
- Narcotics Anonymous, 24-hour Help Line: 1-866-389-1344, <http://www.nagulfcoastfla.org>
- Grace Church – Celebrate Recovery, North Fort Myers, 239-574-7161, [www.egracechurch.com/cr/](http://www.egracechurch.com/cr/)
- SalusCare, Fort Myers, 239-275-3222, <http://saluscareflorida.org>
- Light House Addiction Services, Cape Coral, 239-540-8011, [www.lighthouseaddiction.com](http://www.lighthouseaddiction.com)
- Lutheran Services Florida, Inc. (services for adolescents/families), Fort Myers, 877-229-9098, [www.lsfnet.org](http://www.lsfnet.org)
- Teen Challenge (for 18+), 239-275-1974 (Men), <https://teenchallenge.cc/southwest-florida-men/> ; 239-939-7705 (Women), <https://teenchallenge.cc/southwest-florida-women/>
- The Salvation Army Crossroads (for men only), 239-334-3745, <http://www.salvationarmyflorida.org/fortmyers/programs-and-services/rehabilitation/>

### **TOBACCO-FREE CAMPUS RULE**

To provide a safe and healthful environment for employees, students, and visitors, and to minimize costs associated with health issues related to tobacco use, the use of tobacco products is prohibited on any and all property, including land, buildings, or vehicles, owned or operated by The School District of Lee County, Florida, whether indoors or outdoors, all day, every day, whether school is in or out of session.

For purposes of this rule, “Use of Tobacco Products” means smoking, burning, chewing, snuffing, dipping, or otherwise ingesting or deriving the effects of tobacco and shall include the use of tobacco-like substances or products intended to provide or simulate the effects of tobacco including, but not limited to, electronic cigarettes or similar devices.

Student violators shall be disciplined as set forth in the Student Code of Conduct. Visitors who fail to comply with this rule shall be asked to immediately comply and in the event of continued non-compliance shall be required to leave the school property.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment undermines the integrity of the academic and work environment and prevents its victims and their peers from achieving their full potential. All members of the school community are entitled to work and study in an atmosphere free from sexual overtures or innuendoes that are unsolicited and unwelcome. It is the particular responsibility of those members of the school community who hold positions of authority over others to avoid actions that are or can be considered sexually abusive or unprofessional. The school provides an equity coordinator for help in these matters.

## **ANTI-BULLYING INFORMATION**

The Jeffrey Johnston Stand-Up-for-All-Students Act became a law in June 2008. The School Board of Lee County, Florida, has approved a board policy which states their guidelines for the identification and reporting of bullying, expectations for behavior, procedures, and consequences regarding bullying and harassment.

In short, The School District of Lee County, Florida, will not tolerate any form of bullying or harassment between students and/or adults on our school campuses. Our goal is protection of our students and provision of a safe and nurturing educational environment for all of our students and staff.

## **STUDENT RIGHTS**

### **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 Student Services (admissions specialists) are to be notified.

### **VOTER'S REGISTRATION**

CCTC, FMTC, and SWFPSA promote responsible citizenship through voting in local, state, and federal elections as part of becoming productive citizens in today's global society. Florida Voter Registration Applications are available in Students Services, on the schools' website at [www.CapeCoralTech.edu](http://www.CapeCoralTech.edu) or [www.FortMyersTech.edu](http://www.FortMyersTech.edu) and/or may be downloaded from the Lee County Government's website at [www.leeelections.com](http://www.leeelections.com). In addition, voter registration drives take place on an annual basis.

### **JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY & CAMPUS CRIME STATISTICS ACT**

Each technical college has a security plan and security personnel. The cooperation and involvement of every member of staff, student body, and all visitors on campus are absolutely necessary to ensure maximum safety and security. All persons must assume responsibility for their own safety and security of personal belongings.

The Student Right to Know and Campus Security Act (1990) mandates that all postsecondary institutions are required to prepare, publish, and distribute certain information regarding campus crime and policies related to security. In addition to crime statistics for the past three years, the national legislation requires schools to make policies related to security issues public. This information can be found at the main office or on the school's website.

## **FDLE – FLORIDA SEXUAL OFFENDERS AND PREDATORS**

Pursuant to Florida Statute s. 943.043, students and employees can access the Florida Department of Law Enforcement sexual predator and sexual offender registry at <https://offender.fdle.state.fl.us> or toll free at (888) 357-7332.

### **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 assistant 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](http://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).

### **STUDENT PROCEDURES FOR REPORTING ALLEGED CASES OF DISCRIMINATION AND/OR SEXUAL, RACIAL, RELIGIOUS, OR NATIONAL ORIGIN HARASSMENT**

Any student who believes he or she has been the subject of discrimination and/or sexual, racial, religious, or national origin harassment should proceed with the following steps:

The complaint must be presented in writing to the director and will include the precise nature of the complaint. These statements must be signed and identified in such a way that proper replies will be possible. In the event the allegations are against the director, the complaint shall be presented to the district's equity coordinator.

All complaints will be handled confidentially. In no event will information concerning a complaint

be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the individual who files a complaint, to encourage the reporting of incidents of discrimination and/or sexual harassment, and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment.

Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation.

For those complaints presented to the director, the complainant may request that an additional review be conducted by the district's equal opportunity supervisor responsible for compliance.

Established grievance procedures and appropriate discrimination complaint forms are available from the Departments of Professional Standards and Equity or Student Services or the equity coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to the Director of Professional Standards & Equity.

After receiving this request for additional review, the equity coordinator's office will conduct an investigation. The parties involved will be notified of the results of the investigation.

### **PRIVACY OF RECORDS**

The Student Services Department is the custodian of student records. The Lee County School Board's Policy 4.19, regarding student records, concerns the privacy of student records and is available for inspection during normal school hours. The policy outlines the right to review, copy, and challenge records as well as the right of a hearing and the right to waive access to letters or statements of recommendations or evaluations.

### **FAMILY RIGHTS AND PRIVACY ACT OF 1974 (FERPA) RELEASE**

For adult students, the Family Rights and Privacy Act of 1974 (FERPA) Release provides for the confidentiality of student education records. The technical colleges may not disclose educational information nor permit inspection of a student's education records without the written permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA.

The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students' education records. Student records are confidential. Parents, guardians, and spouses of students who are 18 years of age or older must have the student's written permission to inspect and review any and all official records. Parents/guardians of students 17 years of age or younger may review their child's records upon request.

The Family Educational Rights and Privacy Act (FERPA), Florida Statutes (F.S.) 1002.22 and 1002.221, and SB Policy 5100.1 affords parents, guardians, or eligible students certain rights with respect to the student's education records. An "eligible student" means a student who has reached the age of 18 or who is attending a postsecondary institution at any age. Once a student becomes an "eligible student," the rights afforded his or her parents under FERPA transfer to that student.

## **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.

## **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 on regional, state, and national levels in their skill areas. The instructors at CCTC & 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 each fall semester 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 (HOE) 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.

## STUDENT LEADERSHIP COUNCIL (CCTC)

The Student Leadership Council represents the general student population at Cape Coral Technical College. Representatives are selected from each program. The Council meets regularly to define the suggestions and concerns brought forth by the student body. Activities may include campus improvement, food drives, blood drives and student seminars.

## ALUMNI ASSOCIATION (FMTC)



The purpose of the Alumni Association is to promote the mission of FMTC through the establishment of mutually beneficial relations between the college and its alumni and to provide support through growth, scholarships, and development.

## VETERANS ASSOCIATION (FMTC)

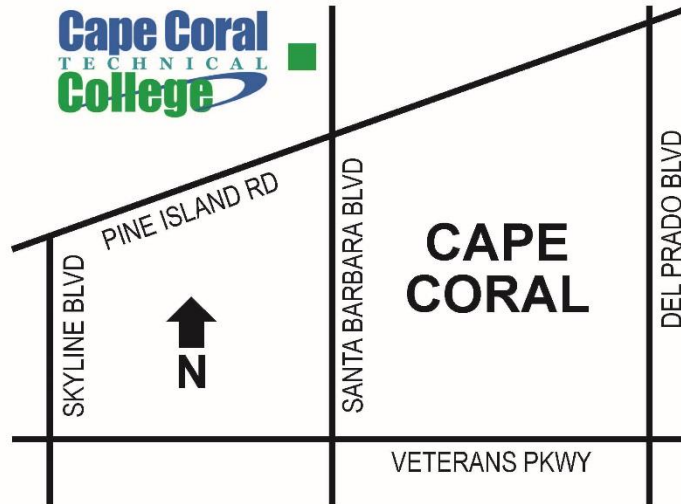


Students who are veterans of any branch of military service may participate in the FMTC Veterans Association. The purpose of the Association is to assist veterans in their pursuit of additional education and to provide opportunities for them to learn about programs created to assist veterans in their transition to civilian life. Students participate in community service projects and in the planning of FMTC's Veterans' Day activity.

## CAPE CORAL TECHNICAL COLLEGE

360 Santa Barbara Blvd. N.  
Cape Coral, FL 33993  
(239) 574-4440

[www.capecoraltech.edu](http://www.capecoraltech.edu)

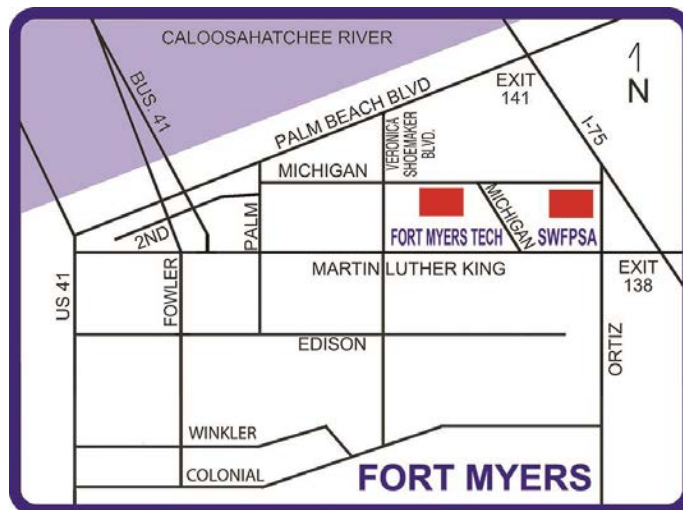


## FORT MYERS TECHNICAL COLLEGE

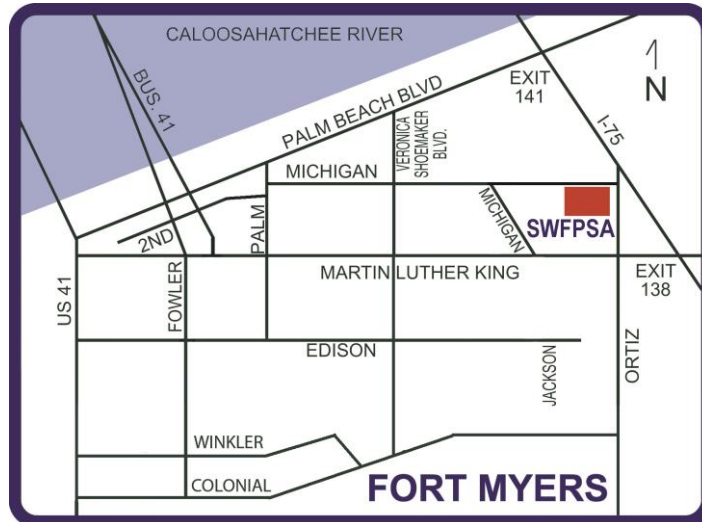
### Main Campus

3800 Michigan Avenue, Fort Myers, Florida 33916  
239.334.4544

[www.FortMyersTech.edu](http://www.FortMyersTech.edu)



**Extension Campus**  
**Southwest Florida Public Service Academy**  
4312 Michigan Avenue, Fort Myers, Florida 33905  
239.334.3897  
[www.SWFPSA.org](http://www.SWFPSA.org)





## **ADMINISTRATION**

Judy Johnson, Director  
Kimberly A. Brooks, Assistant Director

### **Cape Coral Technical College**

360 Santa Barbara Blvd., North

Cape Coral, Florida 33993

Phone: 239.574.4440

FAX: 239.458.3721

[www.CapeCoralTech.edu](http://www.CapeCoralTech.edu)

## **Cape Coral Technical College (CCTC)**

360 Santa Barbara Blvd., North

Cape Coral, FL 33993

Phone: 239.574.4440

[www.CapeCoralTech.edu](http://www.CapeCoralTech.edu)



**CCTC**

Judy Johnson  
Director

### **DIRECTOR'S MESSAGE**

Welcome to Cape Coral Technical College where our faculty and staff are dedicated to helping you prepare for a rewarding career! We are proud to train and educate students for the skilled careers of today's and tomorrow's workforce. Cape Coral Technical College is the educational institution that prepares its adult learners for a high wage professional career in a variety of fast-paced, low-cost, and success-proven programs. Interactive hands-on experience in programs such as Surgical Technology, Medical Assisting, Practical Nursing, Dental Assisting, Cosmetology, Pharmacy Technician, Electronics Technology, Digital Design, and a multitude of other programs are available for you to view here or at our website: [www.CapeCoralTech.edu](http://www.CapeCoralTech.edu).

The instructional staff at Cape Coral Technical College consists of educational professionals that are certified and have first-hand experience in their field of expertise. Our school also has a dynamic team of support professionals that cover everything from financial aid and student services to maintaining a beautiful campus. Together the faculty and staff of Cape Coral Technical College are dedicated to preparing the skilled workforce that meets the needs of our community, state, and nation.

As you read this catalog, you will discover that Cape Coral Technical College is committed to helping you transform your life with a new career through programs that are as short as eight weeks and others that are long as twelve months.

We look forward to partnering with you in your success!

*Judy Johnson*

Director

## **GENERAL INFORMATION**

### **MISSION**

The mission of the school is to prepare students for employment by providing quality, technology-oriented education delivered by a professional, caring staff in a positive learning environment.

### **VISION**

All students enrolled will successfully complete the technical program of their choice and be employed to help meet the needs of business and industry within the community.

### **PURPOSE**

The purpose of this institution, as a public, career/technical, secondary, and post-secondary school, is to offer quality programs that prepare students for employment. Career/Technical education assists persons in acquiring new skills required for employment. In keeping with this purpose, the instructors assist students to secure employment in their chosen careers.

### **HISTORY**

Cape Coral Technical College (CCTC), originally named Lee County High Tech Center North (HTN), was authorized in 1993 and operates under the governance of the state of Florida Department of Education (FDOE), Division of Workforce Development, and The School District of Lee County, Florida. The institution opened in August 1993, and students enrolled in instructional programs for the 1993-1994 school year. The first students completed occupational programs in June 1994.

In 2013, Cape Coral Technical College celebrated its twentieth year of offering educational and occupational opportunities that contribute to a well-trained workforce for the citizens and business community of Southwest Florida.

Cape Coral Technical College is part of The School District of Lee County, Florida, and as such is governed by The School Board of Lee County, Florida. Accreditation for all programs is administered by the Commission of the Council of Occupational Education; additionally, the Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs.

## ACCREDITATION

Cape Coral Technical College is fully accredited by the Commission of the Council on Occupational Education (COE), and by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS-CASI). The Practical Nursing program is further approved by the Florida Board of Nursing and the Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Medical Coder/Biller program is affiliated with the American Academy of Professional Coders.



Cape Coral Technical College is accredited by the Commission of the Council on Occupational Education. Requests for additional information on the policies, standards, or procedures of the Council on Occupational Education should be addressed to the following:

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

## BUSINESS PARTNERSHIPS

Cape Coral Technical College is proud of its partnership with the following businesses.

21st Century Oncology Cape Coral Surgery Center Chico's Coral Trace Health Care Center CVS Caremark Florida Gulf Coast University (FGCU) Florida SouthWestern State College Gulf Coast Village Health Force Internet Services Group Keiser University Lee Co. Dept. of Public Works Lee County Extension Services Lee County School District, IT Dept. News-Press	Oasis Elementary, Middle & High Schools Pearl Brands Physicians Primary Care Pink Shell Beach Resort & Spa Profiles Salon PSA Healthcare Publix Pushing the Envelope Radiology Regional Sanibel Harbor Resort & Spa Shell Point Retirement Community Synergy Networks Veterans Administration of Lee County Walgreens
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## **VISITOR INFORMATION**

Visitors to Cape Coral Technical College may park in either the north or south parking lots. Handicap parking is available at the school entrance. Visitors must enter the school through the central entryway and turn left into the main office. In the office they will be greeted by staff. Visitors who wish to travel to any classroom are required to sign in and wear a visitor's badge. Persons going to the Student Assignment Center or the Learning Lab are not required to sign in and are requested to go directly to those locations. A security person is in the area and will greet and direct people arriving on campus.

## **ADMISSIONS**

In the main office, visitors are welcome to look over the brochures and literature about the programs offered on campus. Visitors are encouraged to take these materials for their use. The Test of Adult Basic Education (TABE) is offered in the Learning Lab and the schedule is available in the Main Office or on Cape Coral Technical College's website. Potential students, that are required to take the TABE assessment, should make an appointment in the main office with an admissions specialist after taking the test, so the admissions specialist can assist with test interpretation and guidance for program selection. Potential students may call for an appointment at 574-4440. Financial aid information is also available in the main office. An appointment may be made with the financial aid department by calling 574-4440.

## **HOURS OF OPERATION**

The main office is open from 7:30 A.M. to 3:30 P.M. on most week days. The Learning Lab has variable hours; a schedule may be picked up in the main office or found on Cape Coral Technical College's website. Visitors may also call 574-4440 for information. Most adult programs start at 8:00 A.M. and dismiss at 2:30 P.M. Some medical programs have different hours due to clinical arrangements.

## FULL-TIME FACULTY

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Allen, Melody	<ul style="list-style-type: none"> <li>BS Business Education</li> <li>Professional Educator's Certificate</li> </ul>	Alabama A & M University State of Florida Department of Education	Admissions Specialist
Almodovar, Cristina	<ul style="list-style-type: none"> <li>Florida Cosmetology License</li> <li>Career &amp; Technical Education Teaching Certificate</li> <li>Milady Master Educator</li> </ul>	Florida Dept. of Business & Professional Regulations - Board of Cosmetology School District of Lee County  Milady	Cosmetology
Andreassi-Ridgeway, Linda	<ul style="list-style-type: none"> <li>BS Nursing</li> <li>AS Nursing, RN</li> <li>AS Human Services</li> <li>Career &amp; Technical Education Teaching Certificate</li> </ul>	Chamberlain College of Nursing Labouré College Dean Junior College School District of Lee County	Practical Nursing
Baack, Charles	<ul style="list-style-type: none"> <li>BS Mathematics and Physics</li> <li>A+ Certified Professional</li> <li>Network+ Certified Professional</li> <li>Professional Educator's Certificate</li> </ul>	Mankato State University, Minnesota CompTIA  CompTIA  State of Florida Department of Education	Media/Technology Specialist
Besette, Christy	<ul style="list-style-type: none"> <li>BHS</li> <li>AS, RDH</li> <li>Career &amp; Technical Education Teaching Certification</li> </ul>	Nova Southeastern University Miami Dade College School District of Lee County	Dental Assisting
Bolling, Carl	<ul style="list-style-type: none"> <li>MS Management of Information Systems</li> <li>BS Electronic Engineering Technology</li> <li>CCNA R&amp;S v5v4</li> <li>Linux+</li> <li>Security+</li> <li>Net+</li> <li>A+</li> <li>Green IT</li> <li>LII L1</li> <li>SUSE/Novell CLA</li> <li>CNE v5, 4, &amp; 3</li> <li>MCSE NT 4.0</li> <li>Professional Educator's Certificate</li> </ul>	Hodges University  DeVry University  Cisco CompTIA CompTIA CompTIA CompTIA CompTIA Linux Professional Institute Novell Novell Novell Microsoft State of Florida Department of Education	Cloud Computing & Virtualization

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Calfee, Todd	<ul style="list-style-type: none"> <li>BA</li> <li>AS</li> <li>Professional Educator's Certificate</li> </ul>	University of Northern Iowa Community College of the Air Force State of Florida Department of Education	Digital Design
Elias, Jack	<ul style="list-style-type: none"> <li>Certified Executive Chef (CEC)</li> <li>Certified Culinary Educator (CCE)</li> <li>Certified Food /Beverage Executive (CFBE)</li> <li>Career &amp; Technical Education Teaching Certificate</li> </ul>	American Culinary Federation American Culinary Federation American Hotel Association School District of Lee County	Commercial Foods & Culinary Arts
Enns, Mary Anne	<ul style="list-style-type: none"> <li>MSN</li> <li>BSN</li> <li>Certified Nurse Educator (CNE)</li> <li>RN</li> <li>BLS Instructor Certification</li> <li>Career &amp; Technical Education Teaching Certificate</li> </ul>	Chamberlain College of Nursing Viterbo University The National League for Nursing St. Boniface General Hospital School of Nursing American Heart Association School District of Lee County	Nursing Assistant
Hart, Brian	<ul style="list-style-type: none"> <li>ETA International Certification Administrator</li> <li>Electrical Journeyman</li> <li>Refrigerant Usage Certification</li> <li>Career &amp; Technical Education Certificate</li> </ul>	Electronic Technician Association Davis Electrical Constructors, Inc. Refrigeration Service Engineers Society School District of Lee County	Electronic Technology Electronic Systems Assembly
Hawk, Kevin	<ul style="list-style-type: none"> <li>AA Commercial Art</li> <li>ACA/Adobe Certified Associate</li> <li>ACE/Adobe Certified Expert</li> <li>Career &amp; Technical Education Teaching Certificate</li> </ul>	Ivy Tech College Adobe Adobe School District of Lee County	Career Specialist
Hoyt, Dona J.	<ul style="list-style-type: none"> <li>ADN Nursing</li> <li>CST</li> <li>Career &amp; Technical Education Teaching Certificate</li> </ul>	Edison College Association of Surgical Technologists School District of Lee County	Surgical Technology

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Johnston, Christina	<ul style="list-style-type: none"> <li>• BSN, RN</li> <li>• CCMA-Certified Clinical Medical Assistant</li> <li>• CPT-Certified Phlebotomy Technician</li> <li>• CET-Certified EKG Technician</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	Valdosta State University National Health Career Association  National Health Career Association National Health Career Association School District of Lee County	Medical Assisting
Lemos, Ana	<ul style="list-style-type: none"> <li>• 2016 MOS Certified</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	Microsoft School District of Lee County	Medical Administrative Specialist
Lewandowski, Stephanie	<ul style="list-style-type: none"> <li>• Florida Cosmetology &amp; Barbering License</li> <li>• Milady Master Educator</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	Florida Dept. of Business & Professional Regulation Board of Cosmetology Milady School District of Lee County	Barbering  Cosmetology
Misner, Tracy L.	<ul style="list-style-type: none"> <li>• AA General Business</li> <li>• BA Business Management</li> <li>• MBA Business Administration</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	Edison State College University of South Florida  University of South Florida School District of Lee County	Financial Aid Administrator
Nelson, Jeannie	<ul style="list-style-type: none"> <li>• Certified Professional Coder Instructor</li> <li>• Certified Professional Medical Auditor</li> <li>• Certified Professional Coder</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	American Association of Professional Coders American Association of Professional Coders American Association of Professional Coders School District of Lee County	Medical Coder/Biller
Reisinger, Terri S.	<ul style="list-style-type: none"> <li>• RPhT Registered Pharmacy Technician</li> <li>• CPhT Certified Pharmacy Technician</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	State of Florida Dept. of Health  Pharmacy Technician Certification Board School District of Lee County	Pharmacy Technician

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Shearer, Candy	<ul style="list-style-type: none"> <li>• MSN Nursing</li> <li>• BSN Nursing</li> <li>• RN</li> <li>• AS</li> <li>• BLS Instructor Certification</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	Florida Atlantic University University of South Florida Florida Department of Health Jackson Community College American Heart Association  School District of Lee County	Practical Nursing
Torres, Amber	<ul style="list-style-type: none"> <li>• BSN</li> <li>• RN</li> <li>• BLS Instructor Certification</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	Central Methodist University East Central College American Heart Association  School District of Lee County	Practical Nursing
Tucker, Carol	<ul style="list-style-type: none"> <li>• MA Nursing</li> <li>• BSN Nursing</li> <li>• RN</li> <li>• RNC-OB</li> <li>• BLS Instructor Certification</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	Barry University University of the State of New York Regents College Florida Department of Health The National Certification Corporation American Heart Association  School District of Lee County	Practical Nursing
TBA-Veterinary Assisting	Minimum Requirements <ul style="list-style-type: none"> <li>• Certified Veterinary Assistant or Certified Veterinary Technician</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	Florida Veterinary Medical Association-FVMA  School District of Lee County	Veterinary Assisting



#### **ADMINISTRATION**

Brian Mangan, Director  
George D. McDaniel, Assistant Director - Operations and Finance  
Brian Byrnes, Ed.D, Assistant Director for Curriculum  
Todd Everly, Director, Public Service Programs

#### **Fort Myers Technical College**

3800 Michigan Avenue  
Fort Myers, Florida 33916  
Phone: 239.334.4544  
FAX: 239.332.4839  
[www.FortMyersTech.edu](http://www.FortMyersTech.edu)

## Fort Myers Technical College (FMTC)

3800 Michigan Avenue

Fort Myers, FL 33916

Phone: 239.334.4544

[www.FortMyersTech.edu](http://www.FortMyersTech.edu)



FMTC

Brian Mangan  
Director

### DIRECTOR'S MESSAGE

Thank you for considering enrolling at Fort Myers Technical College (FMTC). I hope you decide to pursue the kind of career training that only a school such as ours can provide relevant, skills-based, and real-world.

The Southwest Florida economy is on the rebound and new job openings are advertised every day— jobs for which Fort Myers Technical College (FMTC) can help you prepare. Many local companies are experiencing growth and FMTC can help you take advantage of this. Practical nursing, medical coding and billing, air conditioning, appliance repair, turbine repair, and automotive services are just a few of the industries which are growing quickly.

Think of your education as an investment. Most programs take between two to fifteen months to complete, and our tuition rates are extremely inexpensive. Most of the entry level jobs in these industries begin at \$12 to \$15 per hour; some start at \$20 per hour, and after a few years' experience, they can pay upwards of \$25 per hour. The money you spend on tuition now can be recuperated in as little as two to twelve weeks on the job.

These opportunities are not just jobs but careers that can support you and your family for the rest of your life. Most of these openings require the specialized skills that can only be learned at a technical school like FMTC. Finally, because of the close working relationship we have with area employers, FMTC graduates typically receive hiring preference.

While preparing for your new career at FMTC, you also have the opportunity to prepare for a third-party industry certification. This means that in addition to earning your technical certificate, you can also earn a certification that is nationally recognized. FMTC offers more industry certification opportunities than any other school in the area.

As you look through this catalog, you will discover the programs which make FMTC a great learning environment. Our instructors and staff are dedicated to making your educational experience here rewarding. Career assessment and counseling is also available to guide you in your program selection.

Take advantage of all that we offer. You'll be glad you did!

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Mangan". The signature is fluid and cursive.

Brian Mangan, Director

## Southwest Florida Public Service Academy (SWFPSA)

4312 Michigan Avenue

Fort Myers, FL 33905

Phone: 239.334.3897

[www.SWFPSA.org](http://www.SWFPSA.org)



FMTC

Todd G. Everly  
Director

### DIRECTOR'S MESSAGE

If you want to serve your community as a first responder, the Southwest Florida Public Service Academy is a place to consider receiving your training. The academy is comprised of four basic recruit training courses. The academy's main campus sits on 20 acres and has 13 buildings. There are also 7 satellite sites under the authority of the academy where training is conducted with area law enforcement agencies and basic recruit classes throughout Southwest Florida.

The [Southwest Florida Criminal Justice Academy](#) is certified by the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission to train students to become Florida State Certified Police Officers, Correctional Officers, and Probation & Parole Officers. In addition to training basic recruits, the Southwest Florida Criminal Justice Academy also provides Advanced & Specialized training courses, which are designed to provide continuing education and training needs of officers after their basic certification. Currently, there are 15 law enforcement agencies in Southwest Florida that we serve each day. The SWFPSA is the 6<sup>th</sup> largest out of 40 academies throughout the state of Florida.

The [Fort Myers Fire Academy](#) is certified by the Florida Bureau of Fire Standards & Training and the Florida Department of Health to train students to become Florida State Certified Fire Fighters and Emergency Medical Technicians (EMT). In addition to training basic recruits, the Fort Myers Fire Academy also provides advanced and specialized training courses which are designed to provide continuing education and training needs of firefighters after their basic certification. Currently, there are 28 fire departments in Southwest Florida that we serve each day. The Fort Myers Fire Academy is the 5<sup>th</sup> largest fire academy in the state of Florida.

While you prepare for a career in public safety, the SWFPSA is a state-of-the-art training academy with a high graduation, state licensure, and career placement rate. It is our goal to ensure each student receives the best training available and is successful finding a career in their field of study. Thank you for considering what we have to offer and I hope to see you soon!

Best regards,

*Todd G. Everly, M.P.A.*

Todd G. Everly, Academy Director

# **FORT MYERS TECHNICAL COLLEGE**

## **MISSION STATEMENT**

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.

## **VISION STATEMENT**

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

## **PHILOSOPHY STATEMENT**

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:

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 assume they 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.

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 evidence of their progress.

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.

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 benefits of; 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.

- We believe in education and work.
- We believe in careful assessment of abilities and interests so that all students may formulate realistic occupational goals.

- We believe in equal access to training programs and in providing comprehensive support services.
- We believe in providing an active learning environment that develops technical skills, academic skills and effective work habits.
- We believe in continuous program and curriculum revision based upon input from employers, advisory committee members, alumni, concerned citizens, students, and school personnel.
- We believe in innovative teaching methods that prepare students to meet industry standards.
- We believe in lifelong learning, responsible citizenship and promoting individual self-worth to help our students become productive citizens in today's global society.

## 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. Programs which were offered consisted of Cosmetology, Secretary (typing), Nursing, Automotive Mechanics, Welding, Plumbing, and Auto Body Repair. In 1969 the school was expanded with the completion of three additional buildings which housed 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 the next approximately 30 years, 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 its 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 which 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 was appointed Director on July 1, 2016.

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, Technology Support Services, and Applied Cybersecurity.

Currently, Fort Myers Technical College offers over 30 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 it has 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.

### **ACCREDITATION**

Fort Myers Technical College has achieved well-earned recognition. Fort Myers Technical College is accredited by the Commission of the Council on Occupational Education and the Southern Association of Colleges and Schools.

Requests for additional information on the policies, standards, or procedures of the Council on Occupational Education should be addressed to:



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



The state has approved Fort Myers Technical College's Early Childhood Education program for teaching the mandatory 40-hour child care training. Upon completion of this program and meeting all requirements, students are awarded the Early Childhood Professional Certificate (ECPC), which is one of the recognized credentials for industry certification. The center operates a Department of Children and Families licensed child care facility - Fort Myers Tech Tots Learning Center, which is nationally accredited through AdvancED, and is an approved Voluntary Pre-Kindergarten (VPK) site. Fort Myers Tech Tots has received Gold Seal endorsement from the Florida Department of Children and Families.

The Automotive Service Technology program and the Automotive Collision Technology Technician programs are certified by the National Automotive Technicians Education Foundation, Inc. (NATEF).

The Air-Conditioning, Refrigeration and Heating Technology 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.

Fort Myers Technical College is a Microsoft Imagine Academy Program Member, CompTIA Authorized Academy, and an Oracle Academy.

FMTC is an approved testing site for the Test of Adult Basic Education (TABE), American Academy of Professional Coders (AAPC), National Center for Construction Education and Research (NCCER), ParaPro Assessment, Microsoft Office Specialist, and Certiport.

## BUSINESS PARTNERSHIPS

Fort Myers Technical College is proud of its partnership with the following businesses.

21 <sup>st</sup> Century Oncology A-1 Marine Service A & E Factory Service Alta Resources Alturnatech Alva Fire Department B & I Contractors Inc. Bayshore Fire & Rescue Best Home Services Bill Smith Appliances and Electronics Bob Dean Supply, Inc. Boca Grande Fire Control District Bombardier Recreational Products Bonita Springs Fire Department BooqSmart BSH Home Appliances Burch Corporation Calusa Harbour Cape Coral Fire Department Cape Coral Plumbing Inc. Cape Coral Police Department Captiva Fire Department Charlotte County Fire Department Charlotte County Sheriff's Office Chef's Warehouse Child Care of Southwest Florida, Inc. Clewiston Police Department Coastal Staffing Services, Inc. Collier County Emergency Medical Services Collier County Sheriff's Office Conditioned Air Corporation Coral Trace Health Care CPR Tools, Inc. Cre8 Salon & Spa Crowther Roofing DeAngelis Diamond Construction Inc. Diversified Yacht Services Inc. Dr. PhoneFix Dr. Raymond Liccini, Cardiologist Eagle View Boats Early Learning Coalition of Southwest Florida Eastern Metal Supply Electrolux Appliances Emerg Coding LLC Estero Fire Department Family Health Centers of Southwest Florida Florida Cancer Specialists Florida Gulf Coast University Fort Myers Beach Fire Control District Fort Myers Fire Department Fort Myers Police Department Fort Myers Shores Fire Rescue Protection District Fowler Firearms & Gun Range LLC Fox Electronics	Lee County Clerk of Courts, Technology Services Lee County Emergency Medical Services Lee County, Information Technology Department Lee County Port Authority Lee County Sheriff's Office Lee County Supervisor of Elections Lee County VA Healthcare Center Lee Health Lehigh Acres Fire Control District LG Electronics of Alabama Lincoln Electric Mac Tools ManorCare Health Services Marco Island Police Department Marcone Supply Marmen Energy, Inc. Matheson Trigas Matlacha-Pine Island Fire Department Mercury Marine Michelin's Salon and Spa Micro Control Systems, Inc. Mr. Appliance of Naples Mr. Appliance of Port Charlotte Naples Police Department nexAir LLC North Fort Myers Fire Control District Northrop Grumman Corp. Oakes Farms Offshore Performance Specialties Ogden Brothers Construction Page Mechanical Group, Inc. Professional Service Association Punta Gorda Police Department Regis Corporation Rocket International, Inc. Salon Adrian San Carlos Marine San Carlos Park Fire Protection & Rescue Service District Sanibel Fire Department Sanibel Police Department Sarasota Energy/Aria Energy Seminole Casino Shell Point Retirement Community Shine Studio for Hair SkyLink Data Centers Source Refrigeration & HVAC, Inc. South Trail Fire & Rescue District Southwest Florida Marine Industries Association Steel Magnolias Salon Studio RK Salon Sunstreaks Salon Tampa Bay Trane Taylor & Crowe Battery Co.
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Glades County Sheriff's Office globalVCard Granite Services, Inc. Green City Solar LLC Gulf Coast Village Heartland Health Care Center Hendry County Public Safety Hendry County Sheriff's Office Hertz Corporation HF Scientific Inc. Interactyx Internal Medicine Associates Iona-McGregor Fire Department J. Van Hart Provisions Jerry's Marine Service Joseph Project 863 Inc. Klein Tools Inc. Lamont's Automotive & Industrial Machine Shop Land-N-Sea Distribution Inc. Lantern Light, LLC	The Boat House of Cape Coral The Hair Color Experts, LLC The School District of Lee County Early Childhood Learning Services Head Start/Early Head Start Lee Adolescent Mothers Program Tice Fire District TV Center Electronics, Inc. United Mechanical Corp. Upper Captiva Fire Department US Food Service Vault Structures Inc. Vulcan Materials Company Walmart (Technical Services) Wellington Academy Whirlpool Corporation Yamaha Motor Company York Road Marine
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### HOURS OF OPERATION

The Student Services offices (Building "C") are open from 8:00 A.M. until 3:30 P.M. Monday through Friday.

### INFORMATION SESSIONS

Information Sessions for prospective students are held every Tuesday at 9:30 a.m. and 5:30 p.m. and Thursday at 1:00 p.m. Appointments are not necessary.

**Summer Schedule:** Information Sessions are held on Tuesday at 9:30 a.m. and on Thursday at 1:00 p.m.

### CLASS SCHEDULE

Daytime certificated classes meet Monday through Friday from 8:00 A.M. until 2:30 P.M. for adult postsecondary students. This amounts to 30 hours of classroom instruction per week. Lunch breaks are 30 minutes in length.

### PARKING

Parking facilities are available only to students registered in Fort Myers Technical College career and technical programs, the GED® program, and the students enrolled in the Learning Center.

Parking for students is NOT permitted in the visitor parking area or behind shop areas. No student parking is permitted in the areas designated for cosmetology patrons in front of Building "G" or "A." **PARKING BEHIND THE SHOP AREAS IS PROHIBITED. STUDENTS WHO WILL BE WORKING ON THEIR PERSONAL VEHICLES MUST HAVE THE INSTRUCTOR'S PERMISSION AND A SHOP WORK ORDER PROMINENTLY DISPLAYED ON THE**

VEHICLE. The parking permit **must** be displayed in the vehicle to be parked on campus.

The law permits only persons with disabled veteran (DV), handicapped (HC), or international wheelchair tags to park in a space designated Handicapped Only. Unauthorized or improperly parked vehicles may be towed away at the owner's expense.

Requests for additional parking permits or replacements for lost or stolen parking permits will be charged a nominal fee.

### **CHILD CARE SERVICES**

The Fort Myers Tots Learning Center is the state-licensed, pre-school program at the Fort Myers Technical College campus. The Center is an APPROVED VPK PROVIDER for four-year-olds. Students whose children meet the eligibility requirements for Florida's VPK program and present the appropriate certificate may file an application with the staff at the center.

Further information regarding child care services and fees may be obtained from the manager of the center.

### **VISITOR INFORMATION**

Visitors to Fort Myers Technical College may park outside of "C" building in the visitors' parking area. Handicap parking is available outside of "A," "C" and "F" buildings. All visitors must go to "C" building (Main Office) where they will be greeted by staff. Visitors who wish to travel around campus are required to sign in and wear a visitor's badge.

## FULL-TIME FACULTY

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Adcock, Michael	<ul style="list-style-type: none"> <li>•Painting &amp; Refinishing</li> <li>•Non-Structural analysis &amp; Damage Repair</li> <li>•Structural Analysis &amp; Damage Repair</li> <li>•Mechanical &amp; Electrical Components</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	National Institute for Automotive Service Excellence “ “ “ “ “ “ School District of Lee County	Automotive Collision Technology Technician
Bluhm, William	<ul style="list-style-type: none"> <li>•B.A.</li> <li>•Journeyman Pipefitter</li> <li>•AWS Certified Welder</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Florida Gulf Coast University Florida Dept. of Education American Welding Society School District of Lee County	Welding Technology
Bristol, Daniel	<ul style="list-style-type: none"> <li>•ASE Master Technician</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	National Automotive Technicians Education Foundation (NATEF) School District of Lee County	Automotive Service Technology
Churaman, Terry	<ul style="list-style-type: none"> <li>•B.S.N., A.S.</li> <li>•Registered Nurse</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Edison State College Florida Board of Nursing School District of Lee County	Practical Nursing
Ciolfi, Dante	<ul style="list-style-type: none"> <li>•D.D.S.</li> <li>•M.Ed.</li> <li>•B.S.</li> <li>•Microsoft Certified Trainer (MCT)</li> <li>•Oracle Certified Associate, Java</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Medical College of Virginia Florida Gulf Coast University James Madison University Microsoft Oracle School District of Lee County	.NET Application Development & Programming Web Application Development & Programing

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Esterline, Mike	<ul style="list-style-type: none"> <li>•Career &amp; Technical Education Teaching Certificate</li> <li>•ABYC Marine Electrical</li> <li>•ABYC Marine Systems</li> <li>•BRP-Johnson-Evinrude Certified</li> <li>•Yamaha Certified</li> </ul>	School District of Lee County  American Boat and Yacht Council “ “  BRP-Johnson-Evinrude  Yamaha	Marine Service Technologies
Giesel, Marilyn	<ul style="list-style-type: none"> <li>•M.S.N.</li> <li>•B.S.N.</li> <li>•Registered Nurse</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Florida International University Capital University Florida Board of Nursing School District of Lee County	Nursing Assistant – Articulated
Gomez, Armando	<ul style="list-style-type: none"> <li>•Universal EPA Certified</li> <li>•Gas Providers License</li> <li>•Master Certified Appliance Professional (MCAP)</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Environmental Protection Agency Environmental Protection Agency Professional Service Association  School District of Lee County	Major Appliance & Refrigeration Repair
Hamsher, Monte	<ul style="list-style-type: none"> <li>•ASE Master Technician L1</li> <li>•MACS Certification</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	National Automotive Technicians Education Foundation (NATEF) Mobile Air Conditioning Society School District of Lee County	Automotive Service Technology
Hernandez, Donna	<ul style="list-style-type: none"> <li>•B.S.</li> <li>•State of Florida Advanced Child Care Director’s Certificate</li> <li>•Professional Educator’s Certificate</li> </ul>	Florida State University Florida Department of Children and Families  State of Florida Department of Education	Early Childhood Education

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Hunter, Phyllis	<ul style="list-style-type: none"> <li>•State of Florida Masters Cosmetology License</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Florida Department of Business & Professional Regulation – Board of Cosmetology  School District of Lee County	Cosmetology
Landrum, Michael	<ul style="list-style-type: none"> <li>•AWS Certified Welder</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	American Welding Society (AWS) D1.1, D1.5 School District of Lee County	Welding Technology
Martin, Jason	<ul style="list-style-type: none"> <li>•B.S.N.</li> <li>•A.S.</li> <li>•Fire Fighter Instructor III</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Barry University Edison State College Florida State Fire College  School District of Lee County	Fire Fighter  Emergency Medical Technician
Martin, Robert	<ul style="list-style-type: none"> <li>•Career &amp; Technical Education Teaching Certificate</li> <li>•Certified Correctional Officer</li> <li>•General Instructor</li> <li>•Firearms Instructor</li> <li>•Defensive Tactics Instructor</li> <li>•CPR Instructor</li> </ul>	School District of Lee County  Florida Department of Law Enforcement (FDLE) FDLE FDLE FDLE  American Heart Association	Correctional Officer
Mastrangelo, Joe	<ul style="list-style-type: none"> <li>•Certified Professional Food Manager</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	National Assessment Institute  School District of Lee County	Commercial Foods & Culinary Arts
Mayes, Michael	<ul style="list-style-type: none"> <li>•B.S.</li> <li>•NCCER Certified Instructor</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Pepperdine University National Center for Construction Education and Research (NCCER) School District of Lee County	Plumbing Technology

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
McElroy, Chris	<ul style="list-style-type: none"> <li>•NCCER Certified Instructor</li> <li>•Certified Unlimited Electrical Contractor</li> <li>•Master Electrician</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	National Center for Construction Education and Research (NCCER) Florida Department of Business & Professional Regulation Lee County Contractors Licensing School District of Lee County	Electricity
Patak, Denise	<ul style="list-style-type: none"> <li>•B.S.N.</li> <li>•A.S.</li> <li>•Registered Nurse</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Seton Hall University Felician College Florida Board of Nursing School District of Lee County	Practical Nursing
Rawe, Renée	<ul style="list-style-type: none"> <li>•Ed. D</li> <li>•M.S.</li> <li>•B.S.</li> <li>•Professional Educator's Certificate</li> </ul>	Nova Southeastern University Nova Southeastern University Nova Southeastern University State of Florida Department of Education	Applied Cybersecurity  Technology Support Services
Redenius, Nancy	<ul style="list-style-type: none"> <li>•M.S.N.</li> <li>•B.S.N.</li> <li>•Registered Nurse</li> <li>•Professional Educator's Certificate</li> </ul>	Florida Atlantic University University of South Florida Florida Board of Nursing State of Florida Department of Education	Practical Nursing
Robarge, Todd	<ul style="list-style-type: none"> <li>•A.A.</li> <li>•ASE Master Technician</li> <li>•Diesel Engine Mechanics</li> <li>•Honda Online Modules</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Southwest Florida College National Automotive Technicians Education Foundation (NATEF) United States Army  Honda  School District of Lee County	Automotive Service Technology
Schaefer, Richard	<ul style="list-style-type: none"> <li>•B.S.</li> <li>•NCCER Certified Instructor</li> <li>•Professional Educator's Certificate</li> </ul>	Ohio University National Center for Construction Education and Research (NCCER) State of Florida Dept. of Education	Carpentry

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Shimp, Sandra	<ul style="list-style-type: none"> <li>•B.S.</li> <li>•A.S.</li> <li>•A.A.</li> </ul> Career & Technical Education Teaching Certificate	Milwaukee School of Engineering Lakeshore Technical College School District of Lee County	Financial Aid Officer
Sims, Gene	<ul style="list-style-type: none"> <li>•M.B.A.</li> <li>•Law Enforcement Officer</li> <li>•General Instructor</li> <li>•Firearms Instructor</li> <li>•Defensive Tactics Instructor</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Impac University Florida Dept. of Law Enforcement (FDLE) FDLE FDLE FDLE School District of Lee County	Florida Law Enforcement Academy
Smith, Judy	<ul style="list-style-type: none"> <li>•A.S.</li> <li>•Certified Professional Coder</li> <li>•CPC-I - Certified Coding Instructor</li> <li>•CPMA - Certified Coding Auditor</li> <li>•CPB - Certified Medical Biller</li> <li>•CEDC - Certified Emergency Room Coder</li> <li>•Fellow Status Designation</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	State University of New York American Association of Professional Coders “ “ “ “ “ “ “ “ “ “ School District of Lee County	Medical Coder/Biller (Online)

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Stott, Patrick	<ul style="list-style-type: none"> <li>•Florida Licensed Air Conditioning Contractor</li> <li>•Florida Licensed Home Inspector</li> <li>•Universal Refrigerant Certification</li> <li>•AEE-Certified Building Commissioning Professional (Retired)</li> <li>•AEE-Certified Energy Manager (Retired)</li> <li>•AEE-Certified Commercial Energy Auditor (Retired)</li> <li>•AEE-Certified Residential Energy Auditor (Retired)</li> <li>•AEE-Certified Existing Building Commissioning Professional (Retired)</li> <li>•IFMA-Certified Facility Manager (Retired)</li> <li>•IFMA-Facility Manager Professional (Retired)</li> <li>•USGBC-LEED Accredited Professional</li> <li>•AchieveGlobal Certified Instructor</li> <li>•NATE Certified Air Conditioning/Heat Pumps</li> <li>• Career &amp; Technical Education Teaching Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Florida Department of Business &amp; Professional Regulation</li> <li>Florida Department of Business &amp; Professional Regulation</li> <li>Environmental Protection Agency</li> <li>Association of Energy Engineers</li> <li>Association of Energy Engineers</li> <li>Association of Energy Engineers</li> <li>Association of Energy Engineers</li> <li>Association of Energy Engineers</li> <li>International Facility Management</li> <li>International Facility Management</li> <li>U.S. Green Building Council</li> <li>AchieveGlobal</li> <li>North American Technician Excellence</li> <li>School District of Lee County</li> </ul>	Air-Conditioning, Refrigeration & Heating Technology

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Thomson, Jack	<ul style="list-style-type: none"> <li>•Certified Law Enforcement Officer</li> <li>•General Instructor</li> <li>•Vehicle Operations</li> <li>•Medical First Responder Instructor</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Florida Department of Law Enforcement “ “ “ “ “ “ School District of Lee County	Florida Law Enforcement Academy
Tokie, Anita	<ul style="list-style-type: none"> <li>•B.S.N.</li> <li>•A.D.N.</li> <li>•Registered Nurse</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Ohio University Hocking Technical College Florida Board of Nursing School District of Lee County	Practical Nursing
Trimble, Suzanne	<ul style="list-style-type: none"> <li>•B.S.N.</li> <li>•A.A.S.</li> <li>•Registered Nurse</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Indiana University Lincoln Land Community College Florida Board of Nursing School District of Lee County	Simulation Lab Coordinator  IV Therapy
Wahl, David	<ul style="list-style-type: none"> <li>•RSES Certificate Membership</li> <li>•Class B Certified Contractor</li> <li>•CARE Membership</li> <li>•Air Conditioning Installation and Service</li> <li>•Air to Air Heat Pump Installation and Service</li> <li>•Light Commercial Refrigeration Installation and Service</li> <li>•Air Distribution Installation and Service</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Refrigeration Service Engineers Society Florida Department of Business & Professional Regulation Council of Air Conditioning and Refrigeration Educators North American Technician Excellence “ “ “ “ “ “ School District of Lee County	Air-Conditioning, Refrigeration & Heating Technology

NAME	DEGREE/ CERTIFICATION	CONFERRING INSTITUTION/ ORGANIZATION	PROGRAM AREA
Wakeman, James	<ul style="list-style-type: none"> <li>•Commercial Foods &amp; Culinary Arts</li> <li>•ServSafe Food Protection Manager</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Fort Myers Technical College  ServSafe  School District of Lee County	Commercial Foods & Culinary Arts
White, Ernest	<ul style="list-style-type: none"> <li>•TV &amp; Radio Repair Certificate</li> <li>•CD Troubleshooting</li> <li>•Projection TV Alignment</li> <li>•Appliance Electricity Series</li> <li>•Basic Consumer Electronics</li> <li>•Basic Television</li> <li>•RSES</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Fort Myers Technical College  Sony  Sony Sears  Sears  Sears  School District of Lee County	Electronic Technology
Witlin, Michele	<ul style="list-style-type: none"> <li>•M.S.</li> <li>•B.A.</li> <li>•Teaching Certificate</li> <li>•Career &amp; Technical Education Teaching Certificate</li> </ul>	Nova Southeastern University Florida Atlantic University Florida Department of Education School District of Lee County	Career Specialist
Woolsey, Jesslyn	<ul style="list-style-type: none"> <li>•M.S. Human Resources Development &amp; Administration</li> <li>•B.S. Business</li> <li>•Microsoft Office Specialist</li> <li>•Professional Educator's Certificate</li> </ul>	Barry University   Indiana University Microsoft  State of Florida Department of Education	Administrative Office Specialist   Medical Administrative Specialist

## PROGRAM DESCRIPTIONS

Prepare for the career of your choice. Our career certificated programs are accredited and most are industry certified and/or recognized by industry, military, state licensure boards and professional organizations.

**Now...let's make some decisions about your future!**



## GAINFUL EMPLOYMENT DISCLOSURE

Occupations, normal time to complete the program, on-time graduation rate for completers, tuition and fees, books and supplies, placement rate for completers, and all other pertinent gainful employment information as outlined at 34 Code of Federal Regulations §668.6 (b) (1), can be found at <http://www.capecoraltech.edu/information/gainful-employment-disclosures/>, <http://fortmyerstech.edu/content.php?page=111>, or [www.SWFPSA.org/gainful-employment-disclosures/](http://www.SWFPSA.org/gainful-employment-disclosures/). The schools do not participate in the student loan program; therefore, median loan debt information will not be available.

### Legend:

(Letters in parentheses after program name indicate the location where the program is offered)

**CCTC** – Cape Coral Technical College

**FMTC** – Fort Myers Technical College

**SWFPSA** – Southwest Florida Public Service Academy – FMTC's Extension Campus

## ADMINISTRATIVE OFFICE SPECIALIST (FMTC)

**Description:** This program is designed to prepare students for employment as an information technology assistant, front desk specialist, assistant digital production designer, and administrative assistant.

This program offers a broad foundation of knowledge and skills expanding the traditional role of the administrative office specialist. The content includes the use of technology to develop communications skills, higher-level thinking skills, and decision-making skills; the performance of various clerical and organizational tasks common in most business and office environments; the production of quality work in an efficient manner using advanced features of business software applications; transcription of a variety of business documents; research of job opportunities; and the production of high-quality employment portfolios and job-seeking documents.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the business industry: planning; management; finance; technical and production skills; underlying principles of technology; social, economic, environmental impacts of decisions; and leadership and teamwork skills.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
OTA0040	A	Information Technology Assistant	150
OTA0041	B	Front Desk Specialist	300
OTA0030	C	Assistant Digital Production Designer	150
OTA0043	D	Administrative Office Specialist	450
		<b>Total Hours</b>	<b>1050</b>

**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.

**Licensure/Certifications:** Students are prepared to test for Microsoft Office Specialist (MOS) certification and online certifications in the areas of Computer Fundamentals, Office Productivity, Safety and Compliance, Customer Service, Personal Productivity, and Telephone Communication.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/ADAS-Gedt.html>.

## AIR-CONDITIONING, REFRIGERATION & HEATING TECHNOLOGY (FMTC)

**Description:** The purpose of this program is to prepare students for employment as air conditioning (refrigeration and heating) installer/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. 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.

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.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The tools, test equipment, materials, and processes used in this laboratory are similar to those used in industry.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
ACR0041	A	Air-Conditioning, Refrigeration and Heating Helper	250
ACR0043	B	Air-Conditioning, Refrigeration and Heating Mechanic Assistant	250
ACR0047	C	Air-Conditioning, Refrigeration and Heating Mechanic 1	250
ACR0049		Air-Conditioning, Refrigeration and Heating Mechanic 2	250
ACR0045	D	Refrigeration Mechanic	350
		<b>Total Hours</b>	<b>1350</b>
*Note: Students have the option of registering for an optional, additional 350 hour course when they complete the 1350 program entitled:			
ACR0044		Air-Conditioning, Refrigeration and Heating Technician	350

**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.

**Licensure/Certifications:** Industry certifications that students are required to obtain are Environmental Protection Agency (EPA) Section 608, North American Technician Excellence (NATE) Industry Competency Exam Residential Heating and Air Conditioning, Light Commercial Heating and Air Conditioning, and Commercial Refrigeration.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/AIRC-Gedt.html>.



## APPLIED CYBERSECURITY (FMTC)

**Description:** As the demands of global business, computing, and society revolve around information technology, the cybersecurity workload is increasing faster than cybersecurity professionals can meet the demand.

The Applied Cybersecurity program is designed to teach the body of technologies, processes, and practices to protect networks, computers, programs, and data from attack damage and unauthorized access.

Cybersecurity professionals must have the knowledge and skill to rapidly respond to threats as soon as they are detected. The transformative nature of cybersecurity work is providing for varying career paths – establishing a workforce with different educational backgrounds, an interest in innovative problem-solving, and a higher-than-average percentage of young professionals. Cybersecurity professionals thrive in an informal atmosphere of casual dress, unconventional working hours, and shifting work responsibilities aimed at keeping knowledge fresh and work exciting. Cybersecurity work includes the analysis of policy, trends, and intelligence to better understand how an adversary may think or act - using problem solving skills often compared to those of a detective. This level of work complexity requires the cybersecurity workforce to possess both a wide array of technical IT skills as well as advanced analysis capabilities.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
CTS0018	A	Cybersecurity Associate	600
CTS0019	B	Information Security Manager OR	150
CTS0021		Data Security Specialist OR	150
CTS0060		Software Security Specialist OR	150
CTS0085		Web Security Specialist OR	150
CTS0089		Information Security Administrator	150
		<b>Total Hours</b>	<b>750</b>

**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.

**Licensure/Certifications:** CompTIA Security +

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/ACS-Gedt.html>.

## AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN (FMTC)

**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.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The tools, materials, and processes used in this laboratory are similar to those used in industry.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1400</b>

**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.

**Licensure/Certifications:** Automotive Service Excellence (ASE) NATEF approved program. The student will be expected to take at least one ASE certification test at a cost of approximately \$60 each.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/ABOD-Gedt.html>.

## AUTOMOTIVE SERVICE TECHNOLOGY (FMTC)

**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 (MAST) accredited through the National Automotive Technical Education Foundation, Inc. (NATEF).

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.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The tools, test equipment, materials, and processes used in this laboratory are similar to those used in industry.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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 a 400 hour externship at a local automotive shop.			*(400)
		<b>Total Hours</b>	<b>1800</b>

\*Part of 1800 hour program

**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. Students must provide a 3-year driver's license history.

**Licensure/Certifications:** Automotive Service Excellence (ASE). National Automotive Technicians Education Foundation (NATEF) approved program.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/AST-Gedt.html>.



## BARBERING (CCTC)

**Description:** Students learn skills such as shaping hair, performing hairstyles, mustache and beard design, shaving the face and performing facial treatments. Additional training includes hairpieces, wigs, and hair attachments; permanent waves, chemical relaxing, coloring and highlighting, and entrepreneurship. This program stresses safety, Florida barbering laws and rules, and the related chemistry, bacteriology, anatomy and physiology and development of skills in performing the manipulative techniques in the practice of barbering.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
COS0150	A	Restricted Barber 1	333
COS0151		Restricted Barber 2	333
COS0152		Restricted Barber 3	334
COS0671	B	Barber	200
		<b>Total Hours</b>	<b>1200</b>

**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.

**Licensure/Certifications:** Students prepare for the Barber License examination which is governed by the Florida Department of Business and Professional Regulations.

**Gainful Employment Information:** This is a new program; therefore, gainful employment information is not available.



## CARPENTRY (FMTC)

**Description:** The purpose of this program is to prepare students for employment as construction carpenters. This program prepares students to enter the construction field as beginning carpenters. Classroom and laboratory experiences concerned with 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.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The tools, equipment, materials, and processes used in this laboratory are similar to those used in industry.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
BCV0107	A	Carpentry Helper	300
BCV0111	B	Trim & Finish Carpenter	300
BCV0122	C	Carpenter, Rough	450
BCV0128	D	Carpenter	150
		<b>Total Hours</b>	<b>1200</b>

**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.

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

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/CARP-Gedt.html>.

## COMMERCIAL FOODS & CULINARY ARTS (CCTC, FMTC)

**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.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The equipment used in this laboratory is similar to those used in industry.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1200</b>

**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.

**Licensure/Certifications:** The program prepares the student for ServSafe® Certified Professional Food Service Handler, ServSafe® Certified Food Protection Manager, and American Culinary Federation Certified Culinarian with a minimum of 2 years industry experience.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our websites at FMTC - <https://www.fortmyerstech.edu/gainful-employment/CMCK-Gedt.html>,

## COMPUTER SYSTEMS & INFORMATION TECHNOLOGY (CCTC)

This program is in teach-out phase and is not accepting new enrollments.

**Description:** In Computer Systems & Information Technology, students train to become a CompTIA A+ Certified Technician. The curriculum covers the essential and practical aspects needed to secure employment as a computer technician. Along with mastering technical material, students have the opportunity to put technical skills to use with active hands-on laboratory activities with hardware and software. Students work with maintaining a personal computer, motherboards, processors, memory, hard drives, input/output devices, mass storage, Windows Operating Systems, optimizing, networking, security, cloud technology, inkjet/laser printers, laptops, Microsoft Office, and A+ certification. Students will also have the opportunity to complete the Microsoft Office Suite Certifications (Word, Excel, Outlook, & PowerPoint) to round out their educational experience. It will give students the edge in the job market.

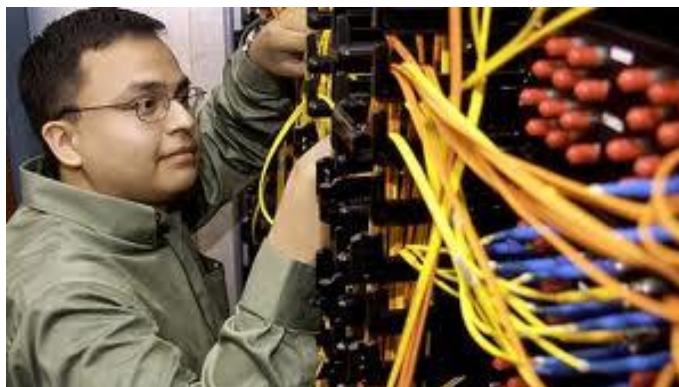
The following table illustrates the program structure:

Course Number	OCP	Course Name	Hours
CTS0082	A	Computer Systems Technician	300
CTS0083	B	Computer Network Technician	150
CTS0084	C	Computer Networking Specialist	150
CTS0069	D	Computer Security Technician	300
		<b>Total Hours</b>	<b>900</b>

**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 or pass the Comp TIA A+ certification exam.

**Licensure/Certifications:** When the recommended sequence is followed, the structure is intended to prepare students to complete the Comp TIA A+, Network+, Security+, and Cloud Technology certifications.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <http://www.capecoraltech.edu/gainful-employment/CSIT/Gedt.html>.



## **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.)

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with completion training that is linked to employment requirements which are based upon a job task analysis as established by the Florida Department of Education, the Florida Department of Law Enforcement, and the Criminal Justice Standards & Training Commission. The Criminal Justice OCPs are based on the Standard Occupational Classification (SOC) system.

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 Program Hours			420	
Practical & Written Exam & Review			70	
Total Hours			490	

**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 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.

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.



## COSMETOLOGY (CCTC, FMTC)

**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, make up, 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
		<b>Total Hours</b>	<b>1200</b>

**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.

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

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our websites at CCTC - <http://www.capecoraltech.edu/gainful-employment/CSMT/Gedt.html>, FMTC - <https://www.fortmyerstech.edu/gainful-employment/CSMT-Gedt.html>.



## CROSSOVER 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.)

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with completion training that is linked to employment requirements which are based upon a job task analysis as established by the Florida Department of Education, the Florida Department of Law Enforcement, and the Criminal Justice Standards & Training Commission. The Criminal Justice OCPs are based on the Standard Occupational Classification (SOC) system.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
CJK0001	A	Introduction to Law Enforcement	10
CJK0012	A	Legal	62
CJK0013	A	Interactions in a Diverse Community	40
CJK0014	A	Interviewing and Report Writing	56
CJK0064	A	Fundamentals of Patrol	35
CJK0065	A	Calls for Service	36
CJK0077	A	Criminal Investigations	50
CJK0078	A	Crime Scene to Courtroom	35
CJK0092	A	Critical Incidents	44
CJK0087	A	Traffic Stops	30
CJK0084	A	DUI Traffic Stops	24
CJK0088	A	Traffic Crash Investigations	32
CJK0393	A	Cross-Over Program Updates	8
CJK0020	A	CMS Law Enforcement Vehicle Operations	48
CJK0422	A	Dart-Firing Stun Gun	8
<b>Total Program Hours</b>			<b>518</b>
Written Exam & Review			23
<b>Total Hours</b>			<b>541</b>

**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.

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.



## CROSSOVER 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.)

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with completion training that is linked to employment requirements which are based upon a job task analysis as established by the Florida Department of Education, the Florida Department of Law Enforcement, and the Criminal Justice Standards & Training Commission. The Criminal Justice OCPs are based on the Standard Occupational Classification (SOC) system.

The following table illustrates the program structure.

Course #	OCP	Course Name	Hours
CJK0300	A	Introduction to Corrections	32
CJK0305	A	Communications	40
CJK0310	A	Officer Safety	16
CJK0315	A	Facility and Equipment	8
CJK0320	A	Intake and Release	18
CJK0325	A	Supervising in a Correctional Facility	40
CJK0330	A	Supervising Special Populations	20
CJK0335	A	Responding to Incidents and Emergencies	16
CJK0393	A	Cross-Over Program Updates	8
<b>Total Program Hours</b>			<b>198</b>
Exam & Review Hours			28
<b>Total Hours</b>			<b>226</b>

**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.

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.



## DENTAL ASSISTING (CCTC)

**Description:** The Dental Assisting program is designed to prepare the student for a career as a dental assistant. The goal of the program is to prepare competent, compassionate and culturally sensitive graduates whose professional training encompasses good communication skills, problem solving skills, abilities, and excellent manual dexterity.

The purpose of the program is to prepare students for employment within a variety of dental health care facilities. As a vital member of the dental health care team, the dental assistant will function within the areas of chairside, expanded functions, and laboratory and office duties. With successful completion of the program, the student will become eligible to take the national board examination.

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

The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, dental specialty procedures, employability skills, leadership and human relations skills, and preventive dentistry.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles

The following table illustrates the post-secondary program structure:

Course Number	OCP	Course Title	Hours
DEA0725	A	Introduction to Dental Assisting	90
DEA0726	B	Dental Infection Control Assistant	210
DEA0727	C	Dental Assisting 1	465
DEA0728		Dental Assisting 2	465
		<b>Total Hours</b>	<b>1230</b>

**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 doing direct patient care must be immunized against Hepatitis-B. Cost to the student will be approximately \$175. A two-step skin test for TB is required- approximate cost is \$40.

Ruebola, Rubella and Varicella titers (bloodwork) are needed- approximate cost \$45-\$100. Documented proof of vaccinations for MMR x 2 and/or Varicella x 2 may be substituted for MMR and/or Varicella titer.

All health science education programs require applicants to obtain a drug screen and a level 2 background screen prior to admission-approximate cost \$90.

Prior to admission, a physical exam, dental cleaning and examination will be required- approximate cost \$200.00.

**Licensure/Certifications:** A national certification exam is administered by the Dental Assisting National Board (DANB). The exam focuses on general chairside, radiation health and safety, and infection control. The CDA credential is granted upon successful completion of all three sections. The exam fee is \$425 and the CDA credential is recognized in over 30 states. Taking the entire exam is an exit requirement of this program. The student must provide documentation that all three areas of the exam have been scheduled prior to the last day of class.

**Gainful Employment Information:** This is a new program; therefore, gainful employment information is not available.



## DIGITAL DESIGN (CCTC)

**Description:** This program is designed to prepare students for employment as an information technology assistant, production assistant, digital assistant designer, graphic designer, and multi-media designer.

This program offers a broad foundation of knowledge and skills to prepare students for employment in digital publishing positions. The content includes enhanced practical experiences in computer-generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, electronic scanning, and development of specialized skills in multimedia presentations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the digital publishing industry: planning, management, finance, technical and production skills, plus underlying principles of technology and design.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following tables illustrate the program structure:

Course #	OCP	Course Name	Hours
OTA0040	A	Information Technology Assistant	150
GRA0024	B	Production Assistant	150
GRA0025	C	Digital Assistant Designer	300
GRA0026	D	Graphic Designer	300
GRA0027	E	Media Designer	300
		<b>Total Hours</b>	<b>1200</b>

**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.

**Licensure/Certifications:** It is highly recommended that students earn certifications in a minimum of two of the following Adobe software programs: Dreamweaver, Photoshop, Flash, InDesign, and Illustrator.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <http://www.capecoraltech.edu/gainful-employment/DIDS/Gedt.html>.

## EARLY CHILDHOOD EDUCATION (FMTC)

**Description:** The purpose of this program is to prepare students for initial employment and career advancement in the field of early childhood education. This program prepares students for employment within the industry as early childhood educators, lead preschool teachers, preschool assistants, VPK teachers, Early Head Start teacher, Head Start assistants, child care attendants, and family child care home operators.

The content includes, but is not limited to, conducting activities which promote physical, intellectual, emotional and social growth, and development of children; clean and healthy environments; nutrition, health, and safety; awareness of child abuse and neglect signs; rules and regulations which govern child care; and interpersonal relations.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>600</b>

**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 skills levels prior to program completion.

### 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:** The program consists of 600 hours (120 hours of classroom instruction and 480 hours of direct work with children) with four occupational completion points which results in the issuance of a Florida Department of Education Early Childhood Professional Certificate (ECPC).

## ELECTRICITY (FMTC)

**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, circuit calculations, and basic photovoltaic (solar) power systems.

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 while working on Habitat for Humanity homes.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1200</b>

**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.

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

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/ELEC-Gedt.html>.

## ELECTRONIC SYSTEMS TECHNICIAN (CCTC)

**Description:** The content includes but is not limited to 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. Students gain skills to install, maintain and repair a variety of systems and devices.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
EEV0012	A	Electronic Assembler and DC Technician	150
EEV0820	B	Electronic Digital and Microprocessor Technician	150
EEV0130	C	Electronic AC Technician	150
EEV0824	D	Electronic Solid-State and Analog Technician	150
EEV0825	E	Electronic Systems and Equipment Technician	300
		<b>Total Hours</b>	<b>900</b>

**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.

**Licensure/Certifications:** Mobile Electronics Certified Professional Test.



## ELECTRONIC TECHNOLOGY (CCTC, FMTC)

**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.

**Laboratory Activities:** Electronic laboratory activities are an integral part of this program. The tools, test equipment, materials and processes used in this laboratory are similar to those used in industry. Students should be able to use the various types of precision test equipment found in general use throughout the electronics industry for the purpose of analyzing, troubleshooting and repairing electronic circuitry.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1400</b>

**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.

**Licensure/Certifications:** After successfully completing this program, students are eligible to test for the following certifications or licenses: Certified Electronic Technician Associate (CET); Electronics Technicians Association; and International, Mobile Electronics Certified Professional (MECP) (available at Cape Coral Technical College only) or Electronics System Associate (ESA) from the International Society for Certified Electronics Technicians.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our websites at CCTC - <http://www.capecoraltech.edu/gainful-employment/ETRN/Gedt.html>, FMTC - <https://www.fortmyerstech.edu/gainful-employment/ETRN-Gedt.html>.

## EMERGENCY MEDICAL TECHNICIAN - ATD (SWFPSA)

**Description:** This Applied Technology Diploma 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.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

OCP	Course #	Course Name	Hours
A	EMS0110	Emergency Medical Technician (EMT)	300
		<b>Total Hours</b>	<b>300</b>
		<b>Practical and Written Exams and Review</b>	<b>8</b>
		<b>Total Program Hours</b>	<b>308</b>

**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.

- Step 1:** Fill out Letter of Intent and return to the Academy.
- Step 2:** Qualified for an application once Step 1 has been achieved.
- Step 3:** Applicants must complete all paperwork requested. Incomplete applications will not be accepted
- Step 4:** Orientation is mandatory.

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

## FIRE FIGHTER I/II (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.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with completion training that is linked to employment requirements which are based upon a job task analysis as established by the Florida Department of Education and the Florida Bureau of Fire Standards and Training. All Firefighter OCPs are based on the Standard Occupational Classification (SOC) system.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
FFP0010	A	Fire Fighter I (Core)	206
FFP0020	B	Fire Fighter II (Core)	192
		<b>Total Program Hours</b>	<b>398</b>
		Practical & Written Exams and Review	40
		<b>Total Hours</b>	<b>438</b>

**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.

- Step 1:** Fill out Letter of Intent and return to the Academy.
- Step 2:** Qualified for an application once Step 1 has been achieved.
- Step 3:** Complete the pre-requisite course-Medical First Responder  
\$276.20 FL Residents \$611.80 Out of State Fees  
\*\*Not required if you have your EMT or EMTP (Must provide copy of certificate) \*\*
- Step 4:** Applicants must complete all paperwork requested. Incomplete applications will not be accepted.
- Step 5:** Orientation is mandatory.

**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.

## FIRE FIGHTER/EMERGENCY MEDICAL TECHNICIAN - COMBINED (SWFPSA)

**Description:** The purpose of this program is to provide the necessary training required for students to become certified firefighters as well as licensed Emergency Medical Technicians. This program is not intended for those who are currently certified/licensed as either firefighters or EMTs. Students wishing to add an additional certification to an existing credential must enroll in either the Fire Fighter or the Emergency Medical Technician program.

The program focuses on developing the skills, work habits and the knowledge necessary to ensure successful employment.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with completion training that is linked to employment requirements which are based upon a job task analysis as established by the Florida Department of Education and the Florida Bureau of Fire Standards and Training. All Firefighter OCPs are based on the Standard Occupational Classification (SOC) system.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
FFP0010	A	Fire Fighter I (Core)	206
FFP0020	B	Fire Fighter II (Core)	192
EMS0110	C	Emergency Medical Technician	300
		<b>Total Program Hours</b>	<b>698</b>
		Practical & Written Exams and Review	48
		<b>Total Hours</b>	<b>746</b>

**Admission Requirements:** To apply for admission into the Fire Fighter/Emergency Medical Technician 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; 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.

- Step 1:** Fill out Letter of Intent and return to the Academy.
- Step 2:** Qualified for an application once Step 1 has been achieved.
- Step 3:** Applicants must complete all paperwork requested. Incomplete applications will not be accepted.
- Step 4:** Orientation is mandatory.

**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.

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.

This program prepares students for certification as EMT's in accordance with Chapter 64J of the Florida Administrative Code.



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

**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.)

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with completion training that is linked to employment requirements which are based upon a job task analysis as established by the Florida Department of Education, the Florida Department of Law Enforcement, and the Criminal Justice Standards & Training Commission. The Criminal Justice OCPs are based on the Standard Occupational Classification (SOC) system.

The following tables illustrate the program structure:

Course #	OCP	Course Name	Hours
CJK0001	A	Introduction to Law Enforcement	10
CJK0012	A	Legal	62
CJK0013	A	Interactions in a Diverse Community	40
CJK0014	A	Interviewing and Report Writing	56
CJK0064	A	Fundamentals of Patrol	35
CJK0065	A	Calls for Service	36
CJK0077	A	Criminal Investigations	50
CJK0078	A	Crime Scene to Courtroom	35
CJK0092	A	Critical Incidents	44
CJK0087	A	Traffic Stops	30
CJK0084	A	DUI Traffic Stops	24
CJK0088	A	Traffic Crash Investigations	32
CJK0020	A	CMS Law Enforcement Vehicle Operations	48
CJK0031	A	CMS First Aid for Criminal Justice Officers	40
CJK0040	A	CMS Criminal Justice Firearms	80
CJK0051	A	CMS Criminal Justice Defensive Tactics	80
CJK0422	A	Dart-Firing Stun Gun	8
CJK0096	A	Criminal Justice Officer Physical Fitness Training/Law Enforcement	60
<b>Total Program Hours</b>			<b>770</b>
Written Exams & Review			20
<b>Total Hours</b>			<b>790</b>

**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.

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.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at [http://swfpsa.org/NEW\\_SITE/wp-content/uploads/2017/03/43.0107-Gedt\\_LE.html](http://swfpsa.org/NEW_SITE/wp-content/uploads/2017/03/43.0107-Gedt_LE.html).



## MAJOR APPLIANCE & REFRIGERATION TECHNICIAN (FMTC)

**Description:** The purpose of this program is to prepare students for employment in appliance and refrigeration repair support services positions. FMTC is

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.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1200</b>

**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.

### 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 (GCAP)
- State of Florida 408 Gas Provider Certification

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/MARR-Gedt.html>.

## MARINE SERVICE TECHNOLOGIES (FMTC)

**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 plans 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.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1350</b>

**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.

**Licensure/Certifications:** Johnson/Evinrude Essentials certification, OSHA Forklift Training, Servicing Evinrude E-tec, Rigging and Propeller Selection, and Effective Troubleshooting. Optional certifications: ABYC Electrical and Systems.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/MMCH-Gedt.html>.

## MECHATRONICS TECHNOLOGY (FMTC)

**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.

**Laboratory Activities:** Electronic and mechanical laboratory activities are an integral part of this program. The tools, test equipment, materials and processes used in this laboratory are similar to those used in industry. Students should be able to use the various types of precision test equipment found in general use throughout the electronics industry for the purpose of analyzing, troubleshooting and repairing electronic and mechanical systems.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1550</b>

**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.

**Licensure/Certifications:** After successfully completing this program, students are eligible to test for the following certifications or licenses: Certified Electronic Technician Associate (CET) and Industrial Technician from Electronics Technicians Association; or Electronics System Associate (ESA) from the International Society for Certified Electronics Technicians.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/MT-Gedt.html>.

## MEDICAL ADMINISTRATIVE SPECIALIST (CCTC, FMTC)

**Description:** This program is designed to prepare students for employment as an information technology assistant, front desk specialist, medical office technologist, and medical administrative specialist.

This program offers a broad foundation of knowledge and skills expanding the traditional role of the medical secretary. The content includes the use of technology to develop communication skills, higher-level thinking skills, and decision-making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; digital administrative medical simulation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high-quality employment portfolios and job-seeking documents.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the medical secretarial industry: medical office functions; management; finance; technical and production skills; underlying principles of technology; customer service issues; community issues; and health, safety, and environmental issues.

**Program Structure:** This program is a planned sequence of instruction consisting of the business technology education core and additional occupational completion points. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or exit as an occupational completer.

The following table illustrates the program structure:

Course #	OC	Course Name	Hours
OTA0040	A	Information Technology Assistant	150
OTA0041	B	Front Desk Specialist	300
OTA0631	C	Medical Office Technologist	300
OTA0651	D	Medical Administrative Specialist	300
		<b>Total Hours</b>	<b>1050</b>

**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.

**Licensure/Certifications:** After successfully completing this program, students are eligible to test for the following certifications or licenses: Microsoft Office Specialist (MOS); online certifications in the areas of Computer Fundamentals, Office Productivity, Safety and Compliance, Customer Service, Personal Productivity, and Telephone Communication.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at CCTC - <http://www.capecoraltech.edu/gainful-employment/MAS/Gedt.html>, FMTC - <https://www.fortmyerstech.edu/gainful-employment/MAS-Gedt.html>.

## MEDICAL ASSISTING (CCTC)

**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, delivering 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, including but not limited, administer injections/medication administration, phlebotomy, performing electrocardiograms (EKG's), 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. 200 hours of clinical practicum will be provided in various physicians' offices and are required part of the program.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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	E	Clinical Assisting	230
MEA0530		Pharmacology for Medical Assisting	90
MEA0573		Laboratory Procedures	125
MEA0506		Administrative Office Procedures	90
MEA0942		Practicum Experience	200
		<b>Total Hours</b>	<b>1300</b>

**Admission Requirements:** Applicants must be 17 years of age 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 doing 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. Cost to the student will be approximately \$175. A two-step skin test for TB is required prior to the clinical portion of this program. Approximate cost is \$40.

A physical exam and Rubeola, Rubella, and Varicella Titers (blood work) are needed – approximate cost is \$100-200. 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. Approximate cost is \$90.

**Licensure/Certifications:** Eligibility for certification within Medical Assisting requires successful completion of the program. The National Healthcareer Association (NHA) offers certification examinations within the areas of Certified Phlebotomy Technician (CPT), Certified Electrocardiograph Technician (CET) and Certified Clinical Medical Assisting (CCMA). CPT, CET and CCMA credentials are granted upon mastery of exam content. The exam fees are: CPT \$105; CET \$105; CCMA \$149; total exam fees of \$359.

**Gainful Employment Information:** This is a new program; therefore, gainful employment information is not available.



## MEDICAL CODER/BILLER (CCTC) (Traditional Classroom)

**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.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
HIM0009	A	Introduction to Health Information Technology	90
HIM0071	B	Medical Coder/Biller 1	350
HIM0072	B	Medical Coder/Biller 2	350
HIM0073	B	Medical Coder/Biller 3	320
		<b>Total Hours</b>	<b>1110</b>

**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.

**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 Coder – CPC-H  
Certified Professional Biller (CPB)

American Health Information Management Association:

Certified Coding Associate – CCA

National Health Career Association:

Certified Billing and Coding Specialist (CBCS)

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at website <http://www.capecoraltech.edu/gainful-employment/MEDCO/Gedt.html>.

## **MEDICAL CODER/BILLER (FMTC)** (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.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
HIM0009	A	Introduction to Health Information Technology	90
HIM0071	B	Medical Coder/Biller 1	350
HIM0072	B	Medical Coder/Biller 2	350
HIM0073	B	Medical Coder/Biller 3	320
		<b>Total Hours</b>	<b>1110</b>

**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. Currently, this online program does not qualify for financial aid. Please check with the instructor for more information and possible payment options.

**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 Association:  
Certified Coding Associate – CCA

National Health Career Association: Certified Billing and Coding Specialist (CBCS)

## NAILS SPECIALITY (CCTC)

**Description:** The purpose of this program is to prepare students for employment in the nails specialist industry. The content includes, but is not limited to communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nails specialist and the related chemistry; bacteriology, anatomy, and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The tools, materials, and processes used in this laboratory are similar to those used in industry.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
CSP0015	A	Manicurists and Pedicurists	240
		<b>Total Hours</b>	<b>240</b>

**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.

**Licensure/Certification:** Students must hold a Florida State Board of Cosmetology Nail Specialist certification in order to work in the cosmetology field.



## **.NET APPLICATION DEVELOPMENT AND PROGRAMMING (FMTC)**

**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 and Programming offers a foundation in the area of designing and developing .NET data-driven web applications.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1050</b>

**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.

**Licensure/Certifications:** After successfully completing this program, students are eligible to test for the following certification: Microsoft Technology Associate (MTA).

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/NET-Gedt.html>.

## NETWORK SUPPORT SERVICES (CCTC)

**Description:** This program is designed to prepare students for employment as a computer support assistant, network support assistant, network administrator, wireless network administrator, and data communications analyst. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions. The content includes instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the network support services industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

This program is offered as a distance learning program requiring internet access and the appropriate computer hardware and software.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
OTA0040	A	Information Technology Assistant	150
EEV0504	B	Computer Support Assistant	150
CTS0022	C	Network Support Help Desk Assistant	150
CTS0023	D	Network Support Administrator	150
CTS0024	E	Senior Network Administrator	150
CTS0029	F	Wireless Network Administrator	150
EEV0317	G	Data Communications Analyst	150
		<b>Total Hours</b>	<b>1050</b>

**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.

**Licensure/Certifications:** After successfully completing this program, it is highly recommended that students test for the following certifications or licenses: Cisco Certified Entry Networking Technician (CCENT), Cisco Certified Network Associate (CCNA).

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <http://www.capecoraltech.edu/gainful-employment/NET/Gedt.html>.

## NETWORK SYSTEMS ADMINISTRATION (CCTC)

**Description:** This program is designed to prepare students for employment as a computer network administrator, wireless administrator, server administrator, data communicational analyst, security administrator, and is the prerequisite for the Cloud Computing and Virtualization course.

This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions. The content includes instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the network support services industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
OTA0040	A	Information Technology Assistant	150
EEV0504	B	Computer Support Assistant	150
CTS0026	C	Network Support Technician	150
CTS0027	D	Systems Administrator	150
CTS0028	E	Systems Engineer	150
CTS0029	F	Wireless Network Administrator	150
EEV0317	G	Data Communications Analyst	150
		<b>Total Hours</b>	<b>1050</b>

**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.

**Licensure/Certifications:** During this program, it is highly recommended that students test for the following certifications: Net +, Security +, Certified Wireless Network Administrator (CWNA), and Microsoft Certified Solutions Associate (MCSA).

**Gainful Employment Information:** This is a new program; therefore, gainful employment information is not available.

## **NURSING ASSISTANT (ARTICULATED)** **(CCTC, FMTC)**

**Description:** The 165-hour Articulated Nursing Assistant program is Florida Board of Nursing approved, 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. Students completing the 90 hours of Basic Healthcare Worker in this program, will not have to repeat this course in any other Health Science program at CCTC or FMTC if they decide to continue their education.

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, be able to see and hear adequately, be able to engage in physically demanding work for 8-12 hours at a time, 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 nursing homes, hospitals, 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:

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

**Admission Requirements:** Applicants must be 18 years of age or a high school graduate or its equivalent by the first day of class and meet minimum admission criteria on the Admission Criteria Matrix for Nursing Assistant. Due to Occupational Safety and Health Administration regulations, all students doing 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. Cost to the student will be approximately \$175. A two-step skin test for TB is required prior to the clinical portion of this program. Approximate cost is \$40.

Rubeola, Rubella, and Varicella Titers (blood work) are needed – approximate cost is \$45 - \$100. 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. Approximate cost is \$90.

**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 nursing home in accordance with Florida statutes.

**Employment Outlook:** Employment of nursing assistants is projected to grow 17% from 2014 – 2024, faster than the average for all occupations (Source: [www.bls.gov](http://www.bls.gov)).



## **NURSING ASSISTANT (LONG-TERM CARE)** **(CCTC, FMTC)**

**Description:** The 120-hour Nursing Assistant Florida Board of Nursing approved program, is a blend of 80 hours of classroom and 40 hours of clinical experience in local healthcare facilities to provide a comprehensive learning opportunity.

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, be able to see and hear adequately, be able to engage in physically demanding work for 8-12 hours at a time, willing to help wherever needed, enjoy a fast-paced work environment, enjoy helping people, and collaborate with other healthcare team members.

The purpose of the program is to prepare students for employment as nursing assistants/nurse aides in nursing homes, hospitals, 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.

This program is designed to prepare students for employment as nursing assistants. 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 #	OCF	Course Name	Hours
PRN0090	A	Nurse Aide and Orderly	120
		<b>Total Hours</b>	<b>120</b>

**Admission Requirements:** This program is available to both dual-enrolled high school students and adult students. Applicants must be 17 years of age or a high school graduate or its equivalent by the first day of class and meet minimum admission criteria on the Admission Criteria Matrix for Nursing Assistant. Due to Occupational Safety and Health Administration regulations, all students doing 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. Cost to the student will be approximately \$175. A two-step skin test for TB is required prior to the clinical portion of this program. Approximate cost is \$40.

All Health Science Education programs require applicants to obtain a drug screen and Level 2 background screen prior to admission. Approximate cost is \$90.

**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 nursing home in accordance with Florida statutes.

**Employment Outlook:** Employment of nursing assistants and orderlies is projected to grow 17% from 2014 – 2024, faster than the average for all occupations (Source: [www.bls.gov](http://www.bls.gov)).



## PHARMACY TECHNICIAN (CCTC)

**Description:** This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster. It provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills, and occupational-specific skills. It also imparts knowledge of all aspects of the health science career cluster.

The program is designed to prepare students for employment as a pharmacy technician or community pharmacy technician.

The content includes, but is not limited to, metric system, medical terminology, medicinal drugs, pharmaceutical compounding, sterile techniques, maintenance of inventory, IV preparation, USP 795 standards, USP 797 standards, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health, and safety including CPR.

**Laboratory Activities:** 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. Equipment and supplies provided enhance hands-on experiences for students.

Clinical practicum experiences are an integral part of this program.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
HSC0003	A	Basic Healthcare Worker	90
PTN0084	B	Pharmacy Technician 1	360
PTN0085	B	Pharmacy Technician 2	300
PTN0086	B	Pharmacy Technician 3	300
		<b>Total Hours</b>	<b>1050</b>

**Admission Requirements:** This program is available to both dual-enrolled high school students and adult students. Applicants must be 17 years of age upon completion of program. The state of Florida requires students to meet the minimum basic skill levels prior to program completion. Applicants must also register with the Board of Pharmacy (465.014 F.S.).

**Licensure/Certifications:** This program meets the Department of Health HIV/AIDS Domestic Violence and Prevention of Medical Errors education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that these requirements have been met.

If students in this program are seeking a licensure or registration through the Department of Health, please refer to 456.0635 F.S. for more information on disqualification for a license or registration through the Department of Health.

It is recommended that program completers take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB), 2215 Constitution Ave., Washington, DC 20037-2985, (202) 429-7576. This certification is offered continuously throughout the year at various testing sites by appointment.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <http://www.capecoraltech.edu/gainful-employment/PHARM/Gedt.html>.



## PLUMBING TECHNOLOGY (FMTC)

**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 cover include all phases of assembly, installation, and repair of plumbing systems in residential and commercial buildings.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The tools, equipment, materials, and processes used in this laboratory are similar to those used in industry.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
BCV0592	D	Plumber	120
		<b>Total Hours</b>	<b>960</b>

**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.

**Licensure/Certifications:** Students will obtain the following certifications: National Center for Construction Education and Research (NCCER) Core and Plumbing 1, OSHA 10, and CPR.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at <https://www.fortmyerstech.edu/gainful-employment/PLMB-Gedt.html>.

## PRACTICAL NURSING (CCTC, FMTC)

**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 hospitals, nursing homes, doctors' offices, 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, and clinical experience in local hospitals and nursing homes. Included in the program are health careers core, nursing assistant, nursing fundamentals, body structure and function, nutrition, administration of medication, medical surgical nursing, maternity and pediatric nursing, bio-psycho-social nursing, transitional nursing, and employability skills.

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.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1350</b>

**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](http://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 (OSHA) regulations, all students doing 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. Additional cost to the student will be approximately \$175.

All Health Science Education programs require applicants to obtain a drug screen and Level 2 background screen prior to admission. The additional cost is approximately \$90 (see information sheet in Health Science Education Department).

**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.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our websites at CCTC - <http://www.capecoraltech.edu/gainful-employment/PN/Gedt.html>, FMTC - <https://www.fortmyerstech.edu/gainful-employment/PN-Gedt.html>.



## SURGICAL TECHNOLOGY (CCTC)

**Description:** The program is designed to prepare students for employment as surgical technologists SOC 29-2055. Selected portions of this program may be utilized to provide additional skills to enable nursing graduates to become employable in operating rooms as surgical technologists. The program meets the requirements of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

The content includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, CPR, Heartsaver, employability skills, and basic computer literacy. The health science core must be taken by all students (secondary, postsecondary adult and postsecondary vocational) planning to complete any health science education program.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry: planning; management; finance; technical and production skills; underlying principles of technology; and labor, community, health, safety, and environmental issues.

**Laboratory Activities:** In a simulated surgical environment, students practice preparing, setting up, and maintaining a sterile field; sterilization and disinfection procedures; preparation of supplies and equipment for surgery; and patient preparation. Clinical learning experiences in an operating room and related areas are an integral part of this program.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
HSC0003	A	Basic Health Care Worker (Health Core)	90
STS0015	B	Central Supply Technician	210
STS0010	C	Surgical Technologist (1 of 3)	343
STS0011	C	Surgical Technologist (2 of 3)	343
STS0012	C	Surgical Technologist (3 of 3)	344
		<b>Total Hours</b>	<b>1330</b>

**Admission Requirements:** The program is available to adult students with a minimum of a high school diploma or GED®. The state of Florida requires students to meet the minimum basic skill levels prior to program completion.

**Licensure/Certifications:** After successfully completing this program, students sit for the following certifications: Basic Life Support (BLS) for Health Care Providers and Certified Surgical Technologist (CST).

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our websites at <http://www.capecoraltech.edu/gainful-employment/SURG%20TECH/Gedt.html>.



## TECHNOLOGY SUPPORT SERVICES (CCTC, FMTC)

**Description:** As the demands of global business, computing and society revolve around information technology, the technical support workload is increasing faster than IT professionals can meet the demand.

The Technology Support Services program is designed to teach the body of technologies involved in the growing field of information technology. The student will learn about what is involved working as a hardware software support technician, which will prepare them to pass the CompTIA A+ certification exams. The student will have a good understanding of the most common hardware and software technologies in business. The student will know how to troubleshoot, repair, and maintain personal computers, printers, and laptops. The student will also learn how to support end users with their technical problem(s) that will help them earn an entry-level position as a help desk support technician or a bench computer technician.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
CTS0059	A	Technology Support Specialist	600
		<b>Total Hours</b>	<b>600</b>

\*Part of 1350 hour program

**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.

**Licensure/Certifications:** FMTC - CompTIA A+ Hardware and CompTIA A+ Software  
CCTC – CompTIA Network+



## **TURBINE GENERATOR MAINTENANCE, INSPECTION & REPAIR (FMTC)**

**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 Turbine Generator Maintenance, Inc. (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.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

<b>Course #</b>	<b>OCP</b>	<b>Course Name</b>	<b>Hours</b>
EEV0140	A	Turbine Generator Maintenance Tech I	450
EEV0141	B	Turbine Generator Maintenance Tech II	450
EEV0142	C	Turbine Generator Maintenance Mechanic	450
Externship Option – All students are eligible during the last trimester of this program to participate in a 30 hour externship.			*(30)
		<b>Total Hours</b>	<b>1350</b>

\*Part of 1350 hour program

**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.

**Licensure/Certifications:** Students may obtain Turbine Generator Mechanic Certification and National Center for Construction Education and Research (NCCER) Core and Power Generation Maintenance Mechanic Level 1 & 2 certifications upon completion of NCCER requirements.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our websites at <https://www.fortmyerstech.edu/gainful-employment/TGM-Gedt.html>.

## VETERINARY ASSISTING (CCTC)

**Description:** Veterinary assistants work alongside veterinarians performing most aspects of animal care. Learn to work as part of a team, respect the patients, basic first aid, medical terminology, handling and restraint, animal anatomy, diseases and treatments, as well as professional and ethical standards of veterinary medicine. Instruction will include lecture, class discussion, hands-on training, and 500 hours of clinical experience.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Name	Hours
ATE0006	A	Veterinary Assistants and Laboratory Animal Caretakers 1	450
ATE0070	B	Veterinary Assistants and Laboratory Animal Caretakers 2	150
ATE0072	C	Veterinary Assistant	150
		<b>Total Hours</b>	<b>750</b>

**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.

**Licensure/Certifications:** Certified Veterinary Assistant (CVA).



## WEB APPLICATION DEVELOPMENT & PROGRAMMING (FMTC)

**Description:** This program is designed to prepare students for employment as a computer programmer assistant, computer programmer, or web programmer.

This program offers a broad foundation of knowledge and skills to prepare students for employment in web application development positions. The content includes skills related to developing n-tier, data-driven web applications, as well as application development for mobile devices (Android & iOS).

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the web application development industry: planning; management; finance; technical and production skills; underlying principles of technology; and labor, community, health, safety, and environmental issues.

### **Job Training Includes Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1050</b>

**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.

**Licensure/Certifications:** After successfully completing this program, students are eligible to test for Microsoft Technology Associate (MTA) 98-361 certification.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our websites at <https://www.fortmyerstech.edu/gainful-employment/WADP-Gedt.html>.

## WELDING TECHNOLOGY (FMTC)

**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.

**Laboratory Activities:** Laboratory activities are an integral part of this program. The tools, materials, and processes used in this laboratory are similar to those used in industry.

### Job Training Includes Occupational Completion Points (OCP)

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

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
		<b>Total Hours</b>	<b>1050</b>

**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.

**Licensure/Certifications:** American Welding Society D1.1 1G position. FMTC certifications: 2G, 3G, 4G Shielded Metal Arc Welding ; 1G 2G, 3G, 4G Gas Metal Arc Welding; Gas Tungsten Arc Welding 1G. 1G, 2G Flux Cored Arc Welding.

**Gainful Employment Information:** For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit our websites at <https://www.fortmyerstech.edu/gainful-employment/WELD-Gedt.html>.

## CAREER & TECHNICAL EDUCATION PROGRAM MATRIX

Program Name	Page	CCTC	FMTC	SWFPSA
Administrative Office Specialist	64		X	
Air Conditioning, Refrigeration & Heating Technology	65		X	
Applied Cybersecurity	67		X	
Automotive Collision Technology Technician	68		X	
Automotive Service Technology	69		X	
Barbering	71	X		
Carpentry	72		X	
Commercial Foods & Culinary Arts	73	X	X	X
Computer Systems & Information Technology	74	X		
Correctional Officer (Basic Recruit Training)	75			X
Cosmetology	77	X	X	
Crossover Correctional Officer to Law Enforcement Officer	78			X
Crossover Law Enforcement Officer to Correctional Officer	80			X
Dental Assisting	82	X		
Digital Design	84	X		
Early Childhood Education	85		X	
Electricity	86		X	
Electronic Systems Technician	87	X		
Electronic Technology	88	X	X	
Emergency Medical Technician – ATD	89			X
Fire Fighter I/II	90			X
Fire Fighter/Emergency Medical Technician - Combined	91			X

<b>Program Name</b>	<b>Page</b>	<b>CCTC</b>	<b>FMTC</b>	<b>SWFPSA</b>
Florida Law Enforcement Academy (Basic Recruit Training)	93			X
Major Appliance and Refrigeration Technician	95		X	
Marine Service Technologies	96		X	
Mechatronics Technology	97		X	
Medical Administrative Specialist	98	X	X	
Medical Assisting	99	X		
Medical Coder/Biller (Traditional Classroom)	101	X		
Medical Coder/Biller (Online)	102		X	
Nails Specialty	103	X		
.NET Application Development & Programming	104		X	
Network Support Services	105	X		
Network Systems Administration	106	X		
Nursing Assistant - Articulated	107	X	X	
Nursing Assistant – Long Term Care	109	X	X	
Pharmacy Technician	111	X		
Plumbing Technology	113		X	
Practical Nursing	114	X	X	
Surgical Technology	117	X		
Technology Support Services	119	X	X	
Turbine Generator Maintenance, Inspection and Repair	120		X	
Veterinary Assisting	121	X		
Web Application Development & Programming	122		X	
Welding Technology	123		X	



# The School District of Lee County 2017-2018 School Calendar

July 2017							January 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												
August 2017							February 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28			
September 2017							March 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31
October 2017							April 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					
November 2017							May 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	3
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30			27	28	29	30	31		
December 2017							June 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31													

- Holiday – schools closed
- Professional Duty Day – no school for students
- Teacher In-Service Day – no school for students
- First and Last Student Day
- Early Dismissal Days – students
- Hurricane Make-Up Day

Board Approved 11-22-18

### Special Notes

- All Jewish holidays begin at sundown the day before they are listed

### Table of Contents

# TECHNICAL COLLEGES

[www.leetechcolleges.com](http://www.leetechcolleges.com)

## **Cape Coral Technical College**

360 Santa Barbara Blvd. North

Cape Coral, FL 33993

239.574.4440

[www.CapeCoralTech.edu](http://www.CapeCoralTech.edu)

## **Fort Myers Technical College**

3800 Michigan Avenue

Fort Myers, FL 33916

239.334.4544

[www.FortMyersTech.edu](http://www.FortMyersTech.edu)

## **Southwest Florida Public Service Academy**

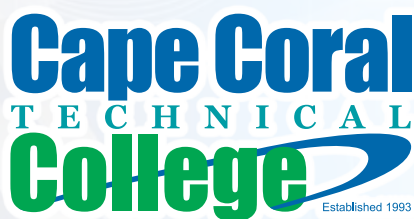
4312 Michigan Avenue

Fort Myers, FL 33905

239.334.3897

[www.SWFPSA.org](http://www.SWFPSA.org)





## Cape Coral Technical College

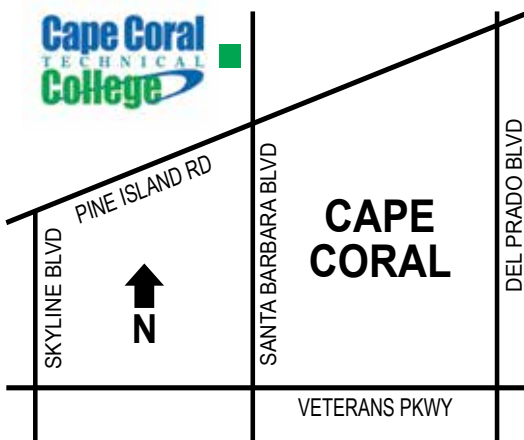
360 Santa Barbara Blvd. N

Cape Coral, FL 33993

fax: (239) 458-3721

**(239) 574-4440**

[www.CapeCoralTech.edu](http://www.CapeCoralTech.edu)



## Fort Myers Technical College

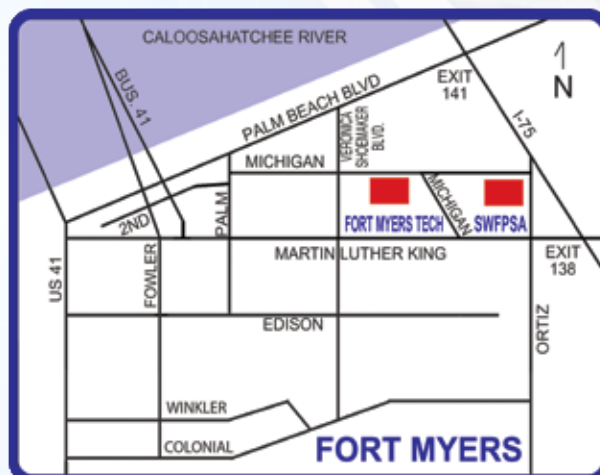
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