2022-2023
Spring Course Catalog

Lively Technical College

Revised 9.27.20227

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Mission Statement

The mission of Lively Technical College is to provide career-oriented education for the community.

Our Vision

Our vision is to lead workforce training by utilizing industry driven educational solutions and community partnerships to equip students to meet the needs of local and global employers.

Accredited by:

The Accrediting Commission of the Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350
Phone: 770.396.3898 or 1.800.917.2081 Fax: 770.396.3790
https://council.org/

Cognia (SACSCASI)
9115 Westside Parkway, Alpharetta, Georgia 30009
Phone: 888.413.3669
https://www.cognia.org/

Lively is approved for training by the following State Approved Agencies: The Florida Department of Veterans Affairs, The Florida Board of Cosmetology, The Florida State Board of Nursing, The Federal Aviation Administration, The Florida Office of Business and Professional Regulation, The American Heart Association, The Florida Department of Transportation, The Department of Highway Safety and Motor Vehicles, The Florida Rider Training Program and The Motorcycle Safety Foundation. The Heating, Ventilation, Air Conditioning/Refrigeration 1 & 2 (HVAC-R) programs are accredited through HVAC Excellence for Heating & Air. All automotive programs have accreditation through the ASE Education Foundation.

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

LEON COUNTY SCHOOLS SUPERINTENDENT
Rocky Hanna

LEON COUNTY SCHOOL BOARD MEMBERS
Georgia “Joy” Bowen
Darryl Jones
DeeDee Rasmussen
Alva Striplin
Rosanne Wood

DIRECTOR
Shelly Bell

ASSISTANT DIRECTORS
Paul Lambert Tiffany Williams Matt Zadra

General School Information

Main Campus	**850.487.7555**
Fax	850.922.3880
Administration	**850.487.7634**
Fax	850.922.3880
Aviation Program	**850.488.2461**
Fax	850.488.2735
Business Office	**850.487.7413**
Fax	850.487.7492
Financial Aid	**850.487.7421**
Fax	850.487.7589
Testing Center	**850.487.7410**
Fax	850.487.7416
Public Relations	**850.487.7634**
Fax	850.922.3880
Student Services	**850.487.7473**
Fax	850.487.7430

Mailing Address:
Lively Technical College
500 North Appleyard Drive
Tallahassee, Florida 32304-2895

Office Hours:
8:00 a.m. – 4:00 p.m. Monday-Friday
Summer and holiday hours may vary.

Main Campus:
On the west side of Tallahassee the main campus is located at 500 North Appleyard Drive between Pensacola Street (HWY 20) and West Tennessee Street (HWY 90).

Extension Campus (AVIATION):
The Aviation campus is located at Tallahassee Regional Airport. Entrance is located north of the terminal at 3290 Capital Circle S.W., Tallahassee, Florida 32310.

Nondiscrimination Notification and Contact Information

"No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society. Admission policies and practices are outlined in the Lively Technical College Course Catalog and Student Handbook, as well as at www.livelytech.com.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Deana McAllister, Assistant Superintendent
Equity Compliance Officer
2757 West Pensacola Street, Tallahassee, Florida 32304
(850) 487-7193 * mcallisterd@leonschools.net

Tonja Fitzgerald, Director
Equity Compliance Officer (Students)
2757 West Pensacola Street, Tallahassee, Florida 32304
(850) 487-7309 * fitzgeraldt@leonschools.net

Wallace Knight, Director
Title IX Coordinator
2757 West Pensacola Street, Tallahassee, Florida 32304
(850) 487-7193 * knightwa@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:
Jennifer Benton, 504 Specialist
(850) 487-7317 * bentonj@leonschools.net

Leon County School Board (LCSB) offers the following career and technical programs, including career academies wherein students may earn industry certification: Automotive Service Technology 1 & 2, Aviation Airframe Mechanics, Aviation Powerplant Mechanics, Baking & Pastry Arts, Barbering, Building Trades & Construction Design Technology, Cosmetology, Diesel Maintenance Technician, Diesel Systems Technician 1 & 2, Digital Design 1&2, Digital Media/Multimedia Design, Electricity, Facials Specialty, Fundamental Foodservices Skills, Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1 & 2, Industrial Pipefitter, Legal Administration Specialist, Medical Administrative Specialist, Medical Assisting, Nails Specialty, Patient Care Technician, Practical Nursing, Professional Culinary Arts & Hospitality, Transit Technician 1 & 2, Welding Technology, and Welding Technology Advanced.

Please see the LTC course catalog for all admission requirements and a comprehensive list of all post-secondary programs.

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies).

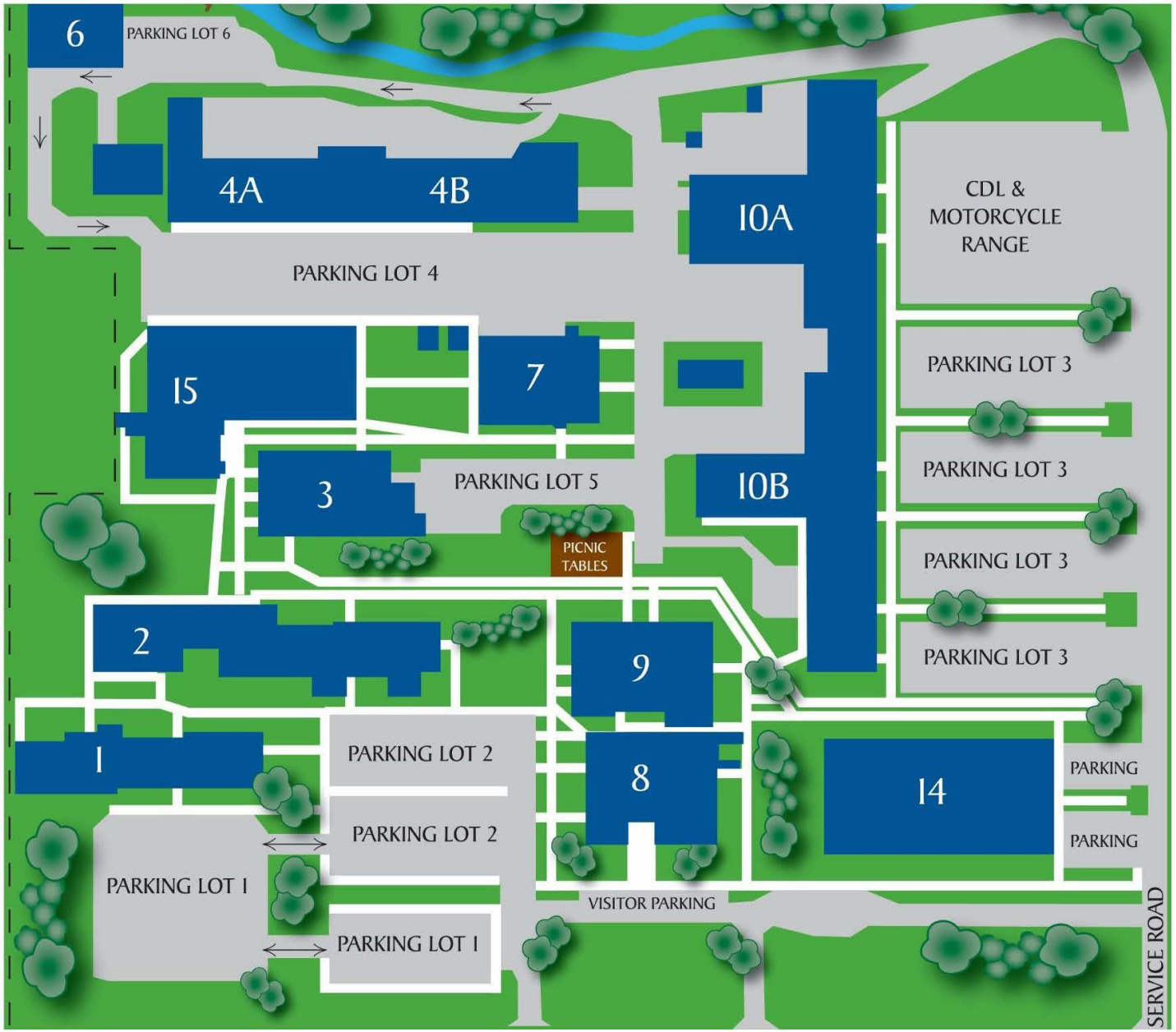
Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful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

Lively Technical College

CAMPUS MAP

500 N. APPLEYARD DRIVE

WWW. LIVELYTECH.COM



Program/Department	Bldg/Rm
Administration	8-103
Adult & Community Education	14
Applied Academics for Adult Education	9-110
Automotive	10A-130
Aviation	Tallahassee International Airport
Baking & Pastry Arts	3-112
Barbering	7-108
Bookstore	8-115
Building Trades & Construction Design	10B-185
Business Office	8-104
CDL	CDL Range
Cosmetology	2-115 & 2-200
Diesel	10A-103
Digital Design	9-113
Digital Media/Multimedia Design	9-113
Electricity	10B-162
Facial Specialty	2-229
Facilities/Safety	8-103
Financial Aid	8-124
Fundamental Foodservice	3-112
Health Education	15
Heating, Ventilations, Air Conditioning/Refrigeration	10A-151
Human Resources	8-103
Industrial Pipefitter	4A
Learning Resource Center	9-110
Legal Administrative Specialist	9-104A
Libby's Café	3-101D
Maintenance Supervisor	7-120
Medical Administrative Specialist	9-104A
Medical Assisting	15-206
Motorcycle Rider Training	10A-111
Nails Specialty	2-229
Patient Care Technician	15-207
Phlebotomy	15
Placement Center	9-110
Practical Nursing	15
Professional Culinary Arts & Hospitality	3-112
Professional Training Center (PTC Lab)	9-133
Registration	8-115
Student Services	9-148
Student Union	3-101
Testing Center	9-110
Transit Technician	10A-108
Veteran Affairs	8-124
Welding	4A
Wellness Center	6

Aviation Campus Location:
3290 Capital Circle SW, Tallahassee, Florida 32310

Rev.2.22.2022

Lively Technical College

Change Your Life!

2022-2023 Course Listing

CAREER IN A YEAR

Architecture and Construction

Building Trades & Construction Design Technology
Electricity
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC-R) 1
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC-R) 2
Industrial Pipefitter

Arts, A/V Technology & Communication

Digital Design 1
Digital Design 2
Digital Media/Multimedia Design

Business, Management & Administration

Legal Administrative Specialist
Medical Administrative Specialist

Health Science***

Medical Assisting**
Nursing Assistant (Articulated)**
Patient Care Technician**
Phlebotomy
Practical Nursing**

Hospitality & Tourism

Baking & Pastry Arts
Fundamental Foodservice Skills
Professional Culinary Arts & Hospitality

Human Services

Barbering**
Cosmetology**
Facials Specialty**
Nails Specialty**

Manufacturing

Welding Technology
Welding Technology Advanced

Short Courses

Commercial Driving License (CDL) Testing
Motorcycle Rider Training

Transportation, Distribution & Logistics

Automotive Service Technology 1
Automotive Service Technology 2
Aviation Airframe Mechanics*
Aviation Powerplant Mechanics*
Diesel Maintenance Technician
Diesel Systems Technician 1
Transit Technician 1

* Program takes longer than one year to complete.

**Licensure Programs

***For all health education programs: During these times, guidance and regulations around mandatory COVID-19 vaccines continue to change. As a clinical requirement, some of our contracted healthcare facilities may be authorized under law to require specific vaccinations. Lively Technical College is committed to closely monitoring the situation in order to communicate changes and requirements to students in a timely manner. However, by applying for a health education program that has clinicals as a requirement for completion of the program, students must acknowledge that they may be required to obtain a COVID-19 vaccine at any point in the program to be in compliance with the clinical site requirements. Students must acknowledge that failure to be in compliance with the COVID-19 vaccine may result in withdrawal from the program.

Applications available at www.livelytech.com.
For more information click on the individual program page.

850-487-7555
www.livelytech.com
500 North Appleyard Drive
Tallahassee, FL 32304
Airport Location:
3290 Capital Circle SW,
Tallahassee, Florida 32310

The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information.

R. 09/22

2022-2023 Traditional Student Calendar

2022		
August	10	Student Report
September	5	Labor Day Holiday
	26	Fall Holiday
October	17	Teacher Planning/Inservice Day
November	11	Veterans Day Holiday
	21-25	Thanksgiving Holiday
December	19-30	Winter Holidays
2023		
January	2	Winter Holiday
	3	Teacher Planning/Inservice Day
	4	Students Return
	16	Martin Luther King Holiday
February	20	Presidents Day Holiday
March	13-17	Spring Break
	20	Student Return
April	7	Spring Holiday
May	29	Memorial Day Holiday

Depending on program of enrollment, student calendar may be different from calendar above.

Program Matrix

PROGRAM DETAILS		LOCATION		DAYS					TIMES						OFFERED	
	HOURS	MAIN	AIRPORT	M	T	W	R	F	FULL TIME	PART TIME	PART TIME	NIGHT PROGRAM	DELIVERY MODE	Pell Eligible	AUG 2022	JAN 2023
Applied Academics for Adult Education (AAAE)		•		•						9:00 am - 12:00 pm		M 4:30– 6:00 pm	Hybrid		•	•
Automotive Service Technology 1	1050	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am	12:15 pm - 4:00 pm		Traditional	•	•	•
Automotive Service Technology 2	750	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am	12:15 pm - 4:00 pm		Traditional	•	•	•
Aviation Airframe Mechanics	1350		•	•	•	•	•	•	8:00 am - 3:00 pm				Traditional	•	•	•
Aviation Powerplant Mechanics	1350		•	•	•	•	•	•	8:00 am - 3:00 pm				Traditional	•	•	•
Baking & Pastry Arts	600	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am			Traditional	•	•	•
Barbering	900	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am	12:15 pm - 4:00 pm		Hybrid	•	•	•
Building Trades & Construction Design Technology	900	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am	12:15 pm - 4:00 pm		Traditional	•	•	•
Cosmetology	1200	•		•	•	•	•	•	8:00 am - 4:00 pm			M-TH 5:00 - 9:00 pm	Hybrid	•	•	•
Diesel Maintenance Technician	600	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am	12:15 pm - 4:00 pm		Traditional	•	•	•
Diesel Systems Technician 1	1050	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am	12:15 pm - 4:00 pm		Traditional	•	•	•
Digital Design 1	600	•		•	•	•	•		8:00 am - 4:00 pm		12:15 pm - 4:00 pm		Hybrid	•	•	•
Digital Design 2	600	•		•	•	•	•		8:00 am - 4:00 pm		12:15 pm - 4:00 pm		Hybrid	•	•	•
Digital Media/ Multimedia Design	1050	•		•	•	•	•		8:00 am - 4:00 pm		12:15 pm - 4:00 pm		Hybrid	•	•	•
Electricity	1200	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am			Traditional	•	•	•
Facials Specialty	220	•		•	•	•	•		1:00 pm - 9:00 pm			M-TH* 5:00 - 9:00 pm (enrollment only in August and January)	Hybrid		*August 10 October 3 *January 4 March 6	
Fundamental Foodservice Skills	600	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am			Traditional	•	•	•

Program Matrix

PROGRAM DETAILS		LOCATION		DAYS					TIMES						OFFERED	
	HOURS	MAIN	AIRPORT	M	T	W	R	F	FULL TIME	PART TIME	PART TIME	NIGHT PROGRAM	DELIVERY MODE	Pell Eligible	AUG 2022	JAN 2023
Heating, Ventilation, Air-Conditioning/ Refrigeration (HVAC/R) 1	750	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am		M-T 5:00 - 9:00 pm	Traditional	•	•	•
Heating, Ventilation, Air-Conditioning/ Refrigeration (HVAC/R) 2	600	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am		M-TH 5:00 - 9:00 pm	Traditional	•	•	•
Industrial Pipefitter	600	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am		M-TH 5:00 - 9:00 pm	Traditional	•	•	•
Legal Administrative Specialist	1050	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am	12:15 pm - 4:00 pm		Distance	•	•	•
Medical Administrative Specialist	1050	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am	12:15 pm - 4:00 pm		Distance	•	•	•
Medical Assisting	765	•		•	•	•	•		8:00 am - 4:00 pm			M-TH 5:00 - 9:00 pm	Traditional	•	•	•
Nails Specialty	180	•		•	•	•	•		1:00 pm - 9:00 pm			M-TH* 5:00 - 9:00 pm (enrollment only in August and January)	Hybrid		*August 10 October 3 *January 4 March 6	
Nursing Assistant (Articulated) (program to be completed in approx 8 weeks)	165	•		•	•	•	•		8:00 am - 4:00 pm			M-TH 5:00 - 9:00 pm	Traditional		August 10 September 27 January 4 March 1	
Patient Care Technician	600	•		•	•	•	•		8:00 am - 4:00 pm			M-TH 5:00 - 9:00 pm	Traditional	•	•	•
Phlebotomy	165	•		•	•	•	•		8:00 am - 4:00 pm				Traditional		August 10 September 27 January 4 March 1	
Practical Nursing	1350	•		•	•	•	•		8:00 am - 4:00 pm				Traditional	•	•	
Professional Culinary Arts & Hospitality	1200	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am			Traditional	•	•	•
Transit Technician 1	620	•		•	•	•	•		8:00 am - 4:00 pm	8:00 am - 11:45 am	12:15 pm - 4:00 pm		Traditional	•	•	•
Welding Technology	1050	•		•	•	•	•	•	8:00 am - 4:00 pm Days M-TH	8:00 am - 11:45 am Days M-TH	12:15 pm - 4:00 pm Days M-TH	M-TH 5:00 - 10:00 pm F 5:00 – 9:00 pm	Traditional	•	•	•
Welding Technology Advanced	750	•		•	•	•	•	•	8:00 am - 4:00 pm Days M-TH	8:00 am - 11:45 am Days M-TH	12:15 pm - 4:00 pm Days M-TH	M-TH 5:00 - 10:00 pm F 5:00 – 9:00 pm	Traditional	•	•	•

Program Delivery Mode:

Hybrid:
Programs that are offered through a HYBRID delivery model combine face-to-face classroom instruction with online learning activities. During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The online components may include multimedia-enhanced content and channels for ongoing discussion. Students enrolled in a course that is delivered through a hybrid delivery model are encouraged to have computer and internet access at home.

Distance:
Programs that are offered thorough a DISTANCE delivery model refer to students learning 100% remotely, off campus. Students will complete course work through an online learning system designed to be carried out remotely by using electronic communication. Distance learning will include both synchronous and asynchronous learning. Students enrolled in a course that is delivered through a distance delivery model must have computer and internet access at home.

Synchronous means "at the same time." It refers to a method of education delivery that happens in real-time. It requires live communication online. It uses technology, such as Zoom, to achieve this. Asynchronous learning occurs when students access course content beyond the scheduled meeting or class time and interact through online conversations, quizzes, or video comments on their own schedule.

Traditional:
Programs offered thorough a TRADITIONAL delivery model involves instruction taking place between an instructor and students where students are physically present on campus.

ENROLL IN 4 EASY STEPS

Individuals may apply for full time or part time admission. Most of the training programs at Lively Technical College have minimum admission or state licensure requirements. Applicants should have the basic skills necessary for potential success in the training program and the career field they have chosen. Classes are available to assist students in improving basic skills.

Student Services advisors are available for consultation regarding program choices and career planning. Call Student Services at 850.487.7473 to speak with an advisor.

STEP 1- COMPLETE THE ONLINE APPLICATIONS:

Use the following link for the school application www.livelytech.com

What you will need to complete your application:

- Two forms of documentation providing at least 12 consecutive months of residency prior to enrolling.
- Complete Residency Affidavit. This must be completed for tuition purposes pursuant F.S. 1009.21. Documents supporting the establishment of legal residence in FL, GA, or AL must be dated, issued, or filed 12 months prior to the first day of classes of the term for which an in-state classification is sought.
- Official transcript from high school, GED, college diploma or basic skills assessment results. For copy of GED go to www.myged.com

If you have difficulty uploading documents to your application we recommend submitting these documents to ltc.studentservices1@leonschools.net.

STEP 2 – STUDENT SERVICES CONTACT

Upon receipt of your application Student Services will review your enrollment information and contact you regarding additional required documents and your next steps.

Once it has been determined by Student Services that all of the required documents have been submitted you will be directed to the Financial Aid department or Registration department

STEP 3 - PREPARE FOR PAYMENT

Apply for the Federal Pell Grant (FAFSA) or request documents needed for other funding methods (VA, Career Source, etc.). Students who have not established one year of residency in Florida, Georgia or Alabama will be charged Out-of-State fees.

Complete the Federal Student Aid (FAFSA) online application at www.studentaid.gov ***(School code: 013997)***

STEP 4-MEET WITH A FINANCIAL AID ADVISOR

Financial Aid will check for all needed financial aid documents (Pell Grant verification letter, etc.) and contact you. Be sure to notify them of any additional grants, scholarships, or waivers in order to your deferment. (If you are self-pay, you may skip this step.)

Registration will not be officially complete until tuition, registration, lab and other applicable fees have been paid.
Student ID and Parking Decal are included in the cost of registration.

IMPORTANT ENROLLMENT INFORMATION

Health Education programs have program specific applications and application deadlines for each program.

All program specific applications can be found by visiting: https://www.livelytech.com/applications/

How do I know if I am exempt from taking the Basic Skills Assessment?

All students who enroll in Workforce Education Certificate Programs of 450 hours or more will complete a basic skills examination approved by the Florida Department of Education. Admission policies require that all students take an academic skills test or provide proof of acceptable forms of exemption from testing. (See below). The academic skills test measures basic skills in reading, mathematics and English/language.

You may be exempt from the academic skills test if you: **Proof of exemption status is required.**

- Possess an Associate of Applied Science Degree or higher
- Have taken one of the following and met the required scores with in the last two years: ACT, SAT, ACCUPLACER, or P.E.R.T.
- Earned a valid **Florida standard high school** diploma since 2007, official transcript required
- Earned a GED since 2014, official transcript required. For copy transcript go to www.myged.com.
- Are an active duty member of any branch in US Armed Services
- Passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program, which you are enrolling.

Contact Information:

Address:
Lively Technical College
Student Services, Building 9
500 N Appleyard Drive
Tallahassee, FL 32304

Email Address: ltc.studentservices1@leonschools.net
Phone: 850.487.7473
Fax: 850.487.7430

CLOCK HOUR SCHOOL

Lively Technical College (LTC) is a clock hour school. A clock hour is defined as a period of time consisting of a 50 to 60-minute class, lecture, recitation, faculty-supervised lab, shop training, or externship period.

ACADEMIC YEAR

Our Academic Year is classified as 900 clock hours and 30 weeks.

COST OF ATTENDANCE

Program enrollment costs are broken down by enrollment periods. However, our Cost of Attendance (COA) is the estimated full and reasonable cost of completing a full year as a fulltime student. Numbers below are based on 2021-2022 rates.

	Cost of Attendance (9 month estimate of expenses)
Dependents	
Tuition	$3,066.00
Registration / Lab Fees	$2,230.00
Books / Supplies	$1,074.00
Room / Board	$4,950.00
Other (Pers / Transportation)	$6,192.00
TOTAL	**$17,512.00**
Independents	
Tuition	$3,066.00
Registration / Lab Fees	$2,230.00
Books / Supplies	$1,074.00
Room / Board	$11,925.00
Other (Pers / Transportation)	$6,930.00
TOTAL	**$25,225.00**
Out-of-State Independent	
Tuition	$12,295.50
Registration / Lab Fees	$2,230.00
Books / Supplies	$1,074.00
Room / Board	$11,925.00
Other (Pers / Transportation)	$6,930.00
TOTAL	**$34,454.50**

TUITION & FEES

The LCSB, within the guidelines set forth by the Florida legislature, approves tuition fee schedules. For Florida residents, tuition fees for a Workforce Education Certificate Program are assessed at a Rate of $2.92 per hour for Florida residents and $11.71 per hour for Non-Florida residents. Continuing Workforce Education courses are assessed at a Rate of $5.84 per hour for Florida residents and $23.42 per hour for Non-Florida residents. Non-residents must pay out-of-state tuition fees. Additional costs include the purchase of required textbooks; supplies/kits; uniforms, shoes, license or certification fees (if applicable); and required program materials and equipment. Any remaining money collected from program fees will be used to directly benefit the student that paid the fee. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

All students are responsible for all fees associated with their education at LTC. Any fees not covered by Financial Aid, Scholarship Awards or other funding sources due to, but not limited to, a change in eligibility becomes the individual students' financial obligation to LTC.

LTC will use a collection agency for delinquent accounts. If a student account is sent to a collection agency, students will be liable for all collection agency fees, attorney fees and other applicable charges necessary for the collection of their debt. Student contact information will be provided to the collection agency and written, verbal and electronic attempts to collect the debt will be made. Additionally, LTC reserves the right to report to credit bureaus.

CONTINUING WORKFORCE EDUCATION

Students may enroll in any program, with the permission of the instructor, to enhance their skills, remediate for a licensure exam and/or practice skills. Students will be considered as Continuing Workforce Education students and must enroll for a minimum block of 30 hours. The 30 hours must be completed within a 4-week schedule and the schedule must be pre-arranged with the instructor.

Tuition will be assessed at a rate of $5.84 per hour for Florida residents and $23.42 per hour for Non-Florida residents. Additionally, students will be charged $25.00 for registration, $25.00 for facility fees and $25.00 lab fees. Students who wish to enroll in subsequent blocks of 30 hours will only be assessed the registration and facility fees once within a semester. The lab fees will be assessed for each block of 30 hours. All students will be required to complete the Lively online application. The specific hours of attendance will be approved by the instructor and recorded in FOCUS.

Students enrolled in Continuing Workforce Education hours are NOT eligible for financial aid. Students who wish to purchase books, instructional licenses and/or tool kits will be assessed the cost typically associated with the program.

FEE EXEMPTION REQUEST

All fee exemptions must be submitted to the Office of Financial Aid for authorization prior to registration. Authorized exemptions must be presented at time of enrollment and all LTC exemption documents must be completed to its entirety.

LATE REGISTRATION

Late registration is held the first week of each semester. A late fee of $25.00 is assessed to students registering during the first week of the semester.

STUDENT ACCIDENT INSURANCE

All students are offered the opportunity to purchase student accident insurance through a carrier approved by the LCSB. Students are encouraged to purchase the policy, especially those enrolling in shop courses that have exposure to potentially dangerous materials and equipment. Student insurance forms are available in Student Services.

STUDENT ID/PARKING PERMIT

Access/ID cards and parking permits are issued in Registration each school year. There is a replacement fee of $10.00 for an access/ID card and $10.00 for a parking permit.

Lively's facility is a limited-access campus. Student ID's are to be worn at all times while students are on LTC's campus. Parking in all lots other than designated visitor parking is by permit only. Student vehicles are required to be registered and must display a valid Lively parking permit. Temporary parking permits must be displayed in plain view on the vehicle's dashboard. Unauthorized and improperly parked vehicles may be ticketed and/or towed at owner's expense.

TRANSFER POLICY

Intra school transfers are permitted within the add/drop period. Such transfers must be approved by the instructor to whom the student is transferring, a Student Services staff member (who verifies student's standing in current program) and, if applicable, the agency funding the student's program costs. Eligible students are permitted one program transfer per semester for a total of two per year. Exceptions may be granted by administration.

Transfers from other institutions are evaluated by the program instructor and Student Services staff, using the F.A.S.T.E.R. system (outside transfer students will need to provide an official transcript); a review of the official records indicating clock/credit hours; attainment of occupational completion points and/or competencies according to the curriculum frameworks approved by the Florida Department of Education. Unless federal or state requirements prohibit the attainment of competencies based on mastery, incoming transfer students may obtain additional credit toward program completion based upon demonstrate master and/or other assessment as documented by the program instructor. In case of dispute, the final determination shall be made by the program administrator, based on the recommendation of the program instructor.

TRANSCRIPTS

Transcript request must be submitted to Registration, along with a $10.00 service charge. Requests typically take 3-5 business days to complete.

REFUND POLICY/WITHDRAWAL FROM PROGRAM

If a student is withdrawn for attendance or not meeting SAP, they will not be allowed to re-enroll for an entire semester prior to returning to any program.

Please note: Any bookstore charges are the responsibility of the student and there are no refunds of books for any reason.

The student is personally responsible for all outstanding tuition and fees if the funding source obtained fails to pay their fees due to attendance, grades, not meeting SAP, being withdrawn, etc. The School will take steps to obtain the payment of tuition and fees and reserves the right to apply one or more of the following restrictions to any student who defaults:

- Withdrawal of courses and/or cancellation of current registration.
- Withholding of correspondence, including official transcripts.
- Refusal of permission to return and re-register for the next academic term.
- Withholding all award certificates.

- Refusal to allow attendance at graduation ceremonies.

LTC also reserves the right to refer a student's unpaid accounts to an external collection agency. Failure to comply with the requests of the external agency may result in seeking recovery of any outstanding tuition and fees through the courts.

Courses under 75 hours will not receive a refund of any kind unless the course is cancelled or a change is initiated by LTC. Tuition, fees and lab fees are routinely refunded if a continuing education course does not begin as scheduled or is cancelled.

Tuition and lab fees will be routinely refunded if a class or course does not begin as scheduled or is cancelled. Refunds will not be issued within four weeks of the semester ending. Workforce Education Career Certificate Program refunds shall be permitted only under the following circumstances:

Add/Drop

Students who withdraw prior to or during the add/drop period for any Workforce Education Career Certificate Program will be refunded 100% tuition, miscellaneous and lab fees minus any received items (unless otherwise instructed by administration/instructor). Students must withdraw through Student Services. It is the responsibility of the student to provide documentation to the Registration Office within the five business days of the last date of attendance. LTC will initiate refund.

Medical Withdrawal

In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, a tuition refund will be prorated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, LTC will initiate refund.

Students must provide documentation from a treating healthcare provider attesting to and in support of the medical withdrawal. Medical documentation must be provided by a licensed healthcare professional who has appropriate and comprehensive training, relevant experience, and no personal relationship with the individual being evaluated.

Medical documentation should be prepared on letterhead, typed, dated, and bear the signature of the evaluator. Please make sure the documentation includes the name, title, contact information, and professional credentials of the evaluator.

The documentation must include the following:

- Statement of the medical/psychological condition and how this condition impacts the student's ability to complete their program of study
- Healthcare provider's recommendation for a medical withdrawal

A licensed health care provider may include a licensed medical (e.g., physician, nurse practitioner, physician's assistant) or mental health care provider (e.g., psychologist, counselor, social worker).

Death

In the event of a death of the student, parent, child or spouse, notification must be provided with proper documentation to the Registration Office within five business days of the student's last date of attendance. Tuition refund will be prorated. Upon approval, LTC will initiate refund. The purpose of a medical withdrawal is to provide students time away from campus for the treatment of a physical or mental health condition that significantly impacts their ability to function safely or successfully as a member of our Lively community.

Class Rescheduled

In the event LTC must reschedule a class, course or program, including change in date or time, tuition, lab and registration fees will be refunded. LTC will initiate refund.

Other Circumstances

Students who withdraw with documentation due to service with a foreign aid service of the Federal Government, such as the Peace Corps; or to serve on an official church mission; or due to military duty activation or relocation (for those students who are active National Guard or military before and during program enrollment) tuition and fees will be refunded to be prorated to the last date of attendance.

ENROLLMENT REQUIREMENTS

In-state Residency for Florida, Georgia & Alabama

A "resident for tuition purposes" is an independent person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence for at least twelve (12) months. Residency must be for the purpose of establishing a permanent legal residence and not merely to just attend school at an institution of higher education. To qualify as resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the Bureau of Citizenship and Immigration Services. Other persons not meeting the twelve (12) month legal residence requirement may be classified as residents for tuition purposes only, if they fall within one of the limited special categories authorized by the legislature

Documents supporting the establishment of legal residence in Florida, Georgia or Alabama must be dated, issued, or filed 12 months prior to the first day of classes of the term for which an in-state classification is sought.

Who may be eligible to establish in-state residency for tuition purposes?

- U.S. citizens, permanent resident aliens, and certain Visa categories, Independent persons (not claimed by anyone other than themselves for Federal Income Tax purposes), who have resided, and been employed in a permanent, fulltime position, in Florida for the last 12 months or more. Independent: 24 years of age or older; married (must provide marriage certificate if student is under 24); has children who receive more than half of their support from the student; has other dependents who live with and receive more than half their support; is a veteran of the U.S. Armed Forces or is currently serving on active duty (provide DD214); both of the student's parents are deceased (provide death certificates); student was (until age 18) a ward of the court.
- Dependent: All students who do not meet the definition of an independent student shall be classified as dependent. Either parent or legal guardian of a dependent child. Federal Income Tax documents will be required to prove dependency. The term "dependent child" means any person, whether or not living with his/her parent or legal guardian, who is eligible to be claimed by his/her parent or legal guardian as a dependent under the Federal Income Tax and who receives more than 50% of the true cost of living expenses from his/her parent or legal guardian.

Who is not eligible to establish in-state residency for tuition purposes?

- Students who are dependent on out-of-state parents (claimed on the parent(s) Federal Income Tax form).
- Students who moved to the State of Florida for the sole purpose of attending an institution of higher education.
- Students who claim independence but cannot document independence.
- Certain Visa categories.

Who is exempt from establishing in-state residency for tuition purposes?

- Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2)(c)(d) and (f). Provide proof of exemption.
- Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98(a) 1. Provide copy of FL Prepaid card.
- Out-of-state fee waiver for honorably discharged veterans of the U.S. Armed Forces, U.S. Reserve Forces, or the National Guard, who reside in the state while enrolled at a state university, FCS institution, career center operated by a school district under s. 1001.44, or charter technical center. F.S 1009.26. Provide copy of DD214.

SECONDARY STUDENTS (CAREER DUAL ENROLLED)

Secondary students may elect to be dually enrolled at their high school and LTC. Career dual-enrolled students will attend class part time at their home school and enroll part time in a workforce education program on the LTC campus or designated secondary school.

Students must meet the following criteria:

- Have a minimum 2.0 unweighted GPA
- Have satisfactory attendance
- Have completed the 11 high school credits and be 16 years old
- Have a TABE assessment score

To apply, students must contact their high school guidance counselor or District Dual Enrollment Coordinator Sean Friend at friends@leonschools.net or Chelsea Williams at williamsc9@leonschools.net.

TESTING REQUIREMENTS

LTC follows recommendations established by the Florida Department of Education and Division of Workforce Education for technical assistance on assessment. The State Board of Education adopts, by rule, standards of basic skills mastery for all students completing postsecondary career certificate programs of 450 hours or more. Students enrolling in these certificate programs must complete a basic skills assessment within the first six weeks of admission to the program, testing must occur prior to enrollment. The basic skills requirements for career education programs are exit requirements, not entry or placement requirements.

A student may enter the career education program before reaching the minimum basic skills levels, but may not receive a Career Certificate of Completion until basic skills requirements are met. Students exempted from the minimum basic skills test would need to meet the guidelines in accordance with Section 1004.91. F.S.

Remediation must be provided to assist students to attain the required basic skills levels. The remediation may be provided concurrently with enrollment in the career education program, or, in certain cases (i.e. programs with waiting lists), prior to entry into the career education program. Students who do not meet the basic skills requirement upon entry shall be concurrently enrolled in the Applied Academics Adult Education program for remediation or must provide proof of ongoing remediation with another facility or institution. Students who are more than two grade levels below the exit level requirement shall be enrolled part time into to a career education program and AAAE for enrichment. Students who withdraw from AAAE prior to meeting exit level requirements will be withdrawn from career education program as well.

BASIC SKILLS ASSESSMENT EXEMPTIONS

You may be exempt from the Basic Skills testing if student:

- Possess a college degree at the associate in applied science level or higher
- Demonstrate readiness for public postsecondary education pursuant to F.S. 1008.30
- Earned a standard Florida public high school diploma since 2007 (entered 9th grade in 2003-04 school year or any year thereafter) or earned a GED in 2014 or any year thereafter. Official transcript is required.
- Passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program which you are enrolled
- Are an active duty member of any branch of the United States Armed Services

You MUST provide an official high school transcript with a graduation code at time of registration for exemption to be applied.

BASIC SKILLS LICENSURE EXEMPTION LIST

Licensure exemptions are listed as Certification Codes from the Division of Career and Adult Education Industry Certification Descriptions. If a student is unable to meet the basic skills requirements on the post-test for basics skills requirements, they may sit for one of the related exams listed below and if they earn that industry certification, they may be counted as a program completer (s. 1004.91, F.S.).

Title	Program #	Certification Code & Certification Title
Automotive Service Technology 1	T400700	FLADA001 Florida Automobile Dealers Association (FADA) Certified Technician NIASE002 ASE Master Automobile Technician NIASE007 ASE Automobile/Light Truck Technician: Brakes (A5) NIASE008 ASE Automobile/Light Truck Technician: Electrical/Electronic Systems (A6) NIASE010 ASE Automobile/Light Truck Technician: Engine Repair (A1) NIASE014 ASE Automobile/Light Truck Technician: Suspension and Steering (A4) NIASE076 ASE Auto Maintenance and Light Repair (G1)
Automotive Service Technology 2	T400800	FLADA001 Florida Automobile Dealers Association (FADA) Certified Technician NIASE002 ASE Master Automobile Technician NIASE005 ASE Automobile/Light Truck Technician: Automatic Transmission/Transaxle (A2) NIASE007 ASE Automobile/Light Truck Technician: Brakes (A5) NIASE008 ASE Automobile/Light Truck Technician: Electrical/Electronic Systems (A6) NIASE009 ASE Automobile/Light Truck Technician: Engine Performance (A8) NIAES010 ASE Automobile/Light Truck Technician: Engine Repair (A1) NIASE011 ASE Automobile/Light Truck Technician: Heating and Air Conditioning (A7) NIASE012 ASE Automobile/Light Truck Technician: Manual Drive Train and Axles (A3) NIASE014 ASE Automobile/Light Truck Technician: Suspension and Steering (A4) NIASE076 ASE Auto Maintenance and Light Repair (G1)
Aviation Airframe Mechanics	T640300	FEDAA002 FAA Aviation Maintenance Technician – General FEDAA004 FAA Aviation Maintenance Technician – Airframe
Aviation Powerplant Mechanics	T640400	FEDAA002 FAA Aviation Maintenance Technician – General FEDAA010 FAA Aviation Maintenance Technician – Powerplant
Baking and Pastry Arts	N100600	NRAEF003 Certified Food Protection Manager (ServSafe®) NRAEF001 Foodservice Management Professional (FMP) NRFSP001 Certified Food Safety Manager
Barbering	I120438	FLDOP001 Barber
Building Trades & Construction Design Technology	C100100	NCCER207 NCCER Construction Technology NCCER254 NCCER Project Management HBINS002 Pre-Apprenticeship Certificate Training (PACT), Building Construction Technology CMAOA001 Certified Construction Manager (CCM)
Cosmetology	D500100	FLDOP002 Cosmetologist
Diesel Maintenance Technician	T440400	NIASE016 ASE Medium/Heavy Truck Technician: Brakes (T4) NIASE031 ASE Medium/Heavy Truck Technician: Preventive Maintenance Inspection (T8) NIASE056 ASE Transit Bus Technician: Brakes (H4) NIASE060 ASE Transit Bus Technician: Preventive Maintenance and Inspection (H8)

		NIASE071 ASE - Light Vehicle Diesel Engines (A9)
Diesel Systems Technician 1	T650100	NIASE016 ASE Medium/Heavy Truck Technician: Brakes (T4) NIASE020 ASE Medium/Heavy Truck Technician: Diesel Engines (T2) NIASE021 ASE Medium/Heavy Truck Technician: Drive Train (T3) NIASE023 ASE Medium/Heavy Truck Technician: Electrical/Electronic Systems (T6) NIASE026 ASE Medium/Heavy Truck Technician: Heating, Ventilation, and A/C (HVAC) NIASE031 ASE Medium/Heavy Truck Technician: Preventive Maintenance Inspection (T8) NIASE033 ASE Medium/Heavy Truck Technician: Suspension and Steering (T5)
Digital Design 1	K700100	ADOBE018 Adobe Certified Associate (ACA) - Premiere Pro ADOBE020 Adobe Certified Associate (ACA) - Illustrator ADOBE021 Adobe Certified Associate (ACA) - InDesign ADOBE022 Adobe Certified Associate (ACA) - Photoshop (Creative Cloud 2015 or later) ADOBE024 Adobe Certified Professional in Visual Design (Requires Photoshop and Illustrator or InDesign)
Digital Design 2	K700200	ADOBE020 Adobe Certified Associate (ACA) - Illustrator ADOBE021 Adobe Certified Associate (ACA) - InDesign ADOBE022 Adobe Certified Associate (ACA) - Photoshop (Creative Cloud 2015 or later)
Digital Media/Multimedia Design	K100200	PROSO022 CIW Web Design Specialist ADOBE023 Adobe Certified Professional in Video Design (Requires Premiere Pro and After Effects or Photoshop) ADOBE024 Adobe Certified Professional in Visual Design (Requires Photoshop and Illustrator or InDesign)
Electricity	I465712	HBINS006 HBI Pre-Apprenticeship Certificate Training (PACT), Electrical HVACE011 HVAC Excellence Employment Ready - Electrical IECON003 Journeyman Electrician IECON004 Residential Wireman NCCER208 NCCER Electrical - Level 1 (Postsecondary) NCCER211 NCCER Electrical - Level 4 (Postsecondary) NJATC001 NJATC Electrical - Level 5
Heating, Ventilation, Air Condition/Refrigeration (HVAC-R)1	I470203	HVACE001 HVAC Excellence Employment Ready – Heat Pump HVACE002 HVAC Excellence Employment Ready – Air Conditioning HVACE003 HVAC Excellence Employment Ready – Light Commercial Air Conditioning HVACE004 HVAC Excellence Employment Ready – Electric Heat HVACE005 HVAC Excellence Employment Ready – Light Commercial Refrigeration HVACE006 HVAC Excellence Employment Ready – Gas Heat HVACE011 HVAC Excellence Employment Ready – Electrical HVACE015 HVAC Excellence Professional Level - Heat Pump Service NATEX001 Air Conditioning Service Technician NATEX002 Air Conditioning Installation Specialization NATEX003 Air to Air Heat Pump Installation Technician NATEX004 Air to Air Heat Pump Service Technician NATEX005 NATEX Industry Competency Exam (ICE) Commercial Refrigeration NATEX006 NATEX Industry Competency Exam (ICE) Light Commercial NATEX007 NATEX Industry Competency Exam (ICE) Residential NCCER222 NCCER HVAC - Level 4 (Postsecondary)
Heating, Ventilation, Air Condition/Refrigeration (HVAC-R)2	C400100	HVACE001 HVAC Excellence Employment Ready – Heat Pump HVACE002 HVAC Excellence Employment Ready – Air Conditioning HVACE003 HVAC Excellence Employment Ready – Light Commercial Air Conditioning HVACE004 HVAC Excellence Employment Ready – Electric Heat HVACE005 HVAC Excellence Employment Ready – Light Commercial Refrigeration HVACE006 HVAC Excellence Employment Ready – Gas Heat HVACE011 HVAC Excellence Employment Ready - Electrical

		HVACE015 HVAC Excellence Professional Level - Heat Pump Service NATEX001 Air Conditioning Service Technician NATEX002 Air Conditioning Installation Specialization NATEX003 Air to Air Heat Pump Installation Technician NATEX004 Air to Air Heat Pump Service Technician NATEX005 NATEX Industry Competency Exam (ICE) Commercial Refrigeration NATEX006 NATEX Industry Competency Exam (ICE) Light Commercial NATEX007 NATEX Industry Competency Exam (ICE) Residential NCCER222 NCCER HVAC - Level 4 (Postsecondary)
Industrial Pipefitter	I460514	NCCER249 NCCER Pipefitting - Level 4 (Postsecondary)
Legal Administrative Specialist	B072000	TAFLP001 Accredited Legal Professional (ALP) MICRO069 Microsoft Office Specialist (MOS) Bundle Certification (3 of 6) MICRO017 Microsoft Office Specialist Master
Medical Administration Specialist	B070300	MICRO017 Microsoft Office Specialist Master NATHA003 Certified Medical Administrative Assistant (CMAA)
Medical Assisting	H170515	AMAMA001 Certified Medical Assistant (CMA) AMEDT004 Registered Medical Assistant (RMA) NATHA009 Certified Clinical Medical Assistant (CCMA)
Patient Care Technician	H170694	FDMQA002 Certified Nursing Assistant (CNA) NATHA006 Certified Patient Care Technician (CPCT)
Practical Nursing	H170607	FDMQA017 National Licensed Practical Nurse (NCLEX-PN) NCSBN002 National Licensed Practical Nurse (NCLEX-PN)
Professional Culinary Arts & Hospitality	N109500	ACFED002 Certified Culinarian (CC) ACFED003 Certified Executive Pastry Chef (CEPC) ACFED004 Certified Master Chef (CMC) ACFED005 Certified Junior Culinarian ACFED006 Certified Fundamentals Cook NRSP001 Certified Food Safety Manager NRAEF003 Certified Food Protection Manager (ServSafe®)
Transit Technician 1	T660100	NIASE004 ASE School Bus Technician NIASE016 ASE Medium/Heavy Truck Technician: Brakes (T4) NIASE020 ASE Medium/Heavy Truck Technician: Diesel Engines (T2) NIASE021 ASE Medium/Heavy Truck Technician: Drive Train (T3) NIASE023 ASE Medium/Heavy Truck Technician: Electrical/Electronic Systems (T6) NIASE026 ASE Medium/Heavy Truck Technician: Heating, Ventilation, and A/C (HVAC) (T7) NIASE031 ASE Medium/Heavy Truck Technician: Preventive Maintenance Inspection (T8) NIASE033 ASE Medium/Heavy Truck Technician: Suspension and Steering (T5) NIASE045 ASE School Bus Technician: Body Systems and Special Equipment (S1) NIASE046 ASE School Bus Technician: Diesel Engines (S2) NIASE047 ASE School Bus Technician: Drive Train (S3) NIASE048 ASE School Bus Technician: Brakes (S4) NIASE049 ASE School Bus Technician: Suspension and Steering (S5) NIASE050 ASE School Bus Technician: Electrical/Electronic Systems (S6) NIASE051 ASE School Bus Technician: Air Conditioning Systems and Controls (S7) NIASE053 ASE Transit Bus Technician: Compressed Natural Gas (CNG) Engines (H1) NIASE054 ASE Transit Bus Technician: Diesel Engines (H2) NIASE055 ASE Transit Bus Technician: Drive Train (H3) NIASE056 ASE Transit Bus Technician: Brakes (H4) NIASE057 ASE Transit Bus Technician: Suspension and Steering (H5) NIASE058 ASE Transit Bus Technician: Electrical/Electronic Systems (H6) NIASE059 ASE Transit Bus Technician: Heating Ventilation and Air Conditioning (HVAC) (H7) NIASE060 ASE Transit Bus Technician: Preventive Maintenance and Inspection (PMI) (H8) NIASE090 ASE Entry-level - Truck: Brakes (TB)

		NIASE091 ASE Entry-level - Truck: Diesel Engines (DE) NIASE092 ASE Entry-level - Truck: Electrical/Electronic Systems (TE) NIASE093 ASE Entry-level - Truck: Steering & Suspension (TS) NIASE094 ASE Entry-level - Truck: Inspection, Maintenance, and Minor Repair (IM)
Welding Technology	J400400	AWELD003 AWS Certified Welder - FCAW Plate AWELD004 AWS Certified Welder - GMAW Plate AWELD005 AWS Certified Welder - GTAW Pipe (Carbon Steel) AWELD006 AWS Certified Welder - GTAW Pipe (Stainless Steel to Carbon Steel) AWELD007 AWS Certified Welder - GTAW Pipe (Stainless Steel) AWELD008 AWS Certified Welder - GTAW Plate NCCER062 NCCER Welding - Level 2 (Secondary) NCCER263 NCCER Welding – Level 1 (Postsecondary) NCCER265 NCCER Welding – Level 3 (Postsecondary)
Welding Technology Advanced	J400410	AWELD009 AWS Certified Welder - GTAW/SMAW Pipe (Carbon Steel) AWELD010 AWS Certified Welder - GTAW/SMAW Pipe (Chrome PWHT) AWELD011 AWS Certified Welder - SMAW Pipe AWELD012 AWS Certified Welder - SMAW Plate NCCER265 NCCER Welding – Level 3 (Postsecondary)

PAYMENT

Upon completion of all enrollment requirements, tuition and fees are paid. LTC accepts payment in cash, VISA, MasterCard, American Express, cashier's check and money orders. Student schedule changes are permitted within the add/drop period only. This includes program changes and/or any changes to the student's schedule.

STUDENT SERVICES

LTC's Student Services is comprised of multiple resources for students, including Testing, Guidance, Learning Resource Services, and Placement Services.

Hours of Operation: Monday – Friday 7:30 a.m. – 4:00 p.m.

For the week proceeding each semester and the first week of classes, Registration and Student Services hours may be extended. Summer and holiday hours may vary and will be posted. Hours are subject to change based on staff professional development activities and other district events. Notice of change in hours will be posted in the FOCUS student portal, social media sites and/or the administrative building doors.

GRADUATION

Students who have completed all program requirements and submitted a completed Full Completer Checklist are eligible to participate in the graduation ceremony. The ceremony is held in May of each year and family and friends are invited. The graduation/completion requirements are outlined in each program. Information will be provided to eligible students nearing completion. There is a fee of $40.00 for all programs to participate in graduation ceremonies. This fee is non-refundable.

FINANCIAL AID

Federal Pell Grant Program

- Please see the Financial Aid Policies and Procedures packet available in the Financial Aid Department and online for all guidelines and requirements for receiving aid.
- The Federal Pell Grant requires a new FAFSA application each academic year (July 1 – June 30). Applications are available online at studentaid.gov.
- All potential students must meet all LTC's entry requirements, including appropriate testing and program selection. Students must also meet with an LTC Financial Aid Officer for processing.
- LTC is a clock hour school. The Federal Pell grant award is based on a student's enrollment hours and weeks. Students must be enrolled a minimum of 225 hours per semester to qualify for the Pell Grant at LTC. Program length must be a minimum of 600 hours.
- Pell deferments are available for tuition, fees, books, and required supplies. Deferment will be permitted up to the total award amount for the initial payment period.
- It is the responsibility of the student to notify the Financial Aid office of any change in program and/or hours of enrollment prior to or at the time of any change. A change may result in an award adjustment, termination of aid, and/or an increase/decrease in

the cost of registration and tuition. Pell awards are based on continuous enrollment within an academic year without interruption up to the designated hours per program.

- Pell refunds and disbursements (funds after all deferments are paid) are disbursed through checks. Pell disbursements may be picked up from the Registration Office with a current Student ID.

OTHER TYPES OF FINANCIAL AID

Federal Student Assistance Grant (FSAG)

The FSAG grant is a state funded grant and is utilized for fees, books and supplies. The FSAG grant is a "first come, first serve" grant based on need and availability of funds. All students must apply for the Federal Pell Grant, be a Florida resident and enrolled to be eligible to receive the FSAG grant. Eligible students will be offered a FSAG Award based on the outcome of FAO verification and award process. Eligible students may receive a credit (amount determined by the Financial Aid Office and availability of funds) to be applied to their LTC student account.

Federal Supplemental Education Opportunity Grant (FSEOG)

This is a federally funded grant, which is an additional grant automatically awarded to financially needy students. This amount fluctuates based on the number of eligible students enrolled per semester, the number of hours enrolled, and the availability of funds. FSEOG awards will be made to students who have been determined to have the greatest financial need first. Remaining funds, if any, will be distributed to students with less financial need. Students must complete a FAFSA application online.

Bright Futures

LTC proudly accepts Bright Futures Student must be a Florida resident (and a U.S. citizen or eligible non-citizen) as determined by the student's postsecondary institution, and must enroll in a degree or certificate program of study at an eligible Florida postsecondary institution. Student must enroll for a minimum of 225 clock hours per term by the end of the drop/add period. Eligibility for the award begins in the fall term of each academic year.

Florida Prepaid & Other Scholarships

Florida Prepaid can be used at LTC. There are many scholarships that are accepted at LTC with individual guidelines. It is the student's responsibility to secure these scholarships and provide the necessary documentation to the LTC Office of Financial Aid. There are also a limited number of additional scholarships available in various programs, including the Wyatt Lambeth (Welding) Scholarship, and the NAWIC (National Association of Women in Construction) Scholarship, Daughters of the American Revolution (Women in Non-Traditional Programs) Scholarship and more.

Financial Aid Fee Trust (FAFT)

FAFT is a need-based grant that may help cover the cost of tuition, fees, books and supplies. Students who demonstrate financial need may be eligible to apply for Financial Aid Fee Trust (FAFT). A student demonstrates financial need when the Cost of Attendance exceeds awards by Pell, FSEOG, FSAG, waivers, or any other scholarship, grant, or benefit. Eligible students must complete a FAFT application and meet the outlined criteria.

TESTING CENTER

The Testing Center is committed to maintain high standards for excellence for all of our testing services in order to meet the growing needs of all of our students, the faculty, local businesses and industries, as well as Leon County and the surrounding areas. A full menu of available testing services is available at www.livelytech.com or by calling the testing office at 850-487-7410.

Tests of Adult Basic Education (TABE)

The Tests of Adult Basic Education (TABE) measure basic skills in reading, mathematics and language. TABE Testing is available in the Testing Center Monday - Thursday from 8:00 am to 4:00 pm (full battery testing must begin by 9:00 am) and Friday by appointment only. Students must present a valid picture I.D. Testing times may be extended during registration when necessary. These changes will be posted in Student Services and Testing. Please call 850-487-7410 for a complete schedule. Summer and holiday hours will vary.

Appointments are needed for TABE Testing. Please call 850-487-7410 to schedule a testing appointment. TABE Test takers should allow 4 ½ hours to complete the entire test and plan on an additional 15 minutes in order to register and pay a fee before the test begins. The fee for the TABE is $25.00 and is not refundable. A valid photo ID is required. Register in the Registration Office in Building 8. A copy of test scores will be provided upon completion of the examination. If a sealed transcript is required or you wish to have test scores faxed to another institution, a fee of $20.00 is required.

Other Exams:

LTC offers a wide variety of higher education computerized testing, as well as many other professional licensure and certification exams including Pearson Vue, Certiport, ServSafe, HESI and TEAS. Testing is open to LTC students, staff and faculty, and the public. The LTC Testing Center does not take walk-ins for Pearson Vue, Certiport, ServSafe, HESI, CASAS and TEAS exams.

You must register for Pearson Vue, Certiport, or ServSafe exams 24 hours in advance. You will need to provide your name, address, phone number, email, and credit card or voucher information. For more information, contact the LTC Testing Center at 850-487-7410.

To register, visit the individual testing websites: Pearson VUE: www.pearsonvue.com, Certiport: www.certiport.com, ServSafe: www.servsafe.com.

ACADEMIC ENRICHMENT & GUIDANCE

Applied Academics for Adult Education

Graduates of Workforce Education Certificate programs are required to achieve a minimum basic skills assessment score. Applied Academics for Adult Education (AAAE) is designed to provide academic enrichment based upon individualized assessed needs identified from the student's Test of Adult Basic Education (TABE) within the content areas of: Language, Reading, and Mathematics. The program is characterized by open entry/open exit, self-paced instructional modules, and performance-based evaluation. The laboratory is equipped and designed to provide a comprehensive academic support program through the utilization of technology, multipurpose instructional materials, and classroom resources. This program strives to inspire and motivate students to become productive, self-sufficient members of society.

The primary objective of this instruction is to assist the student in meeting the state basic skill exit level requirement for the vocational training program in which (s)he is or will be enrolled. This is required for the student to obtain a certificate from the vocational training program if the program length is 450 hours or more. The requirements for each vocational program are available in Student Services.

Enrollment within this program may occur prior or concurrent with enrollment in a vocational training program. Students who do not meet the required scores shall enroll in Applied Academics for Adult Education program unless documentation is provided stating the student is currently enrolled in an approved alternate public or private school remedial program. Students requiring academic enrichment based on TABE results will be provided an individual study plan and upon completion of their individualized study plan (60 hours of instruction) the student will be retested on content areas needed. Distance learning (Hybrid) is available with approval from the AAAE Instructor. Cost for AAAE enrollment is $30.00 per semester. AAAE students will be permitted one attempt per content area for each section of the TABE unachieved. Additional attempts will be $5.00 per content area.

Please Note: *Students who do not meet the TABE exit requirement of program of enrollment are required to be concurrently enrolled, participating and progressing in AAAE for a minimum of three (3) hours per week, until the Basic Skills requirements are met. If a student does not meet the stated requirements, he/she is not meeting progress toward completion. If a student is withdrawn due to lack of participation or attendance, the student will also be withdrawn from program.*

Guidance & Counseling Services

The Student Services Department provides counseling services for prospective and currently enrolled students. Individual counseling sessions are available. In counseling sessions, test scores are explained and other information is provided to assist in decision-making.

Student Services assists students exploring career options in order to make appropriate workforce training choices. The primary focus of counseling is to help individuals become more aware of their interests, abilities, personal and social behaviors, values and work preferences as they relate to career choices. Guidance will assist you in choosing realistic career goals. Students may see a guidance counselor and/or student services advisor on a walk-in basis or by appointment. Students are provided with information about LTC programs. Information is also provided concerning local job markets, pay scales and limitations (if any) imposed by working conditions.

General Education Development (GED) Prep

The GED program helps prepare students for academic and personal success through obtaining the necessary skills required to pass the GED test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a GED, but also to utilize the acquired skills in the workforce and to achieve career and vocational training. This program is provided on the campus of Lively through the LCSB Adult and Community Education Program. For more information call 850-717-2020 and/or visit www.aceleon.org.

CREDIT FOR PREVIOUS EDUCATION AND/OR TRAINING

A written record of previous education and training of the Veteran or eligible person which clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened proportionately. The record must be cumulative in that the results of each enrollment period must be included so that it shows each subject undertaken and the final result. i.e., passed, failed, incomplete or withdrawn.

LEARNING RESOURCE SERVICES/INTERNET USE

Learning Resource Services provides resources and services that support, facilitate and enhance the needs of the students and faculty of LTC, providing an atmosphere that fosters and promotes information, competency and intellectual independence. Internet-based professional training to further prepare students to meet the needs of potential employers is also available.

All students wishing to use the Internet on campus must fill out and follow the LCSB Media Services Acceptable Use Policy form. Use of the Internet is limited to school-related research and/or to access information that falls within the guidelines as established by LCSB. Failure to adhere to the policies and procedures may result in a loss of these privileges.

PLACEMENT & FOLLOW-UP SERVICES

The LTC Placement Center coordinates all follow-up activities pertaining to the successful placement of LTC Students. The LTC Placement Center staff is directly responsible for gathering all appropriate information according to the Placement & Follow-Up Plan and utilizing it for the benefit and promotion of all successful program completers in coordination with individual instructors. The Placement Center will work closely with individual completers to promote their success in attaining beneficial employment in their designated field by utilizing contacts including but not limited to Occupation Advisory Committees, LTC Business Partners, Chamber of Commerce and local agencies. All eligible students who have met all aspects of program completion, have successfully met TABE exit score requirements and who have not attained an employment position in their field may submit a resume, introduction letter, a copy of their transcript and/or certificate to be forwarded to potential employers who contact LTC.

ATTENDANCE

GENERAL

It is the responsibility of LTC to prepare our students for the workforce by teaching them the skills necessary to be successful employees. Employers recognize that the single most important trait for career success is good attendance. It is the intent of LTC to provide the best educational opportunity possible that will prepare individuals to make a positive contribution to their chosen occupation. It is expected that every student will demonstrate attendance habits consistent with the expectations of the workplace. Students are expected to be in class, on time, ready to learn. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify their instructor on or before the date of absence. There are no excused or unexcused absences. Students are responsible for monitoring their own attendance through the FOCUS Student Information System.

Instructors and counselors may offer intervention strategies where attendance is affecting the educational progress of the student. All postsecondary students will assume responsibility for making up missed assignments in a timely manner in order to stay current with program progression.

LTC has implemented an automated attendance tracking system to help motivate students to attend class and be on time. The system supports retention efforts by flagging students who are chronically absent and/or late, it reduces the administrative burden on instructors, and it removes the need to use critical face-to-face class time for bookkeeping tasks. It is the responsibility of the student to scan their student ID card when they arrive to class and when they leave for the end of the day. All students have access to mounted, networked, touchscreen scanners. These scanners are programmed to send the results in real time to the FOCUS Student Portal.

Students who have inadvertently forgotten to scan in or scan out, must report their error to their instructor within 1 school day. Scanning another student's ID card will result in dismissal of all parties involved. Grades, financial aid and other agencies sponsoring student enrollment depend on accurate records of attendance.

Note that attendance policies for VA students are different. Please refer to the section on Veterans Education for VA policies.

This policy applies to all programs with the following exceptions: Aviation Maintenance Technology (meets Federal Aviation Administration Part 147 requirement), all Health Education Programs and Cosmetology.

TOTAL ABSENCES

A student must be withdrawn after being absent for six (6) consecutive scheduled classes. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date.

Students may not miss more than 10 days or 75 hours for fulltime students or 10 days and 37.5 hours for part time/evening students in a given semester. Students who exceed the number of days or hours will be withdrawn from their program. Only regularly scheduled class hours will be reported for attendance.

Absences or lack of progress will not extend a student's enrollment period in a course. It will, however, impact a student making adequate progress, earning occupational completion points (OCP's) and eligibility of continuation in the program.

If a student is withdrawn for attendance, or not meeting satisfactory academic performance (SAP), they will not be allowed to re-enroll for an entire semester prior to returning to any program. This applies to ALL students regardless of program and/or funding source. Please note: Any bookstore charges are the responsibility of the student and there are no refunds of books for any reason.

ATTENDANCE INTERVENTIONS/PROBATION

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance shall be counseled either by the instructor and/or student services staff. An educational contract may be completed by the instructor or student services staff to place the student on attendance probation.

Students who have been withdrawn for attendance reasons may not re-enter their program without meeting with a student services representative, program instructor or a designee. Any student who is withdrawn from a program three (3) times within a twelve-month period may not be allowed to re-enter that program for a period of two (2) consecutive enrollment periods. It may be necessary

for students to wait until it is academically appropriate to re-enter if the course they are enrolled in is not being taught at the time they are eligible to re-enter.

TARDIES/LEAVING EARLY

Tardies are defined as a student who is not present for the start time indicated on his/her schedule. Additionally, students who leave class early will have their attendance documented accordingly. Students who leave class early or arrive late will see the missed time documented in their daily attendance. Attendance at LTC is recorded in positive 15-minute increments.

EMERGENCY LEAVE OF ABSENCE

If a student needs an extended absence, administration must pre-approve a leave of absence. A student may have only one leave of absence in a school year. However, the director may grant subsequent leaves for jury duty, military reasons, service with a foreign aid service, service for an official church mission, or illness/hospitalization with proper documentation. A student taking an approved leave retains in-school status. A student who does not return from the approved leave of absence will be considered withdrawn. A leave of absence request can be initiated by making an appointment with Student Services staff who can direct you how to proceed.

Valid reasons to request an Emergency Leave of Absence include; emergency health condition, family emergencies, death in immediate family (includes – parents, spouse, children, siblings and grandparents only) and must include documentation. In extreme time-sensitive cases when it is impossible to notify using proper request procedure, students must contact LTC Student Services within 24 hours of emergent situation.

Medical documentation should be prepared on letterhead, typed, dated, and bear the signature of the evaluator. Please make sure the documentation includes the name, title, contact information, and professional credentials of the evaluator. A licensed health care provider may include a licensed medical (e.g., physician, nurse practitioner, physician's assistant) or mental health care provider (e.g., psychologist, counselor, social worker).

The documentation must include the following:

- Statement of the medical/psychological condition and how this condition impacts the student's ability to attend school
- Healthcare provider's recommendation for an emergency leave of absence including time frame of absence

Requests resulting from death of an immediate family must include a copy of the obituary or other satisfactory document that identifies the students as immediate family and the date of death.

DENIAL OF RE-REGISTRATION

If it is determined by the instructor and counselor that a student has not made adequate progress within an enrollment period, the student may be denied the opportunity to re-register for the next enrollment period. Reasons for denial of re-registration due to inadequate progress include: poor attendance, missed/unsatisfactory class or lab work, or inability to demonstrate skills necessary to meet industry specific standards. Administrative approval is required to deny or rescind re-registration privileges and to determine when it is academically appropriate to re-enter the program.

VETERANS AFFAIRS

LTC is approved for training of qualified veterans under the Veterans Readjustment Benefit Act of 1966. Training is also approved for most programs under Public Law 894 (Disabled Veterans) and Public Law 634 (War Orphans). Interested students should contact the LTC Veterans Affairs Office of Financial Aid at 850-487-7431. Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 1606, Chapter 1607, or Dependents of a Disabled Veteran will be entitled to one deferment each academic year and an additional deferment each time there is a delay (documentation from VA required) in the receipt of benefits. Any veteran who receives benefits under Chapter 31 (Post 9/11) will be entitled to receive a deferment each semester. Interested students should contact Veterans Affairs Office in Financial Aid for more information and policy requirements.

ALLOWING VETERANS TO ATTEND OR PARTICIPATE IN COURSES PENDING VA PAYMENT

Background

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Lively Technical College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA.

Lively Technical College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

CAREERSOURCE CAPITAL REGION

Training opportunities are available through programs funded through CareerSource Capital Region, which serves Gadsden, Leon and Wakulla counties. Funding can be provided for tuition and books. CareerSource also provides job search assistance, plus various workshops to assist students in getting back to the workforce. Contact CareerSource Capital Region at 850-617-4508 or online at www.careersourcecapitalregion.com/contact.

OCCUPATIONAL ADVISORY COMMITTEES (OAC)

Each program at LTC maintains contact with private industry through its occupational advisory committees. These committees are comprised of competent and respected business and industry leaders who are interested in LTC's efforts to produce quality graduates in their occupational field. Occupational advisory committees contribute significant input regarding current employer/industry needs.

SCHOOL ADVISORY COUNCIL (SAC)

LTC is also served by a School Advisory Council comprised of community and business leaders, faculty, staff and students. The purpose of the School Advisory Council is similar to that of the Occupational Advisory Committee except that the SAC addresses all LTC functions. SAC also contributes input on the development and implementation of the School Improvement Plan.

POST-SECONDARY CAREER CERTIFICATE PROGRAMS

Workforce Education Certificate programs are offered at the post-secondary adult level. Recognition for completing these programs is in the form of a certificate of completion. Certificates are recognized by private and public sector employers. If a student chooses not to complete the total course, the student will receive recognition for his/her completion of one or more of the Occupational Completion Points (OCPs) that comprise the certificate program. Approved dual-enrolled high school students also receive high school credit for completion of Workforce Education Certificate programs. Employability skills are included in all Workforce Education Certificate programs. Externship programs are offered, where appropriate, so that the student may gain additional skills and reinforce skills learned in the classroom.

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Lively Technical College

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

Program #S990001 CIP 1532.010503

Program Description

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

The AAAE program is a non-graded system. This program is designed for students who have tested at the equivalent of 9th grade and above but lack the required level of basic skills for completion of the CTE program. It is the instructor's responsibility to decide and inform the student of the criteria for demonstrating proficiency in a standard and benchmark. It is not necessary for a student to master 100% of the standards to demonstrate proficiency for the course. This framework includes career planning, digital literacy and workforce preparation activities. These standards will allow for the instructor to contextualize the curriculum when appropriate.

The primary objective of this instruction is to assist the student in meeting the state's basic skill exit level requirement for the workforce certificate program in which the student is or will be enrolled. This is required to obtain a certificate from a workforce certificate program that is 450 hours or more. The requirements for each workforce program are available in Student Services. Enrollment within this program may occur prior or concurrent with enrollment in a workforce certificate program. Distance learning (online) is available with approval from the AAAE Instructor. Students will retest on content areas needed after completing 60 hours of instruction or at the instructor's discretion, per mastery.

Program Admission Requirements

AGE: 16 years or older

DIPLOMA: N/A

All tuition received from the Applied Academics for Adult Education (AAAE) shall be used only for Adult General Education programs effective July 1, 2014, Section 1009.22(3)(c), F.S. AAAE students will be permitted one attempt per survey for each section of the TABE test unachieved during the semester of enrollment. Additional testing will be $5.00 per content area during the enrolled semester. Students must be enrolled in a Workforce Program and sign an LTC Financial Aid Authorization form for Pell eligibility to occur.

AUTOMOTIVE SERVICE TECHNOLOGY 1

Program #T400700 CIP 0647060411 1050 HOURS PELL ELIGIBLE

Program Description

The Automotive Services Technology program trains the student with the latest software, simulators, and diagnostic equipment in all phases of automotive services and electronics technologies. The program combines classroom instruction with hands-on laboratory training in the troubleshooting, service, and repair of automotive systems as well as a platform for continuing education or employment in a rewarding, high-wage career. The program provides comprehensive skills enhancement training in the following automotive service areas: engine repair, braking systems, suspensions/steering systems, and electrical/electronic systems. Program provides a gateway for current and qualifying future technicians with practical exercises in a wide range of electronics fundamentals as it applies to today's technologically sophisticated simulators and vehicles featuring electronic fuel injection, computerized controlled ignition systems, starting systems, accessory systems, anti-lock braking systems, and electronic emission control systems. This program develops a mastery of the applications of electronics though practical skills training, problem solving methods, real-time simulations and live work experience. Valid Driver's License required for all students.

This program is eligible for fulltime or part time enrollment.

Occupation Description

Diagnose, service, repair, or overhaul automotive vehicles.

NOTE: It is recommended that students complete OCP-A (Automobile Services Assistor) and/or demonstrate mastery of the outcomes in OCP-A (Automobile Services Assistor) prior to enrolling in additional Automotive Service Technology courses. The sequence of OCP's, after completing and/or demonstrating mastery of OCP-A (Automobile Services Assistor), is at the discretion of the instructor.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
AER0014	A	Automobile Services Assistor	300	$876.00
AER0418	B	Automotive Brake System Tech	150	$438.00
AER0453	C	Automobile Suspension & Steering Technician	150	$438.00
AER0360	D	Automotive Electrical/Electronic System Technician	300	$876.00
AER0110	E	Engine Repair Technician	150	$438.00
		TOTAL	1050	$3,066.00

Program Admission Requirements

AGE 16 years or older

TABE: MATH 10.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

ASE Automobile& Light Truck Certification Tests (A1 Engine Repair, A4 Suspension & Steering, A5 Brakes, A6 Electrical/Electronic Systems, G1 Maintenance and Light Repair)

Potential Earnings

Graduates of this program earn an average of $12.50 to $27.00 per hour.

Employers of Graduates

Tallahassee Ford Lincoln, Proctor Honda, Dale Earnhardt Jr. Chevrolet, Dale Earnhardt Jr. Buick, GMC, Cadillac, Tallahassee Dodge Chrysler Jeep, Kraft Nissan, Peter Boulware Toyota, Capital Eurocars, Werner Kia, Werner Hyundai, City of Tallahassee (Fleet), ManTech International, Sears Auto Center, Tire Kingdom Auto Center, Tires Plus, Shiver Diesel, Neece Tire, Pep Boys, Leon County Schools, Kraft Infiniti, Ring Power, Proctor Subaru, Star Metro, Beard Equipment, Take 5 Complete Car Care, Auto Experts, Jeep Specialist, Tire Town and Muffler, Porters Automotive, Roselunds Paint and Body, Firestone, Mavis Tire and Brakes.

Program Completion Rate 71% Program Placement Rate 95%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

AUTOMOTIVE SERVICE TECHNOLOGY 1

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
Automotive Book Bundle: **Fundamentals of Automotive Technology 2nd ED Textbook** **2eOnline Access Pack**	9781284171822	A, B, C, D	$359.06
	SUBTOTAL:		$359.06

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$235.00	2	$470.00
Miscellaneous Fees **	$15.00	1	$15.00
		SUBTOTAL:	$675.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1050	$3,066.00
		SUBTOTAL:	$3,066.00

TOTAL REQUIRED EXPENSES: $4,100.06

***Lab Fee Includes:** consumable lab parts, chemicals, electrical repair material, use of fluids, gaskets, wheel weights, engine kits, brake kits, hardware, suspension kits, sealant, cleaners, rags, oil, grease and latex gloves.

****Miscellaneous Fees Includes:** Tire tread depth gauge, earphones/ear buds and goggles ($15.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

TOTAL ADDITIONAL EXPENSES: $137.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

AUTOMOTIVE SERVICE TECHNOLOGY 2

Program #T400800 CIP 0647060412 750 HOURS PELL ELIGIBLE

Program Description

This is the second program in Automotive Service Technology. The Automotive Services Technology program trains students with the latest software, simulators, and diagnostic equipment in all phases of automotive services and electronics technologies. The program combines classroom instruction with hands-on laboratory training in the troubleshooting, service, and repair of automotive systems as well as a platform for continuing education or employment in a rewarding, high-wage career. The program offers comprehensive skills enhancement training in the following automotive service areas: automatic transmission/transaxles, engine performance, manual drivetrains/transaxles, and heating and A/C systems. The program provides a gateway for current and qualifying future technicians with practical exercises in a wide range of electronics fundamentals as it applies to today's technologically sophisticated simulators and vehicles featuring electronic fuel injection, computerized controlled ignition systems, starting systems, accessory systems, anti-lock braking systems, and electronic emission control systems. This program develops a mastery of the applications of electronics though practical skills training, problem solving methods, real-time simulations and live work experience. Valid Driver's License required for all students.

This program is eligible for fulltime or part time enrollment.

Occupation Description

Diagnose, service, repair, or overhaul automotive vehicles.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
AER0503	A	Automotive Engine Performance Tech	300	$876.00
AER0257	B	Automatic Transmission & Transaxle Tech	150	$438.00
AER0274	C	Manual Drivetrain & Axle Tech	150	$438.00
AER0172	D	Automotive Heating & Air Conditioning Tech	150	$438.00
		TOTAL	750	$2,190.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 10.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

ASE Automobile& Light Truck Certification Tests (A8 Engine Performance, A2 Auto Transmission/Transaxle, A3 Manual Drive Train & Axles, A7 Heating & Air Conditioning, G1 Maintenance and Light Repair)

Potential Earnings

Graduates of this program earn an average of $12.50 to $27.00 per hour.

Employers of Graduates

Tallahassee Ford Lincoln, Proctor Honda, Dale Earnhardt Jr. Chevrolet, Dale Earnhardt Jr. Buick, GMC, Cadillac, Tallahassee Dodge Chrysler Jeep, Kraft Nissan, Peter Boulware Toyota, Capital Eurocars, Werner Kia, Werner Hyundai, City of Tallahassee (Fleet), ManTech International, Sears Auto Center, Tire Kingdom Auto Center, Tires Plus, Shiver Diesel, Neece Tire, Pep Boys, Leon County Schools, Kraft Infiniti, Ring Power, Proctor Subaru, Star Metro, Beard Equipment, Take 5 Complete Car Care, Auto Experts, Jeep Specialist, Tire Town and Muffler, Porters Automotive, Roselunds Paint and Body, Firestone, Mavis Tire and Brakes.

Program Completion Rate 67% Program Placement Rate 75%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

AUTOMOTIVE SERVICE TECHNOLOGY 2

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
Automotive Book Bundle: **Fundamentals of Automotive Technology 2nd ED Textbook** **2eOnline Access Pack**	9781284171822	A, B, C, D	$359.06
		SUBTOTAL:	$359.06

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$235.00	2	$470.00
Miscellaneous Fees **	$15.00	1	$15.00
		SUBTOTAL:	$675.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	750	$2,190.00
		SUBTOTAL:	$2,190.00

TOTAL REQUIRED EXPENSES: $3,224.06

***Lab Fee Includes:** consumable lab parts, chemicals, electrical repair material, use of fluids, gaskets, engine kits, hardware, sealant, cleaners, rags, oil, grease, and gloves.

****Miscellaneous Fees Includes:** Earphones/ear buds and goggles ($15.00).

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

TOTAL ADDITIONAL EXPENSES: $137.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

AVIATION AIRFRAME MECHANICS

Program #T640300 CIP 0647060703 1350 HOURS PELL ELIGIBLE

Program Description

The Aircraft Airframe and Powerplant (A&P) Technician profession offers a vast array of career opportunities ranging from general aviation to commercial aviation; from aircraft or component manufacturers to aircraft repair and overhaul at both domestic and foreign fixed base operations. Aviation Maintenance Technology consists of two programs with one common core and two additional occupational completion points (per program) and is designed to train students in the skills, knowledge, and related abilities necessary for entry into the aviation maintenance profession. The student will be prepared for the Federal Aviation Administration Airframe and Powerplant (A&P) Certification.

This program is eligible for fulltime or part time enrollment.

Aviation General Maintenance Technician: Introduction to required subjects and skills in preparation for the FAA Airframe and Powerplant (A&P) Certification.

Airframe Maintenance Technician: Subjects include sheet metal structures, composites, rigging, aircraft airframe systems, instruments, communication and navigation systems which are all required preparation for FAA Airframe and Powerplant (A&P) Certification.

Occupation Description

Aviation maintenance technicians (often called Aircraft Maintenance and Service Technicians- AMST) overhaul, diagnose, adjust, repair aircraft and assemblies. Graduates of this program work in Fixed Base Operations (FBO), Airline, Manufacturer, or FAA repair stations. Aviation technicians can expect steady work because changes in the economy have little effect on the aviation service industry.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
AMT0705*	A	Aviation General Maintenance Technician Helper	540	$1,576.80
AMT0765	B	Aviation Maintenance Technician with FAA Airframe Rating 1	540	$1,576.80
AMT0766		Aviation Maintenance Technician with FAA Airframe Rating 2	270	$788.40
		TOTAL	1350	$3,942.00

***Please note: AMT0705 (Aviation General Maintenance Technician Helper) is the first course in both programs**

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 10.0 LANGUAGE 9.0 READING 10.0

Or met other basic skill requirements

Industry Certifications

FAA Aviation Maintenance Technician – General & FAA Aviation Mechanic Technician – Airframe (Testing fees may apply)

Potential Earnings

Graduates of this program earn an average of $19.00 to $29.00 per hour.
(Small Aircraft - $19.00 - $22.00 & Commuter/Large Aircraft $24.00 - $29.00)

Employers of Graduates

Cessna Aircraft, ComAir, Pratt & Whitney, US Air, United Space Alliance, Raytheon, DynCorp, FedEx, Maule Air, Inc., Delta Airlines, HAECO Aviation Services, Inc., Flightline, Department of Agriculture – Division of Forestry, Vertex Aerospace, Envoy Airlines, Standard Aero

Program Completion Rate 81% Program Placement Rate 83% Licensure Airframe 94%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

AVIATION AIRFRAME MECHANICS

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
General Textbook Kit	WH2056	A	$226.70
Airframe Textbook Kit	WH2147	B	$131.54
	SUBTOTAL:		$358.24

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2.5	$112.50
Facility Usage Fee	$50.00	2.5	$125.00
Lab Fee (per semester) *	$300.00	2.5	$750.00
Miscellaneous Fees ** goggles ($15), t-shirts ($75), respirator ($40)			$130.00
		SUBTOTAL:	$1,117.50

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1350	$3,942.00
		SUBTOTAL:	$3,942.00

TOTAL REQUIRED EXPENSES: $5,417.74

***Lab Fee Includes:** Workbooks, paper, aircraft fuel, paint, primer, tubing, safety equipment, aircraft hardware, fittings, electrical pins and connectors, cables, grease, aircraft parts and ear plugs.

****Miscellaneous Fees Includes:** Goggles ($15.00) & 5 Lively aviation t-shirts ($75.00), respirator ($40.00)

STUDENTS WISHING TO CONTINUE TO THE AVIATION POWERPLANT MECHANIC PROGRAM WILL NEED TO ENROLL FOR ANOTHER 810 HOURS AT A TUITION RATE OF $2,365.20 PLUS REGISTRATION/FACILITY USAGE ($190.00), MISCELLAENOUS FEES ($90.00), LAB FEES ($300.00) AND THE POWERPLANT TEXTBOOK KIT ($121.71) FOR A TOTAL OF: $3,066.91.

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

Post-Graduation (not covered by financial aid)

Title	Price
FAA Written Exams	$525.00
FAA DME General, Airframe and Powerplant Exams (retakes $265 per exam)	$800.00
SUBTOTAL:	$1,325.00

TOTAL ADDITIONAL EXPENSES: $1,462.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

AVIATION POWERPLANT MECHANICS

Program #T640400 CIP 0647060801 1350 HOURS PELL ELIGIBLE

Program Description

The Aircraft Airframe and Powerplant (A&P) Technician profession offers a vast array of career opportunities ranging from general aviation to commercial aviation, from aircraft or component manufacturers to aircraft repair, and overhaul at both domestic and foreign fixed base operations. Aviation Maintenance Technology consists of two programs with one common core and two additional occupational completion points (per program), and is designed to train students in the skills, knowledge, and related abilities necessary for entry into the aviation maintenance profession. The student will be prepared for the Federal Aviation Administration Airframe and Powerplant (A&P) Certification.

This program is eligible for fulltime or part time enrollment.

Aviation General Maintenance Technician: Introduction to required subjects and skills in preparation for the FAA Airframe and Powerplant (A&P) Certification.

Powerplant Maintenance Technician: Subjects include reciprocating and turbine engines, propeller and powerplant systems which are all required preparation for FAA Airframe and Powerplant (A&P) Certification.

Occupation Description

Aviation maintenance technicians (often called Aircraft Maintenance and Service Technicians- AMST) overhaul, diagnose, adjust, repair overhaul aircraft engines and assemblies. Graduates of this program work in Fixed Base Operations (FBO), Airline, Manufacturer, or FAA repair stations. Aviation technicians can expect steady work because changes in the economy have little effect on the aviation service industry.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
AMT0705*	A	Aviation General Maintenance Technician Helper	540	$1,576.80
AMT0775	B	Aviation Maintenance Powerplant Technician 1	540	$1,576.80
AMT0776		Aviation Maintenance Powerplant Technician 2	270	$788.40
		TOTAL	1350	$3,942.00

***Please note: AMT0705 (Aviation General Maintenance Technician Helper) is the first course in both programs**

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 10.0 LANGUAGE 9.0 READING 10.0

Or met other basic skill requirements

Industry Certifications

FAA Aviation Maintenance Technician – General & FAA Aviation Mechanic Technician – Powerplant (Testing fees may apply)

Potential Earnings

Graduates of this program earn an average of $19.00 to $29.00 per hour.
(Small Aircraft - $19.00 - $22.00 & Commuter/Large Aircraft $24.00 - $29.00)

Employers of Graduates

Cessna Aircraft, ComAir, Pratt & Whitney, US Air, United Space Alliance, Raytheon, DynCorp, FedEx, Maule Air, Inc., Delta Airlines, HAECO Aviation Services, Inc., Flightline, Department of Agriculture – Division of Forestry, Vertex Aerospace, Envoy Airlines, Standard Aero

Program Completion Rate 92% Program Placement Rate 70% Licensure Powerplant 92%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

AVIATION POWERPLANT MECHANICS

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
General Textbook Kit	WH2056	A	$226.70
Powerplant Textbook Kit	WH2148	B	$121.71
	SUBTOTAL:		$348.41

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2.5	$112.50
Facility Usage Fee	$50.00	2.5	$125.00
Lab Fee (per semester) *	$300.00	2.5	$750.00
Miscellaneous Fees ** goggles ($15.00), t-shirts ($75.00)			$90.00
		SUBTOTAL:	$1,077.50

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1350	$3,942.00
		SUBTOTAL:	$3,942.00

TOTAL REQUIRED EXPENSES: $5,367.91

***Lab Fee Includes:** Workbooks, paper, aircraft fuel, paint, primer, tubing, safety equipment, aircraft hardware, fittings, electrical pins and connectors, cables, grease, aircraft parts and ear plugs.

****Miscellaneous Fees Includes:** Goggles ($15.00) & 5 Lively aviation t-shirts ($75.00)

STUDENTS WISHING TO CONTINUE TO THE AVIATION AIRFRAME MECHANIC PROGRAM WILL NEED TO ENROLL FOR ANOTHER 810 HOURS AT A TUITION RATE OF $2,365.20 PLUS REGISTRATION/FACILITY USAGE ($190.00), MISCELLAENOUS FEES ($130.00), AND LAB FEES ($300.00) AND THE AIRFRAME TEXTBOOK KIT ($131.54) FOR A TOTAL OF: $3,116.74.

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

Post-Graduation (not covered by financial aid)

Title	Price
FAA Written Exams	$525.00
FAA DME General, Airframe and Powerplant Exams (retakes $265 per exam)	$800.00
SUBTOTAL:	$1,325.00

TOTAL ADDITIONAL EXPENSES: $1,462.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

BAKING & PASTRY ARTS

Program #N100600 CIP 0612050103 600 HOURS PELL ELIGIBLE

Program 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 Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of baked and dessert goods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered.

This program is eligible for fulltime or part time morning only enrollment.

Occupation Description

Students prepare for a variety of careers in the culinary arts profession and for advanced education at other culinary institutions. Career paths include dinner cook, institutional cook, cook's helper, baker's helper, fry cook and short order cook.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
FSS0090	A	Pastry Cook/Baker	300	$876.00
FSS0091	B	Pastry Chef/Head Baker	300	$876.00
		TOTAL	600	$1,752.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Students must adhere to the uniform requirements, which includes non-slip shoes and black pants. Shoes and pants are not included as part of the program fees, but are required. Additionally, students will have access to a locker, but must provide their own lock.

Industry Certifications

ServSafe: Certified Food Handler/ Food Protection Manager Other testing fees may apply

Potential Earnings

Graduates of this program earn an average of $9.00 to $15.00 per hour.

Employers of Graduates

New Program

Program Completion Rate : 100% Program Placement Rate : 91%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

BAKING & PASTRY ARTS

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
Cooking Jacket (2) (1 short sleeve & 1 long sleeve)		A, B	$43.00
Bakers Cap (2)		A, B	$10.80
Aprons (4)		A, B	$9.00
	SUBTOTAL:		$62.80

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$50.00	1	$50.00
Lab Fee (per semester) *	$600.00	1	$600.00
Miscellaneous Fee **	$80.00	1	$80.00
		SUBTOTAL:	$775.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	600	$1,752.00
		SUBTOTAL:	$1,752.00

TOTAL REQUIRED EXPENSES: $2,589.80

***Lab Fee Includes:** Food for preparation/practice during cooking labs, culinary equipment

****** **Miscellaneous Fee Includes:** KP Education Platform Access Code ($80.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	1	$30.00
		SUBTOTAL:	$107.00

Post-Graduation **(not covered by financial aid)**

Title	Price
License/Certification Fee for Certified Cook (CC)	$385.00
SUBTOTAL:	$385.00

TOTAL ADDITIONAL EXPENSES: $492.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

BARBERING

Program #I120403 CIP 0612043800 900 HOURS PELL ELIGIBLE

Program Description

The content includes, but is not limited to, communication skills, leadership skills, human relations skills, employability skills, safe and efficient work practices, knowledge of Florida barber law and rules, barbering and its related chemistry, bacteriology, anatomy and physiology, and development of skill in performing the manipulative technique required in the practice of barbering. Instruction and learning activities are provided in a laboratory setting using hands-on experience with tools and chemicals appropriate to the program content and in accordance with safety and sanitation practices in the trade.

This program requires fulltime enrollment.

Occupation Description

The purpose of this program is to prepare students for employment as barbers (SOC 39-5011). Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination.

The Barbering Program is delivered through a hybrid learning model:

Programs that are offered through a HYBRID delivery model combine face-to-face classroom instruction with online learning activities. During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The online components may include multimedia-enhanced content and channels for ongoing discussion. Students enrolled in a course that is delivered through a hybrid delivery model are encouraged to have computer and internet access at home.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
COS0160	A	Barber 1A	320	$934.40
COS0161		Barber 2A	150	$438.00
COS0162		Barber 3A	300	$876.00
COS0163		Barber 4A	130	$379.60
		TOTAL	900	$2,628.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

Licensed Barber

To become a licensed Barber in the state of Florida, an individual must be at least 16 years of age or have received a high school diploma, have completed a minimum of 900 hours of training as established by the Barber's Board, made application to the Florida Department of Business and Professional Regulation, paid all test fees and passed the licensure examination.

Potential Earnings

Graduates of this program earn an average of $12.00 to $30.00 per hour.

Employers of Graduates

Artistic Barbershop, Haircutz Inc., Gilliam Brothers Barbershop, Fades Barbershop, Renegade Barbershop, University Barbershop, Livin in the Cut Barbershop, Confidence Cuts Barbershop, Local 501 Barbershop, Chop Barbershop, Shear Designs Barbershop & Woody's Barbershop

Program Completion Rate 65% Program Placement Rate 90% Program Licensure 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

BARBERING

61G3-16.001 Barber License

(1) Individuals desiring to be licensed as a barber by examination in the State of Florida shall meet all required qualifications as set forth in Section 476.114, F.S.

(2) Individuals seeking to take the licensing examination on the basis of successful completion of the required education training specified in Section 476.114(2)(c)2., F.S., shall provide satisfactory proof of their successful completion of such training, which shall consist of the school or program that administers the course certifying that the applicant has successfully completed the barber course, and that the barber course complies with the minimum requirements set forth below in paragraph (3)(b).

(3) All barber courses which are taught for the purpose of qualifying an individual for a license to practice barbering shall consist of a minimum of 900 barber hours of training and instruction in the subjects set forth in paragraph (3)(b).

(a) If an applicant for licensure by examination meets all required qualifications except the required minimum hours of training, he or she shall be entitled to take the licensure examination if the applicant has completed 600 hours of training and has been certified by the school or program in which he or she is currently enrolled to have achieved the minimum competency standards of performance in the skills, services and trade techniques listed in paragraph (3)(b). If the applicant fails to achieve a passing grade on either or both portions of the licensure examination, he or she shall be entitled to re-examination only upon completion of the full requirements of 900 hours of training and instruction provided for in Section 476.114(2)(c)2., F.S.

(b) A school of barbering shall certify on a student's examination application that said individual has completed 500 hours of training in barbering skills, services and correlating trade techniques along with 400 hours of classroom instruction and lab studies.

All barbering courses which are taught for the purpose of qualifying an individual for a license to practice barbering shall be as specified below:

1. Florida Laws and Rules	225 Hours
2. Safety, Sanitation and Sterilization	270 Hours
3. Hair Structure and Chemistry	90 Hours
4. Hair Cutting	135 Hours
a. Taper Cuts	
I. Freehand	
II. Shear over comb	
III. Clipper over comb	
b. Style Cuts (to include blow drying)	
5. Shampooing	45 Hours
6. Chemical Services as follows:	90 Hours
a. Permanent Waving	
b. Coloring and Bleaching	
c. Hair Relaxing and Curling	
7. Shaving, Beard and Mustache Trimming	45 Hours

Specific Authority 455.217(1)(b), 476.064(4), 476.114(2), 476.134 FS. Law Implemented 455.217(1)(b), 476.114(2), 476.134 FS. History–New 7-16-80, Amended 7-6-81, 8-31-82, 5-29-85, Formerly 21C-16.01, Amended 9-3-86, 5-30-88, 12-31-89, 1-26-93, 3-15-93, Formerly 21C-16.001, Amended 9-15-94, 11-12-00, 4-26-04.

BARBERING

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
Midlady Standard Barbering 6TH Edition Book/Access Bundle and Including Kit	9781337573894	A,B	$930.00
		SUBTOTAL:	$930.00

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$150.00	2	$300.00
		SUBTOTAL:	$490.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	900	$2,628.00
		SUBTOTAL:	$2,628.00

TOTAL REQUIRED EXPENSES: $4,048.00

***Lab Fee Includes:** Lab fees include student products and supplies, technology applications, educational and training material, and program maintenance.

Barbering jackets are not included in the kit. Students who wish to purchase a barbering jacket may do so on their own.

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

Post-Graduation (not covered by financial aid)

Title	Price
License/Certification Fee: Unrestricted Barbering License/Restricted Barbering License	$223.50/$244.50
SUBTOTAL:	$223.50/$244.50

TOTAL ADDITIONAL EXPENSES: $360.50/$381.50

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

BUILDING TRADES & CONSTRUCTION DESIGN TECHNOLOGY

Program #C100100 CIP 0646041506 900 HOURS PELL ELIGIBLE

Program Description

The purpose of this program is to prepare students for employment or advanced training in the building construction industry.

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

This program is eligible for fulltime or part time enrollment.

Occupation Description

The content includes but is not limited to applying construction techniques; reading plans and specifications; and developing trade skills in carpentry, masonry, electricity, plumbing and air conditioning.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	LENGTH	FLORIDA RESIDENT TUITION PER TERM
BCV 0080	A	Building Construction Assistant	450	$1,314.00
BCV 0081	B	Carpentry and Masonry Technician	150	$438.00
BCV 0082	C	Electrical and Plumbing Technician	150	$438.00
BCV 0083	D	Building Maintenance Technician (formerly 'A/C and Painting Technician')	150	$438.00
		Total	900	$2,628.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

Potential Earnings

Graduates of this program earn an average of $13.00 to $30.00 per hour.

Employers of Graduates

New program

Program Completion Rate: 62% Program Placement Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

BUILDING TRADES & CONSTRUCTION DESIGN TECHNOLOGY

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$300.00	2	$600.00
Miscellaneous Fees ** (Tool Kit $400 & program t-shirt $10)	$410.00	1	$410.00
Miscellaneous Fees ** (Final project supplies: 1 each semester)	$100.00	2	$200.00
		SUBTOTAL:	$1,400.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	900	$2,628.00
		SUBTOTAL:	$2,628.00

TOTAL REQUIRED EXPENSES: $4,028.00

***Lab Fee Includes:** Materials and supplies for carpentry, masonry, electrical, plumbing and building maintenance technician

****Miscellaneous Fees:** Includes tool kit, program t-shirt and supplies for final project.

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

TOTAL ADDITIONAL EXPENSES: $137.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

COSMETOLOGY

Program #D500100 CIP 0612040102 1200 HOURS PELL ELIGIBLE

Program Description

The Cosmetology program is designed to prepare students for employment as a licensed hairdresser and cosmetologist. Instruction is designed to qualify students for employment upon successfully obtaining a cosmetology license. Specialized instruction and practical experience in hair, nail, and skin care procedures; related chemistry; anatomy; physiology; safety; and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates a "cutting edge" in the cosmetology industry.

This program requires fulltime enrollment.

Occupation Description

There is a variety of employment opportunities upon successful completion of the cosmetology program and licensure. Graduates can pursue jobs as nail technicians, facial specialists, estheticians, hairstylists, makeup stylists as well as many other careers in the design and entertainment industries.

The Cosmetology Program is delivered through a hybrid learning model:

Programs that are offered through a HYBRID delivery model combine face-to-face classroom instruction with online learning activities. During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The online components may include multimedia-enhanced content and channels for ongoing discussion. Students enrolled in a course that is delivered through a hybrid delivery model are encouraged to have computer and internet access at home.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
CSP0009	A	Grooming and Salon Services, Facials and Nails	225	$657.00
COS0002		Cosmetologist and Hairdresser 1	300	$876.00
COS0003		Cosmetologist and Hairdresser 2	300	$876.00
COS0009		Cosmetologist and Hairdresser 3	375	$1,095.00
		TOTAL	1200	$3,504.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 8.0 LANGUAGE 8.0 READING 9.0

Or met other basic skill requirements

Industry Certification: Licensed Cosmetologist

To become a licensed cosmetologist in the State of Florida you must attend a Florida school of cosmetology and successfully complete a minimum of 1,200 hours of education. Upon the successful completion of the educational hours, a completed cosmetology examination application should be submitted to the Department along with the applicable fees. Once the examination application has been approved, you will receive written notification from the Department's examination vendor, Pearson VUE, to schedule a date and time for your written cosmetology examination. After successfully passing both portions of the cosmetology examination, you will be issued a cosmetology license.

Potential Earnings

Graduates of this program earn an average of $12.00 to $60.00 per hour.

Employers of Graduates

Independent salons, franchise salons, full-service salons, day spa salons, national chain salons, specialty salons, and retail salons

Program Completion Rate 79% Program Placement Rate 100% Licensure 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

LIVELY COSMETOLOGY

Average Hours by SUBJECT-UNIT

Total Hours	Academic Hours	Lab Hours	Services required	Description
75	75	**0**		***COSMETOLOGY CORE***: Limited to Orientation, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Bacteriology, Sanitation, HIV/Aids, Public Health
150	102.5	**47.5**	***Scalp Treatment: 45, Shampoo:50***	***SCALP CARE, SHAMPOOING, AND CONDITIONING; CHEMISTRY; ELECTRICITY; SALON BUSINESS:*** Properties of the Hair and Scalp, Structure and Composition of the Hair, Hair Growth and Loss, Disorders of the Hair and Scalp, Hair and Scalp Analysis, Scalp Care and Massage, Brushing the Hair, Shampooing, Conditioning, Procedures and Practices. Chemistry, Electricity, and Professional Ethics and Fundamentals of Salon Business
300	75	**225**	***Hairstyling: 300***	***HAIRSTYLING***: Principles, Elements, and Philosophy of Hair Design, Creating Harmony, Designing for Men, Principles and Techniques of Wet Styling, Blow-drying and Waving, Hair Wrapping, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs, Thermal Hair Straightening, Styling Long Hair, Styling Procedures.
150	75	**75**	***Haircutting: 75***	***HAIRCUTTING***: Client Consultation, Basic Principles and Techniques of Sectioning and Haircutting, Haircutting Tools, Body and Posture Positioning, Removing Length or Bulk with Razor, Scissors, Clippers, Shears, Basic Haircut Procedures.
150	82.5	**67.5**	***Hair Color: 45***	***HAIR COLORING - BLEACHING***: Identifying Natural Hair Color and Tone, Types of Hair color, Client Consultation, Principles and Techniques of Temporary, Semi permanent, Permanent Colors, Lightening, Tinting, Toning, Highlighting, Special Effects, Hair color Safety Precautions, Color Procedures.
150	85	**65**	***Texture: 65***	***CHEMICAL TEXTURE SERVICES***: The Hair Structure, Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing and Curl Reforming, Procedures.
75	65	**10**	***Facials: 10***	***FACIALS AND MAKEUP:*** Skin Structure and Growth, Skin Disorders and Diseases, Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Facial Massage, Facial Equipment, Electrotherapy and Light Therapy, Aromatherapy, Principles and Techniques of Skin Chemical Procedures, Histology of the Skin, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Makeup Color Theory, Procedures.
75	55	**20**	***Nails: 20***	***MANICURING, PEDICURING, NAIL EXTENSIONS:*** Nail Structure and Growth, Nail Disorders and Diseases, Tools and Products, Principles and Techniques of Manicuring, Pedicuring and Advanced Nail Techniques, Aromatherapy, Paraffin Wax Treatments, Nail Art, Nail Service Procedures.

COSMETOLOGY

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
Freshman Kit		A	$285.38
Senior Kit		A	$537.13
Milady Book Bundle/Mind Tap	9781305721937	A	$340.70
Scrubs (Black) 2 sets ($40.00 each set)		A	$80.00
	SUBTOTAL:		$1,243.12

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$200.00	2	$400.00
		SUBTOTAL:	$590.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1200	$3,504.00
		SUBTOTAL:	$3,504.00

TOTAL REQUIRED EXPENSES: $5,337.21

***Lab Fee Includes:** student products and supplies, technology applications, educational and training material, and program maintenance

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

Post-Graduation (not covered by financial aid)

Title	Price
DBPR Application and Certification Fee ($63.50 for application and $15.75 for each assessment x2)	$95.00
HIV/AIDS Online Course	$25.00
SUBTOTAL:	$120.00

TOTAL ADDITIONAL EXPENSES: $257.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

DIESEL MAINTENANCE TECHNICIAN

Program #T440400 CIP 0647060515 600 HOURS PELL ELIGIBLE

Program 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 Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

This program is eligible for fulltime or part time enrollment.

Occupation Description

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	LENGTH	FLORIDA RESIDENT TUITION PER TERM
DIM0101	A	Diesel Engine Mechanic/Technician Helper	150	$438.00
DIM0131	B	Diesel Air Brakes Technician	150	$438.00
DIM0153	C	Diesel Preventative Maintenance Technician	300	$876.00
		Total	600	$1,752.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

ASE – Brakes T4

ASE – Preventative Maintenance Inspection T8

Potential Earnings

Graduates of this program earn an average of $18.00 to $30.00 per hour.

Employers of Graduates

Star Metro, Ring Power, Mack Trucks, Leon County, Freightliner

Program Completion Rate: 89% Program Placement Rate: 88%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

DIESEL MAINTENANCE TECHNICIAN

Required Expenses (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
Systems 2nd Edition and Diesel Engines 2nd Edition textbooks (1-Year Online	9781284274059	A, B, C, D, E	$383.40
		SUBTOTAL:	$383.40

(Returning students Access Code 978128406736 - $185.00)

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$50.00	1	$50.00
Lab Fee (per semester) *	$160.00	1	$160.00
Miscellaneous Fees **	$15.00	1	$15.00
		SUBTOTAL:	$270.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	600	$1,752.00
		SUBTOTAL:	$1,752.00

TOTAL REQUIRED EXPENSES: $2,405.40

***Lab Fee Includes:** consumable lab parts, chemicals, electrical repair material, use of fluids, gaskets, wheel weights, engine kits, brake kits, hardware, suspension kits, sealant, cleaners, rags, oil, grease and latex gloves

****Miscellaneous Fees Includes:** Tire tread depth gauge, earphones/ear buds and goggles ($15.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	1	$30.00
		SUBTOTAL:	$107.00

TOTAL ADDITIONAL EXPENSES: $107.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

DIESEL SYSTEMS TECHNICIAN 1

Program #T650100 CIP 0647061305 1050 HOURS PELL ELIGIBLE

Program 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 Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance.

This program is eligible for fulltime or part time enrollment.

Occupation Description

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	LENGTH	FLORIDA RESIDENT TUITION PER TERM
DIM0101	A	Diesel Engine Mechanic/Technician Helper	150	$438.00
DIM0102	B	Diesel Electrical and Electronics Technician	300	$876.00
DIM0104	C	Diesel Engine Technician	300	$876.00
DIM0105	D	Diesel Brakes Technician	300	$876.00
		Total	1050	$3,066.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

ASE – Brakes T4
ASE – Diesel Engines T2
ASE – Drive Train T3
ASE – Electrical/Electronic Systems T6
ASE – Gasoline Engine T1
ASE – Heating, Ventilation, and A/C (HVAC) T7
ASE – Preventative Maintenance Inspection T8
ASE – Suspension and Steering T5

Potential Earnings

Graduates of this program earn an average of $18.00 to $30.00 per hour.

Employers of Graduates

Star Metro, Ring Power, Mack Trucks, Leon County, Freightliner

Program Completion Rate: 67% Program Placement Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

DIESEL SYSTEMS TECHNICIAN 1

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
Systems 2nd Edition and Diesel Engines 2nd Edition textbooks (1-Year Online	9781284274059	A, B, C, D, E	$383.40
	SUBTOTAL:		$383.40

(Returning students Access Code 978128406736 - $185.00)

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$160.00	2	$320.00
Miscellaneous Fees **	$15.00	1	$15.00
		SUBTOTAL:	$525.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1050	$3,066.00
		SUBTOTAL:	$3,066.00

TOTAL REQUIRED EXPENSES: $3,974.40

***Lab Fee Includes:** consumable lab parts, chemicals, electrical repair material, use of fluids, gaskets, wheel weights, engine kits, brake kits, hardware, suspension kits, sealant, cleaners, rags, oil, grease and latex gloves

****Miscellaneous Fees Includes:** Tire pressure gauge, earphones/ear buds and goggles ($15.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

TOTAL ADDITIONAL EXPENSES: $137.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

DIGITAL DESIGN 1

Program #K700100 CIP 0510030307 600 HOURS PELL ELIGIBLE

Program Description

The Digital Design program offers a broad foundation of knowledge and skills to prepare students for employment in digital publishing positions. 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. The content includes enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic skills design, preparation of electronic layouts and illustrations, electronic scanning, as well as development of specialized skills in multimedia presentations. Over the course of the program, the students will create a series of projects that will serve in the development of both printed and digital portfolios.

This program is eligible for fulltime or part time enrollment.

Occupation Description

There is a variety of employment opportunities upon successful completion of the Digital Design 1 program. Students will be able to work in environments where they work with graphic design, graphic production, electronic design, preparation of electronic layouts and illustrations, electronic scanning, as well as development of multimedia presentations.

The Digital Design 1 Program is delivered through a hybrid learning model:

Programs that are offered through a HYBRID delivery model combine face-to-face classroom instruction with online learning activities. During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The online components may include multimedia-enhanced content and channels for ongoing discussion. Students enrolled in a course that is delivered through a hybrid delivery model are encouraged to have computer and internet access at home.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	LENGTH	FLORIDA RESIDENT TUITION PER TERM
A	OTA0040	Information Technology Assistant	150	$438.00
B	GRA0024	Production Assistant	150	$438.00
C	GRA0025	Digital Assistant Designer	300	$876.00
		Total	600	$1,752.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

Adobe Certified Professional (InDesign, Photoshop, and Illustrator), Microsoft Office Specialist (MOS) - **Testing fees apply**

Potential Earnings

Graduates of this program earn an average of $25,000.00 to $35,000.00 annually.

Employers of Graduates

City of Tallahassee, Event Photography Group, Homes.com, Florida Supreme Court, George & Associates Consulting Engineers, Inc.

Program Completion Rate: 62% Program Placement Rate : 75%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

DIGITAL DESIGN 1

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
N/A			
		SUBTOTAL:	

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$50.00	1	$50.00
Lab Fee *	$279.00	1	$279.00
Miscellaneous Fees **	$45.00	1	$45.00
		SUBTOTAL:	$419.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	600	$1,752.00
		SUBTOTAL:	$1,752.00

TOTAL REQUIRED EXPENSES: $2,171.00

***Lab Fee Includes:** Cengage Unlimited access, training videos, stock photo subscription, student portfolios and classroom supplies - paid during first semester.

****Miscellaneous Fees Includes:** Certification exam fees paid during first semester

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	1	$30.00
Additional certification exams (6 attempts included in misc. fee)	$45.00	1	$45.00
		SUBTOTAL:	$152.00

Post-Graduation (not covered by financial aid)

Title	Price
License/Certification Fee	
SUBTOTAL:	$

TOTAL ADDITIONAL EXPENSES: $152.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

DIGITAL DESIGN 2

Program #K700200 CIP 0510030308 600 HOURS PELL ELIGIBLE

Program Description

The Digital Design program offers a broad foundation of knowledge and skills to prepare students for employment in digital publishing positions. 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. The content includes enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic skills design, preparation of electronic layouts and illustrations, electronic scanning, as well as development of specialized skills in multimedia presentations. Over the course of the program, the students will create a series of projects that will serve in the development of both printed and digital portfolios.

This program is eligible for fulltime or part time enrollment.

Occupation Description

There is a variety of employment opportunities upon successful completion of the Digital Design 2 program. Students will be able to work in environments where they work with graphic design, graphic production, electronic design, preparation of electronic layouts and illustrations, electronic scanning, as well as development of multimedia presentations.

The Digital Design 2 Program is delivered through a hybrid learning model:

Programs that are offered through a HYBRID delivery model combine face-to-face classroom instruction with online learning activities. During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The online components may include multimedia-enhanced content and channels for ongoing discussion. Students enrolled in a course that is delivered through a hybrid delivery model are encouraged to have computer and internet access at home.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	LENGTH	FLORIDA RESIDENT TUITION PER TERM
A	GRA0026	Graphic Designer	300	$876.00
B	GRA0027	Media Designer	300	$876.00
		Total	600	$1,752.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

Adobe Certified Professional (InDesign, Photoshop, Illustrator, Dreamweaver, and Premier Pro), Microsoft Office Specialist (MOS) - **Testing fees apply**

Potential Earnings

Graduates of this program earn an average of $25,000.00 to $36,000.00 annually.

Employers of Graduates

City of Tallahassee, Event Photography Group, Homes.com, Florida Supreme Court, George & Associates Consulting Engineers, Inc.

Program Completion Rate 100% Program Placement Rate 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

DIGITAL DESIGN 2

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
	SUBTOTAL:		

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$50.00	1	$50.00
Lab Fee *	$279.00	1	$279.00
Miscellaneous Fees **	$45.00	1	$45.00
		SUBTOTAL:	$419.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	600	$1,752.00
		SUBTOTAL:	$1,752.00

TOTAL REQUIRED EXPENSES: $2,171.00

***Lab Fee Includes:** Cengage Unlimited access, training videos, stock photo subscription, student portfolios and classroom supplies - paid during first semester.

****Miscellaneous Fees Includes:** Certification exam fees paid during first semester

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Additional certification exams (6 attempts included in misc. fee)	$45.00	1	$45.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	1	$30.00
		SUBTOTAL:	$152.00

Post-Graduation **(not covered by financial aid)**

Title	Price
License/Certification Fee	
SUBTOTAL:	$

TOTAL ADDITIONAL EXPENSES: $152.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

DIGITAL MEDIA/MULTIMEDIA DESIGN

Program #K100200 CIP 0609070208 1050 HOURS PELL ELIGIBLE

Program Description

In Florida, the growth of the media production and entertainment industry has increased the demand for experienced multimedia production professionals in private industry, public service and education. A multimedia designer is a highly capable designer that turns any idea into a professional design by incorporating images, graphics, text, animations, video and audio. All Digital Media/Multimedia Design students acquire knowledge and skill through the use of self-paced interactive software and hands-on exercises. Through the application of a variety of computer software programs, students learn to create an assortment of multimedia design projects that are refined over time for their final professional portfolio.

This program is eligible for fulltime or part time enrollment.

Occupation Description

Graphic Designer: Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

Multimedia Artist & Animator: Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

The Digital Media/Multimedia Program is delivered through a hybrid learning model:

Programs that are offered through a HYBRID delivery model combine face-to-face classroom instruction with online learning activities. During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The online components may include multimedia-enhanced content and channels for ongoing discussion. Students enrolled in a course that is delivered through a hybrid delivery model are encouraged to have computer and internet access at home.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
DIG0081	A	Theory and Foundations of Design	150	$438.00
DIG0082	B	Multimedia Digital Designer	300	$876.00
DIG0083	C	Multimedia Web Interactive Designer	300	$876.00
DIG0084	D	Multimedia Integrated Producer Designer	300	$876.00
		TOTAL	1050	$3,066.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 10.0 LANGUAGE 10.0 READING 10.0

Or met other basic skill requirements

Industry Certifications

Adobe Certified Professional (InDesign, Photoshop, Illustrator, Dreamweaver, Animate, After Effects, and Premier Pro), Microsoft Office Specialist (MOS) - **Testing fees apply**

Potential Earnings

Graduates of this program earn an average of $25,000.00 to $43,000.00 annually.

Employers of Graduates

City of Tallahassee, Event Photography Group, Homes.com, Florida Supreme Court, George & Associates Consulting Engineers, Inc., Sachs Media

Program Completion Rate 63% Program Placement Rate 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

DIGITAL MEDIA/MULTIMEDIA

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
		SUBTOTAL:	

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee * (paid first semester)	$279.00	1	$279.00
Miscellaneous Fees **	$45.00	1	$45.00
		SUBTOTAL:	$514.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1050	$3,066.00
		SUBTOTAL:	$3,066.00

TOTAL REQUIRED EXPENSES: $3,580.00

***Lab Fee Includes:** Cengage Unlimited access, training videos, stock photo subscription, student portfolios and classroom supplies - paid during first semester.

****Miscellaneous Fees Includes:** Certification exam fees paid during first semester

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
Additional certification exams (6 attempts included in misc. fee)	$45.00	1	$45.00
SUBTOTAL:			$182.00

Post-Graduation **(not covered by financial aid)**

Title	Price
License/Certification Fee	
SUBTOTAL:	$

TOTAL ADDITIONAL EXPENSES: $182.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

ELECTRICITY

Program #I460312 CIP 0646030202 1200 HOURS PELL ELIGIBLE

Program Description

The purpose of this program is to prepare students for employment or advanced training in a variety of construction electrical industries. This program is eligible for fulltime or part time enrollment. Specialized classroom instruction and laboratory practical application trains the student in the installation and maintenance of electrical wiring and equipment such as motors, motor controls, and power and lighting systems in residential, commercial, and industrial applications. Students learn how to locate and correct electrical and equipment malfunctions using electrical test instruments such as the ammeter and volt-ohmmeter.

This program is eligible for fulltime or part time enrollment.

Occupation Description

A program that prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
BCV0657	A	**Electrician Helper**	300	$876.00
BCV0640	B	**Residential Electrician**	450	$1,314.00
BCV0652	C	**Commercial Electrician**	450	$1,314.00
		TOTAL	1200	$3,504.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

NCCER Electrical – Levels 1, 2, 3, 4,

Testing fees may apply

Potential Earnings

Graduates of this program earn an average of $10.00 to $14.00 per hour.

Employers of Graduates

All Florida Electric of Florida, Inc., Weston-Trawick, Inc., Fraser Electric, Inc., Joyner Electric, Inc., Foy Electric, Inc., Williams Electric

Program Completion Rate: 70% Program Placement Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

ELECTRICITY

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
Electrical Book Bundle: NFPA 2017 National Electrical Code Basic Electrical Theory, Mike Holt Ent., Blended Program	9781455912773	 A, B, C A, B, C	 $106.41 $161.33
	SUBTOTAL:		$267.74

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	3	$135.00
Facility Usage Fee	$50.00	3	$150.00
Lab Fee (per semester) *	$275.00	3	$825.00
Miscellaneous Fees ** Tool Kit	$590.63	1	$546.88
		SUBTOTAL:	$1,656.88

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1200	$3,504.00
		SUBTOTAL:	$3,504.00

TOTAL REQUIRED EXPENSES: $5,428.62

***Lab Fee Includes:** Materials and supplies in the classroom

****Miscellaneous Fees Includes:** Electrical tool kit ($306.89) & Cengage Unlimited ($239.99)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

Post-Graduation **(not covered by financial aid)**

Title	Price
License/Certification Fee	
SUBTOTAL:	$

TOTAL ADDITIONAL EXPENSES: $137.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

FACIALS SPECIALTY

Program #I120424 CIP 0612040805 220 HOURS NOT PELL ELIGIBLE

Program Description

The Facials Specialty program is designed to prepare students for employment as a certified facial/skin care specialist. Instruction is designed to qualify students for employment upon successfully obtaining a registered facial specialist certification from the Department of Professional Regulations Cosmetology Board. Specialized instruction and practical experience in various facial and skin care procedures, the art of makeup, related chemistry, anatomy, physiology, safety, sanitation, and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates with a "cutting edge" in the skin care industry.

Day and night options are available for enrollment. **Night program has open enrollment**.

Occupation Description

This program prepares you for employment as an esthetician/skin care specialist.

The Facials Specialty Program is delivered through a hybrid learning model:

Programs that are offered through a HYBRID delivery model combine face-to-face classroom instruction with online learning activities. During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The online components may include multimedia-enhanced content and channels for ongoing discussion. Students enrolled in a course that is delivered through a hybrid delivery model are encouraged to have computer and internet access at home.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
CSP0266	A	Facials Specialist	220	$651.20
		TOTAL	220	$651.20

Program Admission Requirements

AGE 16 years or older

Industry Certifications

To become a registered facial specialist in the State of Florida you must enroll in a facial specialty program offered by a Florida school of cosmetology and successfully complete a minimum of 220 hours of education. Upon the successful completion of the educational hours, a completed facial specialty registration application should be submitted to the Department along with the applicable fees. Once the application has been approved, the facial specialist registration will be issued.

Potential Earnings

Graduates of this program earn an average of $13.00 to $28.74 per hour.

Employers of Graduates

Bare Waxing. Medical Healing Center, Remedy Spa

Program Completion Rate: 88% Program Placement Rate: 86%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

Students will be registered for the program at the 220 hours. All students must complete the required 220 hours to be eligible for licensure. However, students who do not maintain perfect attendance will be required to register for additional hours in order to meet the seat-time necessary for licensure.

Students will be able to register for additional 30-hour blocks at a fee of $87.60. No registration or facility fee will be required. If the student is still in need of additional hours after the completion of the 30-hour block, the student will repeat the process until the student has completed the appropriate number of hours.

FACIALS SPECIALTY

61G5-22.017 Minimum Curriculum for Facial Specialty Training.

(1) At a minimum, the curriculum of schools and programs specified in Section 477.0201, F.S., shall include the following hours of instruction in the indicated theory items:

Topic	Hours
Florida Laws and Rules	4
Sanitation	10
Ethics	2
Basics of Electricity	2
Facial Techniques and Contraindications	50
Product Chemistry	8
Hair Removal	5
Makeup	1
Skin Theory, Disease and Disorders of the Skin	67

(2) The curriculum shall also include the performance of the following specified services, as indicated, as well as the estimated total number of hours needed to complete the required number of services:

Type of Service	Hours Required
Facials, manual and mechanical, including masks, packs, or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem, and mature.	30
Set up, use, and maintenance of electrical devices.	1
Hair removal, including tweezing, waxing, threading, and sugaring.	10
Makeup applications for both daytime and nighttime looks.	10
Lash and brow tinting.	2
Eyelash application, individual lashes, and semi-permanent lashes.	12
Manual extractions	6

(3) Definition of Services: Services shall be a facial client, a client consultation/skin analysis; exfoliation, either manual, mechanical, or chemical; cleansing, toning; manipulations; and packs, masks, or other treatments as needed.

Rulemaking Authority 477.016, 477.019(2) FS. Law Implemented 477.0201, 477.019(2) FS. History–New 3-26-12.

FACIALS SPECIALTY

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
Milady Standard Esthetics Fundamentals 11th Edition/Mindtap	9781337074964	A	$359.55
Facials Kit		A	$358.83
Scrubs (Navy)			$40.00
	SUBTOTAL:		$758.38

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$25.00	1	$25.00
Lab Fee	$180.00	1	$180.00
		SUBTOTAL:	$250.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	220	$651.20
		SUBTOTAL:	$651.20

TOTAL REQUIRED EXPENSES: $1,659.58

***Lab Fee Includes:** Student products and supplies, technology applications, educational and training material, and program maintenance.

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
		SUBTOTAL:	$77.00

Post-Graduation (not covered by financial aid)

Title	Price
DBPR Application and Certification Fee	$75.00
HIV/AIDS Online Course	$25.00
SUBTOTAL:	$100.00

TOTAL ADDITIONAL EXPENSES: $207.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

FUNDAMENTAL FOODSERVICE SKILLS

Program #N100520 CIP 0612050304 600 HOURS PELL ELIGIBLE

Program Description

This program offers a sequence of courses that provides coherent and relevant commercial foodservice knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning, general employability skills, technical skills, and occupation-specific hands on technical skills. The program is designed to prepare students for entry level work positions or further culinary training and education based on basic culinary skills and practices to be successful in today's commercial kitchens.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry in positions such as: steward, prep cook, pantry cook, fry cook, banquet cook, retail and cafeteria cook & line cook.

This program is eligible for fulltime or part time morning only enrollment.

Occupation Description

Students prepare for a variety of careers in the culinary arts profession and for advanced education at other culinary institutions. Career paths include dinner cook, institutional cook, cook's helper, baker's helper, fry cook and short order cook.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
HMV0101	A	Intro to Food Prep	300	$876.00
HMV0102	B	Cooking Methods and Techniques	300	$876.00
		TOTAL	600	$1,752.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Students must adhere to the uniform requirements, which includes non-slip shoes and black pants. Shoes and pants are not included as part of the program fees, but are required. Additionally, students will have access to a locker, but must provide their own lock.

Industry Certifications

ServSafe: Certified Food Handler/ Food Protection Manager Other testing fees may apply

Potential Earnings

Graduates of this program earn an average of $9.00 to $15.00 per hour.

Employers of Graduates

New Program

Program Completion Rate: 67% Program Placement Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

FUNDAMENTAL FOODSERVICE SKILLS

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
Cooking Jacket (2) (1 short sleeve & 1 long sleeve)		A, B	$43.00
Bakers Cap (2)		A, B	$10.80
Aprons (4)		A, B	$9.00
	SUBTOTAL:		$62.80

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$50.00	1	$50.00
Miscellaneous	$80.00	1	$80.00
Lab Fee (per semester) *	$600.00	1	$600.00
		SUBTOTAL:	$775.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	600	$1,752.00
		SUBTOTAL:	$1,752.00

TOTAL REQUIRED EXPENSES: $2,589.80

***Lab Fee Includes:** Food for preparation/practice during cooking labs, culinary equipment
****Miscellaneous Fees Includes:** KP Online Access

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	1	$30.00
		SUBTOTAL:	$107.00

Title	Price
License/Certification Fee for Certified Cook (CC)	$385.00
SUBTOTAL:	$385.00

TOTAL ADDITIONAL EXPENSES: $492.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION 1 (HVAC-R 1)

Program #C400410 CIP 0615050111 750 HOURS PELL ELIGIBLE

Program Description

The Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC-R) 1 program is designed to prepare students for employment or advanced training in the heating, air conditioning and refrigeration and ventilation industry. The student should obtain EPA certification prior to completion in order to be employed in any job that requires work with refrigerants. This program is designed to train the student in the basic theory, fundamental principles, and the practical applications which develop the knowledge and skills necessary for entry into the basic industry service and installation occupations.

The program was awarded a national accreditation by the ESCO Institute in 1999. LTC is an approved testing site for the E.P.A. Section 608 Freon Certification and R410A Safety Certification. The program has an active advisory committee that works closely with the Externship Program to provide students valuable field experience upon completion of the course study. The program is accredited by HVAC Excellence through 2022.

This program is eligible for fulltime or part time enrollment.

Occupation Description

Heating, air conditioning and refrigeration mechanic, air conditioning installer.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
ARC0000	A	Introduction to HVAC/R	250	$730.00
ACR0001	B	HVAC/R Fundamentals	250	$730.00
ACR0012	C	HVAC/R Service Practices	250	$730.00
		TOTAL	750	$2,190.00

Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 10.0 LANGUAGE 9.0 READING 9.0
Or met other basic skill requirements

Employment-Ready Exams Requirements

Each student is required to take 3 employment-ready exams:

1. Electrical Exam
2. Air-conditioning Exam
3. One Heating Exam of student's choice

Industry Certifications:

HVAC Excellence Employment Ready – Heat Pump
HVAC Excellence Employment Ready – Air Conditioning
HVAC Excellence Employment Ready – Light Commercial Air Conditioning
HVAC Excellence Employment Ready – Electric Heat
HVAC Excellence Employment Ready – Light Commercial Refrigeration
HVAC Excellence Employment Ready – Gas Heat
HVAC Excellence Employment Ready – Electrical
Testing Fees may apply

Potential Earnings

Graduates of this program earn an average of $13.00 to $18.00 per hour.

Employers of Graduates

Barineau Heating & Air, Keith Lawson Air Conditioning, Brown's Refrigeration, Leon County Schools, Florida Air Specialists, Inc., Parker Services, Inc., Central Heating Consultants, and Tony Kelly Heating & AC, Bensons Heating and Air, Advanced Air Care Heating and Cooling, Bonds Electrical Heating and Air Conditioning Inc., Watts Cooling, Heating & Plumbing LLC, Engineered Cooling Service, Verizon Wireless

Program Completion Rate: 71% Program Placement Rate: 78%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION 1 (HVAC-R 1)

Required Expenses **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Bookstore

Title	ISBN/ID	OCP	Price
HVAC Book Bundle: Refrigeration & AC Technology 9th Edition Lab Manual & Work Book	 9781305578296 9781305578708	 A, B, C A, B, C	 $371.36
	SUBTOTAL:		$371.36

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$200.00	2	$400.00
Miscellaneous Fees ** *Tool kit/t-shirt paid during first semester only*	$505.00	1	$505.00
Ready exams	$25.00	1	$25.00
	SUBTOTAL:		$1,120.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	750	$2,190.00
	SUBTOTAL:		$2,190.00

TOTAL REQUIRED EXPENSES: $3,681.36

***Lab Fee Includes:** Freon, wire, copper, fitting welding gasses and brazing rods, and other replacement parts for training purposes.

****Miscellaneous Fees Includes:** HVAC Excellence Employment Ready Exams ($25.00), Tool Kit ($465.00) & program t-shirt ($15.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
	SUBTOTAL:		$137.00

Post-Graduation **(not covered by financial aid)**

Title	Price
License/Certification Fee: 608 Freon Certification Exam	$75.00
SUBTOTAL:	$75.00

TOTAL ADDITIONAL EXPENSES: $212.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION 2 (HVAC-R)

Program #C400420 CIP 0615050112 600 HOURS PELL ELIGIBLE

Program Description

The Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC-R) 2 program is designed to prepare students for employment or advanced training in the heating, air conditioning and refrigeration and ventilation industry. The student should obtain EPA certification prior to completion in order to be employed in any job that requires work with refrigerants. This program is designed to train the student in the basic theory, fundamental principles, and the practical applications which develop the knowledge and skills necessary for entry into the basic industry service and installation occupations.

The program was awarded a national accreditation by the ESCO Institute in 1999. LTC is an approved testing site for the E.P.A. Section 608 Freon Certification and R410A Safety Certification. The program has an active advisory committee that works closely with the Externship Program to provide students valuable field experience upon completion of the course study. The program is accredited by HVAC Excellence through 2022.

This program is eligible for fulltime or part time enrollment.

Occupation Description

Heating, air conditioning and refrigeration mechanic, air conditioning installer.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
ACR0013	A	HVAC/R Intermediate Service Practices	250	$730.00
ACR0044	B	HVAC/R Advanced Service Practices (formerly 'Air-Conditioning, Refrigeration and Heating Technician')	350	$1,022.00
		TOTAL	600	$1,752.00

Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 10.0 LANGUAGE 9.0 READING 9.0
Or met other basic skill requirements

Employment-Ready Exams Requirements

Each student is required to take 3 employment-ready exams:

1. Electrical Exam
2. Air-conditioning Exam
3. One Heating Exam of student's choice

Industry Certifications:

HVAC Excellence Employment Ready – Heat Pump
HVAC Excellence Employment Ready – Air Conditioning
HVAC Excellence Employment Ready – Light Commercial Air Conditioning
HVAC Excellence Employment Ready – Electric Heat
HVAC Excellence Employment Ready – Light Commercial Refrigeration
HVAC Excellence Employment Ready – Gas Heat
HVAC Excellence Employment Ready – Electrical
Testing Fees may apply

Potential Earnings

Graduates of this program earn an average of $13.00 to $18.00 per hour.

Employers of Graduates

Barineau Heating & Air, Keith Lawson Air Conditioning, Brown's Refrigeration, Leon County Schools, Florida Air Specialists, Inc., Parker Services, Inc., Central Heating Consultants, and Tony Kelly Heating & AC, Bensons Heating and Air, Advanced Air Care Heating and Cooling, Bonds Electrical Heating and Air Conditioning Inc., Watts Cooling, Heating & Plumbing LLC, Engineered Cooling Service, Verizon Wireless

Program Completion Rate: 80% Program Placement Rate: 85%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION 2 (HVAC-R 2)

Required Expenses (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Bookstore

Title	ISBN/ID	OCP	Price
HVAC Book Bundle: Refrigeration & AC Technology 9th Edition Lab Manual & Work Book	 9781305578296 9781305578708	 A, B A, B	 $371.36
	SUBTOTAL:		$371.36

****Books not necessary if student has from HVAC 1 program.**

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$50.00	1	$50.00
Lab Fee (per semester) *	$200.00	1	$200.00
Miscellaneous Fees ** *Tool kit, & t- shirt paid during first semester only*	$505.00	1	$505.00
Ready exams	$25.00 (x2)	1	$50.00
		SUBTOTAL:	$1,064.99

****Tool Kit not necessary if student has one from HVAC 1 program.**

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	600	$1,752.00
		SUBTOTAL:	$1,752.00

TOTAL REQUIRED EXPENSES: $3,188.35

The cost for students who have completed HVAC/R-1, cost is $2,097.00.

***Lab Fee Includes:** Freon, wire, copper, fitting welding gasses and brazing rods, and other replacement parts for training purposes.
****Miscellaneous Fees Includes:** HVAC Excellence Employment Ready Exams ($25.00 each), Tool Kit ($465.00) & program t-shirt ($15.00). ***Students who complete HVAC/1 and have their books, tool kit, and t-shirt will not be charged for those items again.***

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	1	$30.00
		SUBTOTAL:	$107.00

Post-Graduation (not covered by financial aid)

Title	Price
License/Certification Fee: 608 Freon Certification Exam	$75.00
SUBTOTAL:	$75.00

TOTAL ADDITIONAL EXPENSES: $182.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

INDUSTRIAL PIPEFITTER

Program #I460514 CIP 0646050303 600 HOURS PELL ELIGIBLE

Program Description

This Industrial Pipefitter program focuses on broad, transferable skills, stresses understanding of the pipe fitting industry, and demonstrate elements of the Pipe Fitting Trades industry; such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

This program is eligible for fulltime or part time enrollment.

Occupation Description

A program that prepares individuals to design, install, and test industrial and commercial piping systems as a Pipefitter.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
BCV0568	A	Industrial Pipefitter Helper	300	$876.00
BCV0569	B	Industrial Pipefitter	300	$876.00
		TOTAL	600	$1,752.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

NCCER Core, NCCER Level 1 & NCCER Level 2

Potential Earnings

Graduates of this program earn an average of $16.00 to $26.00 per hour.

Employers of Graduates

Program Completion Rate: 93% Program Placement Rate: 86%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

INDUSTRIAL PIPEFITTER

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
Pipefitting NCCER Core Curriculum Pipefitting Level 1 Trainee Guide Pipefitting Level 2 Trainee Guide	9780134130989 9780132273107 9780132273145	A, B	$314.89
	SUBTOTAL:		$314.89

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$50.00	1	$50.00
Lab Fee (per semester) *	$550.00	1	$550.00
Miscellaneous Fees **	$515.00	1	$515.00
		SUBTOTAL:	$1,160.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	600	$1,752.00
		SUBTOTAL:	$1,752.00

TOTAL REQUIRED EXPENSES: $3,226.89

***Lab Fee Includes:** Consumable materials including metal, gases, shop supplies

** **Miscellaneous Fees Includes**: Gear Kit ($475.00), program t-shirts ($40.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	1	$60.00
		SUBTOTAL:	$105.00

TOTAL ADDITIONAL EXPENSES: $105.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

LEGAL ADMINISTRATIVE SPECIALIST

Program #B072000 CIP 0522030103 1050 HOURS PELL ELIGIBLE

Program Description

The Legal Administrative Specialist program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards; relevant technical knowledge and skills needed to prepare for further education and careers as an Information technology assistant, front desk specialist, administrative support, and legal administrative specialist in the Business, Management and Administration career cluster. These courses provide technical skill proficiency, and include competency-based applied learning that contribute to the academic knowledge; higher-order reasoning; problem-solving skills; work attitudes; general employability skills; technical skills; occupation-specific skills; and knowledge of all aspects of the Business, Management and Administration career cluster.

This program is eligible for fulltime or part time enrollment.

Occupation Description

Legal administrative assistants support legal staff by managing the day-to-day operations and clerical duties of law offices. Legal administrative assistants need to have a knowledge of various law practices, as some of their responsibilities include preparing subpoenas and other legal documentation.

The Legal Administrative Specialist Program is delivered through a distance learning model:

Programs that are offered thorough a DISTANCE delivery model refer to students learning 100% remotely, off campus. Students will complete course work through an online learning system designed to be carried out remotely by using electronic communication. Distance learning will include both synchronous and asynchronous learning. Students enrolled in a course that is delivered through a distance delivery model must have computer and internet access at home.

Synchronous means "at the same time." It refers to a method of education delivery that happens in real-time. It requires live communication online. It uses technology, such as Zoom, to achieve this. Asynchronous learning occurs when students access course content beyond the scheduled meeting or class time and interact through online conversations, quizzes, or video comments on their own schedule.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
OTA0040	A	Information Technology Assistant	150	$438.00
OTA0041	B	Front Desk Specialist	300	$876.00
OTA0042	C	Administrative Support	150	$438.00
OTA0050	D	Legal Administrative Specialist	450	$1,314.00
		TOTAL	1050	$3,066.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 10.0 LANGUAGE 10.0 READING 10.0

Or met other basic skill requirements

Industry Certifications

Microsoft Office Specialist (MOS) Bundle Certification (3 of 6 – Word, Excel, PowerPoint, Access, Outlook, SharePoint)

Potential Earnings

Graduates of this program earn an average of $16.00 to $20.00 per hour.

Employers of Graduates

Florida A&M University, Leon County Schools, City of Tallahassee, Leon County, Florida State University, State of Florida, and private law firms

Program Completion Rate: 77% Program Placement Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

LEGAL ADMINISTRATIVE SPECIALIST

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
SUBTOTAL:			

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$125.00	2	$250.00
Miscellaneous Fees ** *Paid during first semester only*	$324.99	1	$339.99
SUBTOTAL:			$764.99

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1050	$3,066.00
SUBTOTAL:			$3,066.00

TOTAL REQUIRED EXPENSES: $3,845.99

***Lab Fee Includes:** Classroom supplies and materials.

**** Miscellaneous Fees Includes**: Cengage Unlimited Access ($179.99), Microsoft Certification ($45.00) and ALP (Accredited Legal Professional) Certification ($90.00), Polo Shirt ($25.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
SUBTOTAL:			$135.00

TOTAL ADDITIONAL EXPENSES: $137.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

MEDICAL ADMINISTRATIVE SPECIALIST

Program #B070300 CIP 0551071657 1050 HOURS PELL ELIGIBLE

Program Description

The Medical Administrative Specialist 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 as an information technology assistant, front desk specialist, medical office technologist, and medical administrative specialist. This program provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills, and knowledge of all aspects of the business, management, and administration career cluster.

This program is eligible for fulltime or part time enrollment.

Occupation Description

Graduates of this program are able to perform administrative duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

The Medical Administrative Specialist Program is delivered through a distance learning model:

Programs that are offered thorough a DISTANCE delivery model refer to students learning 100% remotely, off campus. Students will complete course work through an online learning system designed to be carried out remotely by using electronic communication. Distance learning will include both synchronous and asynchronous learning. Students enrolled in a course that is delivered through a distance delivery model must have computer and internet access at home.

Synchronous means "at the same time." It refers to a method of education delivery that happens in real-time. It requires live communication online. It uses technology, such as Zoom, to achieve this. Asynchronous learning occurs when students access course content beyond the scheduled meeting or class time and interact through online conversations, quizzes, or video comments on their own schedule.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
OTA0040	A	Information Technology Assistant	150	$438.00
OTA0041	B	Front Desk Specialist	300	$876.00
OTA0631	C	Medical Office Technologist	300	$876.00
OTA0651	D	Medical Administrative Specialist	300	$876.00
		TOTAL	1050	$3,066.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 10.0 LANGUAGE 10.0 READING 10.0

(Or met other basic skill requirements)

* Level 2 Background Screening (Prior to Enrollment)

* Students are randomly drug tested once enrolled

Industry Certifications

Microsoft Office Specialist (MOS) Bundle Certification

(3 of 6 – Word, Excel, PowerPoint, Access, Outlook, SharePoint)

Potential Earnings

Graduates of this program earn an average of $10.00 to $11.00 per hour.

Employers of Graduates

Tallahassee Memorial Healthcare, Patients First and Tallahassee Capital Regional Medical Center

Program Completion Rate: 60% Placement Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

MEDICAL ADMINISTRATIVE SPECIALIST

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
	SUBTOTAL:		

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$125.00	2	$250.00
Miscellaneous Fees ** *Paid during first semester only*	$366.99	1	$366.99
		SUBTOTAL:	$806.99

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1050	$3,066.00
		SUBTOTAL:	$3,066.00

TOTAL REQUIRED EXPENSES: $3,872.99

***Lab Fee Includes:** Classroom supplies and materials.

****Miscellaneous Fees Includes**: Cengage Unlimited Access ($179.99), Master Specialist Certification/Microsoft Office Specialist Certification ($45.00), & CMAA (Medical Admin Assistant) Certification ($117.00), Polo Shirt ($25.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$135.00

TOTAL ADDITIONAL EXPENSES: $135.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

MEDICAL ASSISTING

Program #H170515 CIP 0351080102 765 HOURS PELL ELIGIBLE

Program Description

The Medical Assisting (MA) program is designed to prepare students for employment in various medical settings, such as a physician's office, clinics, and certain hospital settings. This program will prepare the student to function in a medical office or clinical environment as a medical receptionist, administrative assistant, insurance coder/biller, phlebotomist, EKG Technician, and as a back office clinical assistant/patient educator. **Potential Medical Assistant students are required to submit an application packet prior to acceptance. Please check the website at www.livelytech.com for admission packet deadlines.** This program requires fulltime enrollment.

Occupation Description

Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
HSC0003	A	Basic Healthcare Worker	90	$262.80
MEA0002	B	Introduction to Medical Assisting	250	$742.50
MEA0501		Medical Office Procedures	75	$219.00
MEA0521	C	Phlebotomist, MA	75	$219.00
MEA0543	D	EKG Aide, MA	75	$219.00
MEA0942		Practicum Experience	200	$584.00
		TOTAL	765 hours	$2,246.30

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 10.0 LANGUAGE 10.0 READING 10.0

(Or met other basic skill requirements)

* Level 2 Background Screening (Prior to Enrollment) * Students are randomly drug tested once enrolled

Industry Certifications

Certified Clinical Medical Assistant (CCMA)

Potential Earnings

Graduates of this program earn an average of $12.00 to $18.00 per hour.

Employers of Graduates

Medical Group of North Florida, Patients First, North Florida Women's Care, Tallahassee Diagnostic Imaging, Janet Johnson, M.D., Dr. Jana Forstheofel, M.D., Magnolia Pediatrics, Digestive Disease Clinic, Tallahassee Primary Care Associates, Capital Health Plan, Tallahassee Orthopedic Clinic, Tallahassee Cancer Institute, Tallahassee Memorial Hospital Pulmonary Clinic, Tallahassee Memorial Hospital Cardiology Practices, Tallahassee Memorial Hospital General Surgeons Practice, Tallahassee Memorial Hospital Rheumatology

Program Completion Rate: 95% Program Placement Rate: 85%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

During these times, guidance and regulations around mandatory COVID-19 vaccines continue to change. As a clinical requirement, some of our contracted healthcare facilities may be authorized under law to require specific vaccinations. Lively Technical College is committed to closely monitoring the situation in order to communicate changes and requirements to students in a timely manner. However, by applying for a health education program that has clinicals as a requirement for completion of the program, students must acknowledge that they may be required to obtain a COVID-19 vaccine at any point in the program to be in compliance with the clinical site requirements. Students must acknowledge that failure to be in compliance with the COVID-19 vaccine may result in withdrawal from the program.

MEDICAL ASSISTING

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
Scrubs (2 sets)		A, B, C, D	$80.00
	SUBTOTAL:		$80.00

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$50.00	1	$50.00
Lab Fee (per semester) *	$240.00	1	$240.00
Miscellaneous Fees ** *Drug Screening*	$38.24		$38.24
TMH ID Badge	$5.00		$5.00
Cengage Unlimited Multi-Term Printed Access Code	$179.99	1	$179.99
Liability Insurance	$20.00	1	$20.00
		SUBTOTAL:	$578.23

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	765	$2,246.30
		SUBTOTAL:	$2,246.30

TOTAL REQUIRED EXPENSES: $2,904.53

***Lab Fee Includes:** Computer lab fees, and skills lab fees, materials and equipment

****Miscellaneous Fees Includes:** Drug Screening ($38.24), Cengage Unlimited ($179.99) and TMH ID Badge ($5.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$20.00	1	$20.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$145.00

****Clinical sites may require a student to pay for an additional background check. ****

Post-Graduation **(not covered by financial aid)**

Title	Price
License/Certification Fee: Medical Assisting Certification Examination **fee subject to change*	$155.00
SUBTOTAL:	$155.00

TOTAL ADDITIONAL EXPENSES: $300.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

NAILS SPECIALTY

Program #I120414 CIP 0612041004 180 HOURS NOT PELL ELIGIBLE

Program Description

The Nails Specialty program is designed to prepare students for employment as a certified nail specialist. Instruction is designed to qualify students for employment upon successfully obtaining a manicure, pedicure, nail specialist certification from the Department of Professional Regulations Cosmetology Board. Specialized instruction and practical experience in manicuring, pedicuring and various nail extension procedures, related chemistry, anatomy, physiology, safety, sanitation and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates with a "cutting edge" in the nail care industry.

Day and night options are available for enrollment. Night program has open enrollment.

Occupation Description

Nail technicians typically work in nail shops, spa or salons and provide nail care and beauty treatments to clients' hands and feet. Some of the duties of a nail technician include using various instruments to clean and file nails and performing beauty treatments on nails like manicures, acrylics or gels.

The Nails Specialty Program is delivered through a hybrid learning model:

Programs that are offered through a HYBRID delivery model combine face-to-face classroom instruction with online learning activities. During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The online components may include multimedia-enhanced content and channels for ongoing discussion. Students enrolled in a course that is delivered through a hybrid delivery model are encouraged to have computer and internet access at home.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
CSP0016	A	Manicure and Pedicure Specialist	180	$525.60
		TOTAL	180	$525.60

Program Admission Requirements

AGE: 16 years or older (or received a high school diploma)

Industry Certifications

To become a registered nail specialist in the State of Florida you must enroll in a nails specialty program offered by a Florida school of cosmetology and successfully complete a minimum of 180 hours of education. Upon the successful completion of the educational hours, a completed nails specialty registration application should be submitted to the Department along with the applicable fees. Once the application has been approved, the nail specialist registration will be issued.

Potential Earnings

Graduates of this program earn an average of $8.40 to $17.95 per hour.

Employers of Graduates

Salons, spas and nail boutiques

Program Completion Rate: 73% Program Placement Rate:82% Licensure Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

Students will be registered for the program at the 180 hours. All students must complete the required 180 hours to be eligible for licensure. However, students who do not maintain perfect attendance will be required to register for additional hours in order to meet the seat-time necessary for licensure.

Students will be able to register for additional 30-hour blocks at a fee of $87.60. No registration or facility fee will be required. If the student is still in need of additional hours after the completion of the 30-hour block, the student will repeat the process until the student has completed the appropriate number of hours.

NAILS SPECIALTY

61G5-22.016 Minimum Curriculum for Nail Specialty Training.

(1) At a minimum, the curriculum of schools and programs specified in Section 477.0201, F.S., shall include the following hours of instruction in the indicated topics:

Topic	Hours
(a) Florida Cosmetology laws and rules	4
(b) Sanitation	8
(c) Ethics	2
(d) Nail theory, practice and related subjects including disorders and disease	76

(2) The curriculum shall also include the performance of the following specified services as indicated:

Type of Service	Hours required
(a) Manicures	15
(b) Pedicures	10
(c) Tips with Overlay	15
(d) Sculpting Using A Form	10
(e) Nail Wraps and/or Mending	10
(f) Nail Fill-Ins	10
(g) Artificial Nail Removal	5
(h) Polishing and Nail Art	10
(i) Gel Nails	5

Specific Authority 477.016 FS. Law Implemented 477.0201 FS. History–New 1-24-94, Amended 9-12-94.

NAILS SPECIALTY

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
Nails Kit		A	$481.25
Scrubs (Navy)			$40.00
	SUBTOTAL:		$521.25

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$25.00	1	$25.00
Lab Fee	$150.00	1	$150.00
		SUBTOTAL:	$220.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	180	$525.60
		SUBTOTAL:	$525.60

TOTAL REQUIRED EXPENSES: $1,266.85

***Lab Fee Includes:** Student products and supplies, technology applications, educational and training material, and program maintenance.

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
		SUBTOTAL:	$77.00

Post-Graduation (not covered by financial aid)

Title	Price
DBPR Application and Certification Fee	$75.00
HIV/AIDS Online Course	$25.00
SUBTOTAL:	$100.00

TOTAL ADDITIONAL EXPENSES: $207.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

NURSING ASSISTANT

Program #H170690 CIP 0351390203 165 HOURS NOT PELL ELIGIBLE

Program 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; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. **Potential Nursing Assistant students are required to submit an application packet prior to acceptance. Please check the website at www.livelytech.com for admission packet deadlines.**

This program requires fulltime enrollment.

Occupation Description

This program is designed to prepare students for employment as nursing assistants. Certified nursing assistants (CNAs) have a variety of responsibilities in the medical field, including performing administrative duties, completing basic clinical procedures, transporting patients, and providing assistance to nurses and other healthcare professionals.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
HSC0003	A	Basic Healthcare Worker	90	$262.80
HCP0121	B	Nurse Aide and Orderly	75	$219.00
		TOTAL	165	$481.80

Program Admission Requirements

AGE 16 years or older
DIPLOMA: N/A
* Level 2 Background Screening (Prior to Enrollment)
* Students are randomly drug tested once enrolled

Industry Certifications

Certified Nursing Assistant (Testing fees may apply)

Potential Earnings

Graduates of this program earn an average of $11.00 to $15.00 per hour.

Employers of Graduates

Tallahassee Memorial Healthcare, Capital Regional Medical Center, Eden Springs, Westminster Oaks, Centre Pointe Health and Rehab, RiverChase Health and Rehab, Miracle Hill Health Rehab, Home Instead Senior Care, Visiting Angels, Hopewell In-Home Senior Care

Program Completion Rate: 82% Program Placement Rate: 79% Licensure Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

During these times, guidance and regulations around mandatory COVID-19 vaccines continue to change. As a clinical requirement, some of our contracted healthcare facilities may be authorized under law to require specific vaccinations. Lively Technical College is committed to closely monitoring the situation in order to communicate changes and requirements to students in a timely manner. However, by applying for a health education program that has clinicals as a requirement for completion of the program, students must acknowledge that they may be required to obtain a COVID-19 vaccine at any point in the program to be in compliance with the clinical site requirements. Students must acknowledge that failure to be in compliance with the COVID-19 vaccine may result in withdrawal from the program.

NURSING ASSISTANT

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
Scrubs			$40.00
	SUBTOTAL:		$40.00

Internal Costs

Title	Cost
Registration Fee	$45.00
Facility Usage Fee	$25.00
Lab Fee	$50.00
Drug Screening	$38.24
Liability Insurance	$10.00
SUBTOTAL:	$160.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	165	$481.80
		SUBTOTAL:	$481.80

TOTAL REQUIRED EXPENSES: $690.04

***Lab Fee Includes:** Lab supplies/skills materials.

Additional Expenses

Title	Unit Price	Quantity	Price
T-Shirt	$20.00	1	$20.00
Graduation Fee	$40.00	1	$40.00
		SUBTOTAL:	$60.00

***Clinical sites may require a student to pay for an additional background check. ***

Post-Graduation

Title	Price
License/Certification Fee:	$155.00
Additional background check from Livescan may be necessary	$34.00
SUBTOTAL:	$189.00

TOTAL ADDITIONAL EXPENSES: $249.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

PATIENT CARE TECHNICIAN

Program #H170694 **CIP 0351390205** **600 HOURS** **PELL ELIGIBLE**

Program Description

This program is designed to prepare students for employment as advanced cross-trained certified nursing assistants and home health aides. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for acute and long term care settings along with home health; EKG performance and readings; phlebotomy; and rehabilitation assisting. **Potential Patient Care Technician students are required to submit an application packet prior to acceptance. Please check the website at www.livelytech.com for admission packet deadlines.** This program requires fulltime enrollment.

Occupation Description

Home Health Aide: Provide routine individualized healthcare, such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Nursing Assistant: Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, move patients, or change linens. May transfer or transport patients. Patient Care Technicians also assist nurses, doctors and other health care professionals. They perform duties of a CNA, but are also trained to perform some basic medical duties such as EKG readings and phlebotomy. The laws of each state determine the extent of technician duties.

Phlebotomy Technician: Phlebotomists are specialized medical laboratory technicians who collect blood samples from patients. Phlebotomists follow physicians' orders to draw blood from patients and ensure that all needles are sterile and supplies are well stocked. Additional duties include maintaining proper documentation, processing incoming orders, and creating reports.

EKG Technician: An electrocardiogram (EKG) technician uses specialized equipment to measure the productivity of the heart. EKG technicians assist with routine physical exams and screening procedures before surgeries, prepare patients for various cardiovascular tests, and reporting findings to physicians who make decisions based on the EKG results. Additional duties include maintaining equipment, maintaining proper documentation, processing incoming orders, and creating reports.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
HSC0003	A	Basic Healthcare Worker	90	$262.80
HCP0121	B	Nurse Aide & Orderly (Articulated)	75	$219.00
HCP0332	C	Advanced Home Health Aide	50	$146.00
HCP0020	D	Patient Care Assistant	75	$219.00
HSC0016	E	Allied Health Assistant	150	$438.00
MEA0580	F	Advanced Allied Health Assistant	100	$292.00
PRN0094	G	Patient Care Technician	60	$175.20
		TOTAL	600	$1,752.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 10.0 LANGUAGE 10.0 READING 10.0

Or met other basic skill requirements

* Level 2 Background Screening (Prior to Enrollment)

* Students are randomly drug tested once enrolled

Industry Certifications

Certified Nursing Assistant (CNA), Patient Care Technician (CPCT/A), Certified Phlebotomy Technician (CPT), Certified EKG Technician (CET) - National Health Career Association (Additional Testing Fees Apply)

Potential Earnings

Graduates of this program earn an average of $11.00 to $17.00 per hour.

Employers of Graduates

Tallahassee Memorial Healthcare, Capital Regional Medical Center, Eden Springs, Westminster Oaks, Centre Pointe Health and Rehab, RiverChase Health and Rehab, Miracle Hill Health Rehab, Home Instead Senior Care, Visiting Angels, Hopewell In-Home Senior Care, Tallahassee Primary Care Associates, Lap Corp, One Blood, and CSL Plasma Center

Program Completion Rate: 77% Program Placement Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

During these times, guidance and regulations around mandatory COVID-19 vaccines continue to change. As a clinical requirement, some of our contracted healthcare facilities may be authorized under law to require specific vaccinations. Lively Technical College is committed to closely monitoring the situation in order to communicate changes and requirements to students in a timely manner. However, by applying for a health education program that has clinicals as a requirement for completion of the program, students must acknowledge that they may be required to obtain a COVID-19 vaccine at any point in the program to be in compliance with the clinical site requirements. Students must acknowledge that failure to be in compliance with the COVID-19 vaccine may result in withdrawal from the program.

PATIENT CARE TECHNICIAN

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
Scrubs		ALL	$40.00
	SUBTOTAL:		$40.00

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$50.00	1	$50.00
Lab Fee (per semester) *	$80.00	1	$80.00
Miscellaneous Fees ** *TMH ID Badge*	$5.00	1	$5.00
Drug Screening	$38.24	1	$38.24
Liability Insurance	$20.00	1	$20.00
		SUBTOTAL:	$210.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	600	$1,752.00
		SUBTOTAL:	$1,752.00

TOTAL REQUIRED EXPENSES: $2,002.24

***Lab Fee Includes:** Skills lab fees, materials and equipment

****Miscellaneous Fees Includes:** TMH ID Badge ($5.00) and Drug Screening ($38.24)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	1	$30.00
		SUBTOTAL:	$107.00

*****Clinical sites may require a student to pay for an additional background check. *****

Post-Graduation (not covered by financial aid)

Title	Price
Certified Nursing Assistant License	$155.00
Certified Phlebotomist	$117.00
EKG Technician	$117.00
Patient Care Technician	$155.00
SUBTOTAL:	$544.00

TOTAL ADDITIONAL EXPENSES: $651.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

PHLEBOTOMY

Program #H170302 CIP 0351100901 165 HOURS

Program Description

The purpose of this program is to prepare students for employment as phlebotomists. The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heart saver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement. **Potential Phlebotomy students are required to submit an application packet prior to acceptance. Please check the website at www.livelytech.com for admission packet deadlines.**

This program requires fulltime enrollment.

Occupation Description

Phlebotomists are specialized medical laboratory technicians who collect blood samples from patients. Phlebotomists follow physicians' orders to draw blood from patients and ensure that all needles are sterile and supplies are well stocked. Additional duties include maintaining proper documentation, processing incoming orders, and creating reports.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
HSC0003	A	Basic Healthcare Worker	90	$262.80
MEA0520	B	Phlebotomist	75	$219.00
		TOTAL	165	$481.80

Program Admission Requirements

AGE 16 years or older
DIPLOMA: N/A
* Level 2 Background Screening (Prior to Enrollment)
* Students are randomly drug tested once enrolled

Industry Certifications

Certified Phlebotomy Technician (CPT)

Potential Earnings

Graduates of this program earn an average of $25,000 to $32,000 annually.

Employers of Graduates

Grifols, Quest Diagnostic, Tallahassee Memorial Hospital, Tallahassee Primary Care Associates, Lap Corp, One Blood, CSL Plasma Center

Program Completion Rate: 96% Program Placement Rate: 71% Licensure Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

During these times, guidance and regulations around mandatory COVID-19 vaccines continue to change. As a clinical requirement, some of our contracted healthcare facilities may be authorized under law to require specific vaccinations. Lively Technical College is committed to closely monitoring the situation in order to communicate changes and requirements to students in a timely manner. However, by applying for a health education program that has clinicals as a requirement for completion of the program, students must acknowledge that they may be required to obtain a COVID-19 vaccine at any point in the program to be in compliance with the clinical site requirements. Students must acknowledge that failure to be in compliance with the COVID-19 vaccine may result in withdrawal from the program.

PHLEBOTOMY

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
Scrubs		A, B	$40.00
	SUBTOTAL:		$40.00

***Lab Fee Includes:** Skills lab supplies

Internal Costs

Title	Cost
Registration Fee	$45.00
Facility Usage Fee	$25.00
Miscellaneous Fees: TMH Badge	$5.00
Lab Fee	$50.00
Drug Screening	$38.24
Liability Insurance	$10.00
SUBTOTAL:	$173.24

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	165	$481.80
		SUBTOTAL:	$481.80

TOTAL REQUIRED EXPENSES: $695.04

***Lab Fee Includes:** Lab supplies/skills materials

Additional Expenses

Title	Unit Price	Quantity	Price
T-Shirt	$20.00	1	$20.00
Graduation Fee	$40.00	1	$40.00
		SUBTOTAL:	$60.00

***Clinical sites may require a student to pay for an additional background check. ***

Post-Graduation

Title	Price
License/Certification Fee:	$117.00
SUBTOTAL:	$117.00

TOTAL ADDITIONAL EXPENSES: $177.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

PRACTICAL NURSING

Program #H170607 CIP 0351390100 1350 HOURS PELL ELIGIBLE

Program Description

Becoming a Licensed Practical Nurse (LPN) is the quickest way to enter a nursing career. It requires three regular semesters for full time day students and four semesters for part time evening students. Practical nurses must be very compassionate and patient, and be excellent caregivers. LPNs perform a variety of tasks, including monitoring patients and medical equipment, gathering and recording information from patients, administering medications, and patient care. This program requires fulltime (day) enrollment. Night classes are available. Program length is extended for night classes and additional fees apply. **Practical Nursing students are required to submit an application packet prior to acceptance. Please check the website at www.livelytech.com for admission packet deadlines.**

This program requires fulltime enrollment. This program offers a fulltime day and fulltime night cohort.

Occupation Description

Provide basic nursing care under the direction of registered nurses and supervisors. Licensing required

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
PRN0098	A	Practical Nursing Foundation 1	300	$876.00
PRN0099	B	Practical Nursing Foundation 2	300	$876.00
PRN0290		Medical Surgical Nursing 1	300	$876.00
PRN0291		Medical Surgical Nursing 2	300	$876.00
PRN0690		Comprehensive Nursing and Transitional Skills	150	$438.00
		TOTAL	1350	$3,942.00

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 11.0 LANGUAGE 11.0 READING 11.0

Or met other basic skill requirements

ADDITIONAL TESTING: Health Education Systems Incorporated (HESI) (must be taken prior to submitting admissions packet /SCORE 75%)

Only 2 attempts in a calendar year (January – December) – Scores are valid for 1 year only.

Students must also provide: Immunization records from birth, physical exam or waiver on file, current Hepatitis B immunization or a signed waiver on file, current negative TB Skin Test. Level 2 Background Screening (Prior to Enrollment). Students are randomly drug tested once enrolled

Industry Certifications

Licensed Practical Nurse (LPN): In Florida, to become a Licensed Practical Nurse an individual must be at least 18 years of age, possess a high school diploma or its equivalent, have successfully completed the Practical Nursing program under rules established by the Florida Board of Nursing (FBON), submit application to the board and pay fees to the FBON and take the NCLEX examination, submit information to the board for a statewide criminal records correspondence check through FDLE, be in good mental and physical health, and be able to communicate in the English language (Florida Statutes 464.008). Testing Fees apply

Potential Earnings

Graduates of this program earn an average of $13.00 to $19.00 per hour.

Employers of Graduates

Tallahassee Memorial Healthcare, Capital Regional Medical Center, Tallahassee Orthopedic Clinic, Tallahassee Digestive Disease Clinic, North Florida Obstetrics, HealthSouth Rehab Hospital, Children's Medical Services, Patients First, Eden Springs, Westminster Oaks, Wakulla Health Department, Apalachee Center, North Florida Women's Care

Program Completion Rate: 60% Program Placement Rate: 75% Program Licensure Pass Rate: 100%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

During these times, guidance and regulations around mandatory COVID-19 vaccines continue to change. As a clinical requirement, some of our contracted healthcare facilities may be authorized under law to require specific vaccinations. Lively Technical College is committed to closely monitoring the situation in order to communicate changes and requirements to students in a timely manner. However, by applying for a health education program that has clinicals as a requirement for completion of the program, students must acknowledge that they may be required to obtain a COVID-19 vaccine at any point in the program to be in compliance with the clinical site requirements. Students must acknowledge that failure to be in compliance with the COVID-19 vaccine may result in withdrawal from the program.

PRACTICAL NURSING

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
PN Elsevier Book Bundle & SIM Chart	9780323644495	A, B	$605.75
Scrubs (2 sets)		A, B	$80.00
	SUBTOTAL:		$685.75

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	3	$135.00
Facility Usage Fee	$50.00	3	$150.00
Lab Fee (per semester) *	$200.00	3	$600.00
Miscellaneous Fees ** *HESI Bundle*	$250.19	3	$750.57
Drug Screening ($38.24) & TMH ID Badge (paid 1st semester $5.00)	$38.24/ $5.00	2	$86.48
Liability Insurance	$20.00	3	$60.00
		SUBTOTAL:	$1,782.05

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1350	$3,942.00
		SUBTOTAL:	$3,942.00

TOTAL REQUIRED EXPENSES: $6,409.80

***Lab Fee Includes:** Skills lab supplies

****Miscellaneous Fees Includes:** Drug screening ($38.24), HESI Bundle ($750.57), TMH ID Badge ($5.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

****Clinical sites may require a student to pay for an additional background check. ****

Post-Graduation (not covered by financial aid)

Title	Price
License/Certification Fee: Nursing Boards Application/Licensing Fee	$110.00
Pearson Vue, Testing Vendor	$200.00
SUBTOTAL:	$310.00

TOTAL ADDITIONAL EXPENSES: $447.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

PROFESSIONAL CULINARY ARTS & HOSPITALITY

Program #N109500 CIP 0412050312 1200 HOURS PELL ELIGIBLE

Program Description

The Commercial Foods & Culinary Arts Program offers a sequence of courses that provide relevant content aligned with challenging academic standards, necessary technical knowledge and skills to prepare students for further education and careers in the hospitality and tourism industry. The program also provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, problem solving skills, work attitudes, technical and occupational-specific skills, as well as knowledge of all aspects of the industry.

The content includes, but is not limited to, preparation, presentation and serving of a wide variety of foods, leadership, communication skills and safe/efficient work practices. This coursework prepares students for employment in the local food service/hospitality industry.

This program is eligible for fulltime and part time morning only enrollment.

Occupation Description

Students prepare for a variety of careers in the culinary arts profession and for advanced education at other culinary institutions. Career paths include dinner cook, institutional cook, cook's helper, baker's helper, fry cook and short order cook.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
HMV0100	A	Food Preparation	300	$876.00
HMV0170	B	Cook, Restaurant	300	$876.00
HMV0171	C	Chef/Head Cook	300	$876.00
HMV0126	D	Food Service Management	300	$876.00
		TOTAL	1200	$3,504.00

Program Admission Requirements

AGE 16 years or older
DIPLOMA: N/A
TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0
Or met other basic skill requirements

Students must adhere to the uniform requirements, which includes non-slip shoes and black pants. Shoes and pants are not included as part of the program fees, but are required. Additionally, students will have access to a locker, but must provide their own lock.

Industry Certifications

ServSafe: Certified Food Handler/ Food Protection Manager. Testing fees may apply.

Potential Earnings

Graduates of this program earn an average of $9.00 to $15.00 per hour.

Employers of Graduates

101 Restaurant & Lounge, Food Glorious Food, Double Tree Hotel, Publix, Leon County Civic Center, Leon County Schools, FSU University Center, and Longhorn Steak House

Program Completion Rate: 85% Program Placement Rate: 96%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

PROFESSIONAL CULINARY ARTS & HOSPITALITY

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price
Cooking Jacket (2) (1 short sleeve & 1 long sleeve)		A, B	$43.00
Bakers Cap (2) & Aprons (4)		A, B	$19.80
	SUBTOTAL:		$62.80

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$600.00	2	$1200.00
Miscellaneous Fees ** paid during first semester	$407.50	1	$407.50
		SUBTOTAL:	$1,797.50

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1200	$3,504.00
		SUBTOTAL:	$3,504.00

TOTAL REQUIRED EXPENSES: $5,364.30

***Lab Fee Includes:** Food for preparation/practice during cooking labs & culinary equipment.

****Miscellaneous Fees Includes:** KP Education Platform Access Code ($80.00), Grainger Knife Set 8-Piece ($177.50), ServSafe Manager book ($150.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$107.00

Post-Graduation **(not covered by financial aid)**

Title	Price
License/Certification Fee for Certified Cook (CC)	$385.00
SUBTOTAL:	$385.00

TOTAL ADDITIONAL EXPENSES: $492.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

TRANSIT TECHNICIAN 1

Program #T660100 CIP 0647061307 620 HOURS PELL ELIGIBLE

Program 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 Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to the following: maintaining and repairing diesel engines, performing diesel engine and bus preventive maintenance (PMI) inspections, maintaining and repairing ADA accessible lifts and ramps, maintaining and repairing basic electrical systems, and maintaining, and repairing steering and suspension systems.

This program is eligible for fulltime or part time enrollment.

Occupation Description

The Transit Technician 1 program prepares students for employment as transit technicians, train existing employees to become FTMC certified transit technicians and to prepare existing technicians for the ASE series of Transit Bus tests.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	LENGTH	FLORIDA RESIDENT TUITION PER TERM
DIM0810	A	Transit Equipment Preventive Maintenance Technician	200	$584.00
DIM0811	B	Transit Basic Electrical Systems Technician	120	$350.40
DIM0812	C	Transit Wheelchair Lift/Ramp Technician	60	$175.20
DIM0813	D	Transit Diesel Engine Preventive Maintenance Technician	120	$350.40
DIM0814	E	Transit Steering and Suspension Technician	120	$350.40
		TOTAL	620	$1,810.40

Program Admission Requirements

AGE 16 years or older

DIPLOMA: N/A

TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Or met other basic skill requirements

Industry Certifications

FTMC Transit Technician certification

ASE Series of Transit Bus Tests

Potential Earnings

Graduates of this program earn an average of $18.00 to $30.00 per hour.

Employers of Graduates

StarMetro

Program Completion Rate: 100% Program Placement Rate: 90%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

TRANSIT TECHNICIAN 1

Required Expenses

Bookstore (Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)

Title	ISBN/ID	OCP	Price
Systems 2nd Edition and Diesel Engines 2nd Edition textbooks (1-Year Online	9781284274059	A, B, C, D, E	$383.40
	SUBTOTAL:		$383.40

(Returning students Access Code 978128406736 - $185.00)

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	1	$45.00
Facility Usage Fee	$50.00	1	$50.00
Lab Fee (per semester) *	$160.00	1	$160.00
Miscellaneous Fees **	$110.00	1	$110.00
		SUBTOTAL:	$365.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	620	$1,810.40
		SUBTOTAL:	$1,810.40

TOTAL REQUIRED EXPENSES: $2,558.80

***Lab Fee Includes:** consumable lab parts, chemicals, electrical repair material, use of fluids, gaskets, wheel weights, engine kits, brake kits, hardware, suspension kits, sealant, cleaners, rags, oil, grease, and latex gloves

****Miscellaneous Fees Includes:** ASE Certification exams ($80.00 each semester), tire tread depth gauge, earphones/ear buds and goggles ($15.00), t-shirt ($15.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Graduation Fee	$40.00	1	$40.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	1	$30.00
		SUBTOTAL:	$107.00

TOTAL ADDITIONAL EXPENSES: $107.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

WELDING TECHNOLOGY

Program #J400400 CIP 0648050805 1050 HOURS PELL ELIGIBLE

Program Description

Welding Technology prepares students in the basic and the necessary advanced skills in the welding field. The program teaches welding techniques used in the workforce such as SMAW-shielded metal arc welding, GMAW-gas metal arc welding, FCWA-flux core arc welding, and GTAW-gas tungsten arc welding. Different types of oxygen and acetylene cutting and welding techniques and proper safety precautions are also covered. The program is certified through the AWS (American Welding Society).

This program is eligible for fulltime or part time enrollment.

Occupation Description

The Welding Technology program is designed to prepare students for employment or advanced training in a variety of occupations in the welding industry. Welding positions are classified depending on the training and types of welding machines that a welder can use. Skilled welders are found in automotive, construction and aerospace industries. Welders fabricate and assemble metal structures and equipment through the use of welders, cutters, shapers and measuring tools. Welders produce metal products according to customer or employer specifications. They use multiple welding machines to repair and maintain metal equipment and structures of various sizes. Welders read and interpret diagrams, sketches and blueprints to determine operations, required materials and timeframes for projects.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
PMT0070	A	Welder Assistant 1	150	$438.00
PMT0071		Welder Assistant 2	150	$438.00
PMT0072	B	Welder, SMAW 1	150	$438.00
PMT0073		Welder, SMAW 2	150	$438.00
PMT0074	C	Welder	450	$1,314.00
		TOTAL	1050	$3,066.00

Program Admission Requirements

AGE 16 years or older
DIPLOMA: N/A
TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0
Or met other basic skill requirements

Industry Certifications

American Welding Society (AWS) – Additional Testing Fees May Apply

Potential Earnings

Graduates of this program earn an average of $12.00 to $30.00 per hour.

Employers of Graduates

Zachary Construction, Aker Construction, Bechtel, Jackson Cook, Performance Construction, Yates Construction, United Association of Plumbers and Pipefitters, International Brotherhood of Boilermakers

Program Completion Rate: 79% Program Placement Rate: 76%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

WELDING TECHNOLOGY

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$950.00	2	$1,900.00
Miscellaneous Fees ** (paid 1st semester)	$440.00	1	$440.00
		SUBTOTAL:	$2,530.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	1050	$3,066.00
		SUBTOTAL:	$3,066.00

TOTAL REQUIRED EXPENSES: $5,596.00

***Lab Fee Includes:** Welding consumables including metal, gases, shop supplies

****Miscellaneous Fees Includes:** Basic welding gear kit ($400.00), program t-shirts ($40.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Graduation Fee	$40.00	1	$40.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

Post-Graduation **(not covered by financial aid)**

Title	Price
License/Certification Fee: AWS Welding Certification Exams (EACH)	$100.00
SUBTOTAL:	$100.00

TOTAL ADDITIONAL EXPENSES: $237.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

WELDING TECHNOLOGY ADVANCED

Program #J400410 CIP 0648050806 750 HOURS PELL ELIGIBLE

Program Description

The Welding Technology - Advanced program is designed to prepare students for employment or advanced training in a variety of occupations in the welding industry. This program focuses on broad, transferrable skills stressing the understanding of the following elements of the welding industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, health and safety, and environmental issues.

This program is eligible for fulltime or part time enrollment.

Occupation Description

After successfully completing the advanced program, the student will be able to perform the following: apply intermediate to advanced skills using shield metal arc welding (SMAW) process for pipe welding on carbon steel pipe from schedule 40 (intermediate) to heavy wall pipe (advanced); apply advanced gas-tungsten arc welding (GTAW) pipe skills on carbon steel and stainless steel alloys; apply and understand fabrication techniques; and apply emerging welding techniques. New technology will consist of orbital welding, CNC plasma cutting, along with downhill pipe welding and/or advanced aluminum. Welding positions are classified depending on the training and types of welding machines that a welder can use. Skilled welders are found in automotive, construction and aerospace industries.

Program Structure

The following table illustrates the CAREER CERTIFICATE program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	FLORIDA RESIDENT TUITION PER TERM
PMT0075	A	Advanced Welder 1	600	$1752.00
PMT0076	B	Advanced Welder 2	150	$438.00
		TOTAL	750	$2,190.00

Program Admission Requirements

AGE 16 years or older
DIPLOMA: N/A
TABE: MATH 9.0 LANGUAGE 9.0 READING 9.0

Industry Certifications

American Welding Society (AWS) Certification (Price TBA)
NCCER Welding Certification
Other testing fees may apply

Potential Earnings

Graduates of this program earn an average of $24.00 to $55.00 per hour.

Employers of Graduates

Zachary Construction, Aker Construction, Bechtel, Jackson Cook, Performance Construction, Yates Construction, United Association of Plumbers and Pipefitters, International Brotherhood of Boilermakers

Program Completion Rate: 61% Program Placement Rate: 94%

Data for completion, placement and licensure rates (for applicable programs) may have been impacted by the COVID-19 pandemic.

WELDING TECHNOLOGY ADVANCED

Required Expenses

Bookstore **(Depending on funding sources, state and local taxes may be applicable at 7.5%. Bookstore costs are subject to change.)**

Title	ISBN/ID	OCP	Price

Internal Costs

Title	Unit Price	Quantity	Price
Registration Fee	$45.00	2	$90.00
Facility Usage Fee	$50.00	2	$100.00
Lab Fee (per semester) *	$950.00	2	$1,900.00
Miscellaneous Fees ** (Paid 1st semester)	$440.00	1	$440.00
		SUBTOTAL:	$2,530.00

Tuition

Title	Unit Price	Hours	Price
In-State Hourly Fee	$2.92	750	$2,190.00
		SUBTOTAL:	$2,190.00

TOTAL REQUIRED EXPENSES: $4,720.00

***Lab Fee Includes:** Welding consumables including metal, gases, shop supplies, NCCER Level 3 Access Code

****Miscellaneous Fees Includes:** Welding gear kit ($400.00), program t-shirts ($40.00)

Additional Expenses

Title	Unit Price	Quantity	Price
Test of Adult Basic Education (not covered by financial aid)	$25.00	1	$25.00
Graduation Fee	$40.00	1	$40.00
Lively T-Shirt (not covered by financial aid)	$12.00	1	$12.00
Applied Academics for Adult Education (AAAE) (Instructional support paid per semester for students who enroll in AAAE program.)	$30.00	2	$60.00
		SUBTOTAL:	$137.00

Post-Graduation **(not covered by financial aid)**

Title	Price
License/Certification Fee: AWS Welding Certification Exams (EACH)	$100.00
SUBTOTAL:	$100.00

TOTAL ADDITIONAL EXPENSES: $237.00

Out of state fees are based on $11.71 per clock hour. Out of state students should meet with Student Services prior to enrollment. Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly. All prices are subject to change pending legislative actions and school board approval. Any remaining lab and/or miscellaneous fees will be used to directly benefit the student. Students who attend part time are subject to additional registration and facility fees based on the number of terms needed to complete the program.

2022-2023 Academic Calendar

4-Day Calendar

August 2022 • 13 days						
	M	T	W	T	F	
	1 T/I	2 T/I	3 T/I	4 T/I	5	6
7	8 T/I	9 T/I	10 S	11 S	12	13
14	15 S	16 S	17 S	18 S	19	20
21	22 S	23 S	24 S	25 S	26	27
28	29 S	30 S	31 S			

September 2022 • 15 days						
	M	T	W	T	F	
				1 S	2	3
4	5 H	6 S	7 S	8 S	9	10
11	12 S	13 S	14 S	15 S	16	17
18	19 S	20 S	21 S	22 S	23	24
25	26 H	27 S	28 S	29 S	30	

October 2022 • 16 days						
	M	T	W	T	F	
						1
2	3 S	4 S	5 S	6 S	7	*8*
9	10 S	11 S	12 S	13 S	14	*15*
16	17 T/I	18 S	19 S	20 S	21	*22*
23	24 S	25 S	26 S	27 S	28	*29*
30	31 S					

November 2022 • 14 days						
	M	T	W	T	F	
		1 S	2 S	3 S	4	5
6	7 S	8 S	9 S	10 S	11	12
13	14 S	15 S	16 S	17 S	18	19
20	21 A	22 A	23 A	24 H	25	26
27	28 S	29 S	30 S			

December 2022 • 9 days						
	M	T	W	T	F	
				1 S	2	3
4	5 S	6 S	7 S	8 S	9	10
11	12 S	13 S	14 S	15 S	16	17
18	19 H	20 H	21 H	22 H	23	24
25	26 H	27 H	28 H	29 H	30	31

January 2023 • 15 days						
	M	T	W	T	F	
1	2 H	3 T/I	4 S	5 S	6	7
8	9 S	10 S	11 S	12 S	13	14
15	16 H	17 S	18 S	19 S	20	21
22	23 S	24 S	25 S	26 S	27	28
29	30 S	31 S				

February 2023 • 15 days						
	M	T	W	T	F	
			1 S	2 S	3	4
5	6 S	7 S	8 S	9 S	10	11
12	13 S	14 S	15 S	16 S	17	18
19	20 H	21 S	22 S	23 S	24	25
26	27 S	28 S				

March 2023 • 14 days						
	M	T	W	T	F	
			1 S	2 S	3	4
5	6 S	7 S	8 S	9 S	10	11
12	13 A	14 A	15 A	16 A	17	18
19	20 S	21 S	22 S	23 S	24	25
26	27 S	28 S	29 S	30 S	31	

April 2023 • 16 days						
	M	T	W	T	F	
						1
2	3 S	4 S	5 S	6 S	7 H	*8*
9	10 S	11 S	12 S	13 S	14	*15*
16	17 S	18 S	19 S	20 S	21	*22*
23/30	24 S	25 S	26 S	27 S	28	*29*

May 2023 • 16 days						
	M	T	W	T	F	
	1 S	2 S	3 S	4 S	5	6
7	8 S	9 S	10 S	11 S	12	13
14	15 S	16 S	17 S	18 S	19	20
21	22 S	23 S	24 S	25 S	26 T/I	27
28	29 H	30 T/I	31 T/I			

June 2023 • 17 days						
	M	T	W	T	F	
				1 S	2	3
4	5 S	6 S	7 S	8 S	9	10
11	12 S	13 S	14 S	15 S	16	17
18	19 S	20 S	21 S	22 S	23	24
25	26 S	27 S	28 S	29 S	30	

July 2023 • 16 days						
	M	T	W	T	F	
						1
2	3 S	4 H	5 S	6 S	7	*8*
9	10 S	11 S	12 S	13 S	14	*15*
16	17 S	18 S	19 S	20 S	21	*22*
23	24 S	25 S	26 S	27 S	28	*29*
30	31 S					

2022-2023 Academic Calendar

5-Day Calendar

August 2022 • 16 days						
	M	T	W	T	F	
	1	2	3	4	5	6
7	8 T/I	9 T/I	10 S	11 S	12 S	13
14	15 S	16 S	17 S	18 S	19 S	20
21	22 S	23 S	24 S	25 S	26 S	27
28	29 S	30 S	31 S			

September 2022 • 20 days						
	M	T	W	T	F	
				1 S	2 S	3
4	5 H	6 S	7 S	8 S	9 S	10
11	12 S	13 S	14 S	15 S	16 S	17
18	19 S	20 S	21 S	22 S	23 S	24
25	26 H	27 S	28 S	29 S	30 S	

October 2022 • 20 days						
	M	T	W	T	F	
						1
2	3 S	4 S	5 S	6 S	7 S	*8*
9	10 S	11 S	12 S	13 S	14 S	*15*
16	17 T/I	18 S	19 S	20 S	21 S	*22*
23	24 S	25 S	26 S	27 S	28 S	*29*
30	31 S					

November 2022 • 16 days						
	M	T	W	T	F	
		1 S	2 S	3 S	4 S	5
6	7 S	8 S	9 S	10 S	11 H	12
13	14 S	15 S	16 S	17 S	18 S	19
20	21 A	22 A	23 A	24 H	25 H	26
27	28 S	29 S	30 S			

December 2022 • 12 days						
	M	T	W	T	F	
				1 S	2 S	3
4	5 S	6 S	7 S	8 S	9 S	10
11	12 S	13 S	14 S	15 S	16 S	17
18	19 H	20 H	21 H	22 H	23 H	24
25	26 H	27 H	28 H	29 H	30 H	31

January 2023 • 19 days						
	M	T	W	T	F	
1	2 H	3 T/I	4 S	5 S	6 S	7
8	9 S	10 S	11 S	12 S	13 S	14
15	16 H	17 S	18 S	19 S	20 S	21
22	23 S	24 S	25 S	26 S	27 S	28
29	30 S	31 S				

February 2023 • 19 days						
	M	T	W	T	F	
			1 S	2 S	3 S	4
5	6 S	7 S	8 S	9 S	10 S	11
12	13 S	14 S	15 S	16 S	17 S	18
19	20 H	21 S	22 S	23 S	24 S	25
26	27 S	28 S				

March 2023 • 18 days						
	M	T	W	T	F	
			1 S	2 S	3 S	4
5	6 S	7 S	8 S	9 S	10 S	11
12	13 A	14 A	15 A	16 A	17 A	18
19	20 S	21 S	22 S	23 S	24 S	25
26	27 S	28 S	29 S	30 S	31 S	

April 2023 • 19 days						
	M	T	W	T	F	
						1
2	3 S	4 S	5 S	6 S	7 H	*8*
9	10 S	11 S	12 S	13 S	14 S	*15*
16	17 S	18 S	19 S	20 S	21 S	*22*
23/	24 S	25 S	26 S	27 S	28 S	*29*

May 2023 • 20 days						
	M	T	W	T	F	
	1 S	2 S	3 S	4 S	5 S	6
7	8 S	9 S	10 S	11 S	12 S	13
14	15 S	16 S	17 S	18 S	19 S	20
21	22 S	23 S	24 S	25 S	26 S	27
28	29 H	30 T/I	31 T/I			

June 2023 • 22 days						
	M	T	W	T	F	
				1 S	2 S	3
4	5 S	6 S	7 S	8 S	9 S	10
11	12 S	13 S	14 S	15 S	16 S	17
18	19 S	20 S	21 S	22 S	23 S	24
25	26 S	27 S	28 S	29 S	30 S	

July 2023 • 20 days						
	M	T	W	T	F	
						1
2	3 S	4 H	5 S	6 S	7 S	*8*
9	10 S	11 S	12 S	13 S	14 S	*15*
16	17 S	18 S	19 S	20 S	21 S	*22*
23	24 S	25 S	26 S	27 S	28 S	*29*
30	31 S					

LCS 2022-2023 AVIATION CALENDAR

August 2022 – 21 Days

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

September 2022 – 20 Days

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

October 2022 – 21 Days

4 | 17

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

November 2022 – 16 Days

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

December 2022 – 12 Days

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

January 2023 – 19 Days

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

February 2023 – 19 Days

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

March 2023 – 17 Days

7 | 10

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

April 2023 – 19 Days

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

May 2023 – 21 Days

16 | 5

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

June 2023 – 22 Days

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

July 2023 – 18 Days

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

Update 03.3.2022

1ST Term Aug 3 – Dec16 Block 1 Aug 3 – Oct 6 Block 2 Oct 7 – Dec 16
2nd Term Jan 4 – May 23 Block 1 Jan 4 – Mar 10 Block 2 Mar 20 – May 23
3rd Term May 24 –Jul 28

FAA Make-up & Employability days
NOTE: T/I Days; 8/3,8/4,8/5 now Student days
S = Student . **A** = Administrative day. **H** = Holiday . **T/I** = Teacher Inservice

LCSB APPROVED: 02.09.2021

Lively Technical College

Lively Technical College
500 N. Appleyard Drive
Tallahassee, FL 32304
www.livelytech.com
850.487.7555