



For a Future That Works!!

609 North Orange Street, Starke, Florida 32091-2434

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<http://butc.edu> <http://facebook.com/butc.edu>

Course Catalog and Student Handbook 2016 - 2017



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Administered by the Bradford County School District

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Superintendent

David W. Harris,
Director

Glenda Ruise,
Adult and Community
Education Coordinator

Brad Bishop,
Behavioral Resource Teacher

Bradford County School Board Members

Sheila Cummings, District 1

Elbert Hersey, District 4

Stacey Creighton, District 2

Randy Jones, District 3

Erica Reddish, District 5

***Accredited by
Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350
(770) 396-3898 (800) 917-2081***

The Bradford-Union Technical Center (BUTC) is approved for training by the State Approving Agency of the Florida Department of Veterans Affairs, the Florida Board of Cosmetology, the Florida State Board of Nursing, the Florida Department of Business and Professional Regulation, and the American Heart Association.

“This institution is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1976, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of race, creed, color, age, national origin, sex, or disability.”

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

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FOR A FUTURE THAT WORKS

904-966-6764
609 N. Orange Street
Starke, Florida 32091-2434

OFFICE HOURS

Monday 8:00 am – 7:00 pm
Tuesday 8:00 am – 7:00 pm
Wednesday 8:00 am – 4:00 pm
Thursday 8:00 am – 7:00 pm
Friday 8:00 am – 4:00 pm

Directory

Bradford County School District Main Switchboard	904-966-6800
Bradford-Union Technical Center Receptionist, Front Office	904-966-6764
Administrative Secretary	904-966-6766
Bookkeeper	904-966-6772
Cashier	904-966-6768
Financial Aid	904-966-6765
Student Services	904-966-6769
Veteran’s Benefits Office	904-966-6765
OTHER IMPORTANT NUMBERS	
BCSD Superintendent of Schools	904-966-6807
BUTC Director	904-966-6780
BUTC Adult Programs Coordinator	904-966-6770
BCSD Personnel Department	904-966-6023

Calendar and Schedule Dates

REGISTRATION DATES 2016-2017

Fall Registration	August 3-9, 2016
Spring Registration	January 2, 2017
Summer Registration	May 25, 2017

TERM PERIODS

Fall Term	August 10, 2016 – December 16, 2016
Spring Term	January 3, 2017 – May 25, 2017
Summer Term	June 5, 2017 – July 31, 2017

GRADE PERIODS

First Semester	August 10, 2016 – December 16, 2016
Second Semester	January 3, 2017 – May 25, 2017

STUDENT HOLIDAYS

September 5, 2016
September 23, 2016
October 10, 2016
November 19 - 27, 2016
December 17 - January 2, 2017
January 16, 2017
February 20, 2017
March 4 - 12, 2017
April 14, 2017

EARLY RELEASE DAYS

(Students dismissed at 1:15 P.M.)
August 24, 2016
September 14, 2016
October 19, 2016
November 11, 2016
December 14 - 16, 2016
January 25, 2017
February 8, 2017
March 15, 2017
April 19, 2017
May 23 - 25, 2017

GED Testing schedule is available through our partner at <http://gedtestingservice.com/>.

Other PearsonVUE administered test schedules are available through our partner at <http://pearsonvue.com/>.

GENERAL INFORMATION

MISSION STATEMENT

Our mission at Bradford-Union Technical Center is to provide a place for adult and high school students to attend day or evening classes on a regular basis to develop job preparatory, adult basic skills, and community education skills in a safe and caring environment which focuses on individual needs.

VISION STATEMENT

The vision of Bradford-Union Technical Center is to endow our students with the academic, technical, and career skills they need in order to pursue advanced training in an academic, technical or career field, enter the military or workforce as a skilled employee, and become a productive member of our society.

INSTITUTION

Bradford-Union Technical Center is a post-secondary career and technical training and adult education institution under the authority of the Bradford County School Board. The 27-acre campus is located in Starke, FL at the corners of North Orange Street and West Weldon Street, with easy access from U.S. Highway 301, State Road (SR) 100, and County Road (CR) 16. The Commercial Vehicle Driving classroom is located on 100 acres, four miles east of Starke on County Road (CR) 230. Currently, eleven other career and technical education training programs are available. Basic skills remediation, GED preparation, and a high school credit program are also available. Continuing Workforce Education courses are available as needed to businesses and individuals who are already employed and need technical updating or advanced training. Community Education courses are also offered in the evening program. Students have access to personal and career counseling, financial aid, employability skills, and job placement assistance. Targeted populations such as physically handicapped and/or economically disadvantaged receive support from special programs such as offered through Career Source (Formerly Florida Works).

ACCIDENTS

Students may be treated for minor injuries on campus but no aspirin or similar drugs will be dispensed. All accidents or injuries must be reported to an instructor or staff immediately.

CAMPUS SECURITY ANNUAL REPORT

The following annual report is in compliance with the Federal Financial Aid Regulations as published and revised as of June 30, 1995. Information can be obtained at <http://ope.ed.gov/security>. A paper copy of the report may be obtained in the Student Services Department or a printable version of the report can be downloaded from www.butc.edu.

1. In the event a student is a witness to, or a victim of, a crime on campus, the incident is to be reported immediately to an administrator. In the event an administrator is unavailable, the front office Receptionist will be contacted and immediately notify the principal or designee. The administrator will be responsible for reporting the incident to the school's resource officer who will then follow the appropriate procedures as it relates to the enforcement matter. The resource officer, who is a deputy with the Bradford County Sheriff's Department, files the incident report with a copy to the school principal where the incident occurred.
2. The campus is an open facility but visitors must sign in on the visitor log at the front office. Students must also sign out at the front office, if leaving before the regularly scheduled time. Secondary students must be signed out only by persons authorized on the emergency contact list. Cosmetology customers must sign in at the receptionist station in Cosmetology. No campus security officer is assigned, but a resource officer may be summoned, as needed, from the high school.
3. Crime reports are handled by district resource officers and if needed, by local law enforcement.
4. Each classroom has an emergency procedure list. The various types of emergency drills are conducted randomly and without warning.
5. The district school board has policies prohibiting the use of alcohol, tobacco and illegal drugs. The Bradford County School Board is committed to maintaining schools that are drug-free. The use of illegal drugs and the unlawful possession of alcohol and tobacco are both wrong and harmful. Therefore, guidelines have been set within the Code of Student Conduct that addresses these issues. Compliance with this code is mandatory. You are warned that the Bradford County School Board does not tolerate violation of the code in regard to drug possession and use, and has consistently expelled offenders.
6. During the 2015-2016 school year, there were no reports of serious felony offenses.
7. During the 2014-2015 school year, there were no reports of serious felony offenses.
8. During the 2013-2014 school year, there were no reports of serious felony offenses.
9. During the 2012-2013 school year, there were no reports of serious felony offenses.
10. During the 2011-2012 school year, there were no reports of serious felony offenses.
11. During the 2010-2011 school year, there were no reports of serious felony offenses.
12. During the 2009-2010 school year, there were no reports of serious felony offenses.

ADMISSIONS

Career and Technical Education Enrollment Procedures

1. Complete online registration at <http://www.butc.edu/>.
2. Unless exempt, pay test fee, register, and complete the Test of Adult Basic Education (TABE).
3. Provide two documents that prove Florida Residency for tuition purposes (An acceptable documentation list can be obtained in the Student Services Office or at <http://www.butc.edu/>).
4. Provide copies of a valid Driver's License and/or State issued photo ID and Social Security Card.

5. Complete the FAFSA application at <https://fafsa.ed.gov> and verify with the Financial Aid Office that all Financial Aid requirements have been met (if applicable).
6. Finalize all required documentation with the Student Services Office. Discuss TABE results and class schedule.
7. Pay program costs.

Adult Basic Education Enrollment Procedures

1. Complete online registration at <http://www.butc.edu/>
2. Provide a valid copy of Driver's License and/or State Issued photo ID and Social Security Card.
3. Finalize all required documentation at Student Services office.
4. Pay tuition.

HIGH SCHOOL Enrollment Procedures

High School students in grades 9, 10, 11, and 12 may attend the Bradford-Union Technical Center and earn elective credits. Tuition, fees, and books are free, but industrial programs may have equipment and/or uniform cost. Industrial programs may require a minimum of two periods per day.

Transfer of Students From Out of School

Upon receipt of a transcript from an accredited institution, occupational completion points MAY be applied to the course/program of enrollment, if comparable. Competence checks not included in an occupational completion point are also available for previously learned knowledge and skills.

Transfer of Students within the School

Students may drop a class and enroll in any other class or program on a space available basis. Competencies earned prior to the withdrawal would be used to determine if the student had reached an occupational completion point or literacy completion point prior to the withdrawal. The competencies may also be transferred to the new course/program if appropriate. The attendance record will transfer to the new course/program.

CERTIFICATES OF COMPLETION

Certificates of Completion will be awarded to students who master program performance standards and meet state reading, language, and math requirements for that program. Upon request, the student may receive a Certificate of Achievement for mastery of an occupational or literacy completion point as specified in the course/program curriculum frameworks.

PROGRAM ENTRY/EXIT

Most of Bradford-Union Technical Center's programs are open entry/open exit. However, Commercial Vehicle Driving, Cosmetology, Practical Nursing, Nursing Assistant, and Medical Assistant programs require students to enter at the beginning of the semester or the year. Admission is open to adults who are not presently enrolled in a secondary school. High School students may be enrolled in secondary programs with permission of the home school and the BUTC. Dual enrollment is available to secondary students enrolled in postsecondary programs for advanced training with the permission of the home

school and the BUTC. **Please note that new students are prohibited from entering a program (with the exception of select summer programs) after March 31st of the 2016-2017 school year.**

TEST OF ADULT BASIC EDUCATION (TABE) POLICY

ABILITY TO BENEFIT

Unless exempt, all students of Bradford-Union Technical Center that are enrolled in a course of 450 hours or longer must take the Test for Adult Basic Education (TABE) as required by Florida Statute 1004.91 and associated State Administrative Rules. Every student admitted to a career and technical education program must demonstrate that they have the ability to benefit from the instruction by performance on the TABE test. A complete listing of TABE scores and requirements is provided on pages 10-11.

EXEMPTIONS

Students may be exempt from the TABE requirement if:

- They have a college degree at the Associate in Applied Science (AAS) level or higher
- They are an active member of any branch of the United States Armed Services
- enrolled in an apprenticeship program that is registered with the Department of Education in accordance with Chapter 446
- They have passed a state or national industry certification or licensure examination that is identified in State Board of Education rules and is aligned to the career education program in which they are enrolled
- They entered ninth grade in a Florida Public School in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma

Students with a documented, qualifying disability may also be exempt from the TABE test requirements for program completion. All exemptions require documentation, diplomas, or transcripts, as applicable.

All students that fail to meet the above criteria as a demonstration of their ability to benefit from instruction must be enrolled in a remediation course(s). Instruction provides remediation to ensure students have the opportunity to meet the description of Ability to Benefit. Students must begin remediation classes prior to, or at the time of, enrollment in a Career Technical Education class and make acceptable progress as determined by BUTC. Students should meet minimum TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion. Any student withdrawn from remediation due to non-attendance (**six consecutive absences**) will not be permitted to continue in their program of study. Absences accumulated during this time will be applied to the 40 hours each student is allotted per term. ***This will also affect Financial Aid***

REMEDICATION: (Tech Programs Only)

Students who have a TABE score of more than one point below the achievement level for their respective program of study **must** attend 30 hours of remediation. Once the 30 hours has been met students may retake the TABE test to achieve the appropriate score for their program of study. All **Tardy and Absence Policies** apply to remediation classes.

Applicants transferring TABE scores from other testing centers must have an official score report sent to Student Services prior to enrollment. Unofficial score reports will not be accepted.

TABE scores expire after two years (except LPN, one year) and must be valid at the time of enrollment. TABE scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of one semester per school year and may miss no more than one consecutive semester. Continuous enrollment applies to attendance in a single program.

TABE GRADE LEVEL REQUIREMENTS

R = Reading M = Total Math L = Language

Program	(Grade Level Requirements to achieve certificate)	R	M	L
Administrative Office Specialist (B070330)		10	10	10
Automotive Service Technology (9504100)		9	10	9
Automotive Service Technology 1 (T400700)		9	10	9
Automotive Service Technology 2 (T400800)		9	10	9
Commercial Class "B" Driving (I490251)		n/a	n/a	n/a
Commercial Vehicle Driving (I490205)		n/a	n/a	n/a
Computer Systems & Information Technology (Y100200)		9	10	9
Cosmetology (D500100)		9	8	8
Medical Assisting (H170515)		10	10	10
Nails Specialty (I120414)		n/a	n/a	n/a
Nursing Assistant, Long Term Care (H170602)		n/a	n/a	n/a
Practical Nursing (H170605)		11	11	11
Welding Technology (J400400)		9	9	9
Welding Technology Advanced (J400410)		9	9	9

*TABE levels have been compiled from the 2016-2017 curriculum frameworks.

TUITION AND FEES

In accordance with provisions set forth by the Florida Legislature and the School Board of Bradford County, fees are charged for attending Bradford-Union Technical Center. Fees vary according to program length and include a tuition fee, financial aid fee, and laboratory use fee. Students may pay for their program textbooks in the cashier's office.

Other fees may be assessed as required by an individual program such as state board exam fees, liability insurance, drug tests, and motor vehicle reports. Due to price changes during the school year, fees may be changed without prior notice. Contact cashier for a list of fees associated with a particular program.

Adult General Education Fees

The courses listed for Adult General Education are \$30.00 for each term of classes for students (Florida Statute.1009.22) remediating to achieve the literacy level required for a vocational training program, or for remediation services above the ninth grade level.

Fee Due Dates

For PSAV students, all fees are due in full the first day of class for each nine weeks, unless otherwise specified. Each student will receive an itemized bill per semester. Tuition and other fees must be paid in full before the student enters class, unless arrangements are made with the Director of the Center.

REFUNDS

Kits may not be returned.

Institutional Refund Policy

Any student, except a student receiving Title IV financial assistance, may be eligible for a refund under the following guidelines:

A refund of 100% (not including deposits) will be issued for all students who withdraw up to one week before or if the class is cancelled. Students will be refunded the unused portion of their tuition fees as of the date of withdrawal if less than 60% of the enrollment period has been completed. After 60% of the enrollment period has been completed, no refund will be issued.

Return of Title IV Funds (Federal Pell grant)

If a student withdraws on or before completing greater than 60% of the course(s) within a payment period for which they have received Title IV funds, the school will complete R2T4 calculation to determine if any funds are to be returned to Title IV funds for the payment period.

The student would be owed a full disbursement of Title IV funds upon withdrawal if they have completed greater than 60% in the course(s) within the payment period.

The student withdrawal date is based on the date they withdrew with the office of the Registrar. If the student does not officially withdraw with the Registrar's Office the last day of attendance is submitted by the instructor. It is the student's responsibility to inform the Financial Aid Office of any withdrawal.

Regulations require schools to perform calculations within 30 days from the date the school determines a student's withdrawal. If an overpayment occurs, the school must return Title IV funds within 45 days of the calculation. If the student owes any Title IV funds, they have 45 days after receiving notice from the school to pay back Title IV funds. The return to Title IV funds calculation is based on the amount of hours a student completed divided by the amount of time that was scheduled to be completed in their payment period of enrollment. Bradford-Union Technical Center is a clock hour school.

Students do not have to request a refund. All refunds will be made within 30 days from the date that the Bradford-Union Technical Center determines withdrawal or termination of a student.

TUITION WAIVERS

Out-of-State Fee Waiver for Active Duty Service Members

Chapter 2016-136, Laws of Florida creates an out-of-state waiver in s. 1009.26, F.S. A career center operated by a school district under s. 1001.44, F.S. or charter technical career center shall waive out-of-state fees for a person who is an active duty member of the Armed Forces of the United States or stationed outside of this state. Tuition and fees charged to a student who qualifies for this out-of-state waiver may not exceed the tuition and fees charged to a resident student.

Postsecondary Education for Veterans

Chapter 2016-142, Laws of Florida expands tuition waivers in s. 1009.26, F.S. to include any eligible recipient of a Purple Heart or superior combat decoration enrolled in an eligible postsecondary institution who is currently a resident, or was a resident at the time the military action that resulted in the awarding of the Purple Heart or other superior combat decoration.

FINANCIAL AID

Pell Grants

The Bradford-Union Technical Center offers only one type of federally funded financial aid, the Pell grant. Pell grants are awards to help students pay for their education after high school. For many students, these grants provide a "foundation" of financial aid to which aid from other sources may be added. Unlike loans, grants do not have to be paid back.

To apply for the Pell grant, you can go online at <https://fafsa.ed.gov>. The federal school number to enter for Bradford-Union Technical Center is **033823**. Other financial aid options may be available for those that may not qualify for PELL. For more information or assistance with the application process, contact the Financial Aid Coordinator at 904-966-6765.

Eligibility for Receiving Financial Aid

- Students must have a standard high school diploma or GED.
- The student must be enrolled at BUTC as a certificate seeking student in an eligible program of study to receive a financial aid award.
- Students can only receive funding from one school at a time.
- Students in default on a federal student loan are ineligible for federal and state financial aid.
- Eligibility for federal aid depends upon meeting standards of Satisfactory Academic Progress (SAP).
- Enrolled in a program of 600 hours or more.
- Attend 20 hours or more each week.

Conditions for Receiving Financial Aid

1. Financial Aid funds are disbursed based upon payment periods. Aid may be credited to a student's account. A credit balance will be disbursed to the student after a disbursement is processed, if the student

did not authorize BUTC to hold the credit balance.

2. Any award is contingent upon actual receipt of funds from the federal and/or state government by Bradford – Union Technical Center.
3. To continue receiving aid the student must remain enrolled in an eligible program 600 hours or more and must earn Satisfactory Academic Progress. You must also attend 20 hours or more each week and when classes are scheduled.
4. Students are responsible for reporting to the Financial Aid office any other scholarships or financial assistance not reported previously. Students are responsible for reporting scholarships and other financial assistance to their sponsoring agencies.
5. Students are responsible for notifying the Financial Aid office immediately of any changes in name, address, or telephone number.
6. Students are responsible for notifying the Student Services office of changes in enrollment status including change of program, leave of absence, and completion or withdrawal dates. These changes may affect your financial aid award.
7. Students may be responsible for payment when repeating a program or any portion of a program. Student must verify their status with the Financial Aid office.
8. Upon withdrawal, a student's financial aid will be recalculated based upon the Return to Title IV (R2T4) calculation. If it is determined the student has completed 60% or less than the scheduled hours for the payment period, he/she will be responsible for an overpayment. An overpayment of a financial aid award means that the payment exceeds the amount you are eligible to receive.
9. Students are responsible for any financial aid overpayment. Overpayment may occur as a result of a change of enrollment status. Until complete repayment of the over award is made, a hold will be placed on the student records and the student will not be able to register for any program. A student overpayment of federal grant funds will be reported in the National Student Loan Data System (NSLDS)
10. Financial Aid awards are not renewed automatically. Students must re-apply each year. Applications become available at www.fafsa.ed.gov in October of 2016.

Conditions are subject to change in compliance with new federal and state regulations.

SATISFACTORY ACADEMIC PROGRESS

The Federal Pell Grant requires all students to maintain Satisfactory Academic Progress AT ALL TIMES to continue eligibility. Federal Pell regulations require both Quantitative and Qualitative measures of progress. This means satisfactory progress of program hours and weeks, as well as maintaining a cumulative passing grade.

Bradford-Union Technical Center (BUTC) requires students to maintain a "C" average or better (2.0) for Satisfactory Academic Progress (SAP). The period for attendance, grades and progress is from the beginning to the end of the program. BUTC checks SAP several times throughout the enrollment period.

BUTC has the right to delay Pell disbursements if a student is not meeting SAP.

Program instructors submit Monthly Attendance at the end of each month verifying attendance. Progress will be checked each payment period. Students with excessive absences resulting in the inability to complete their designated program within 150% of program hours will be withdrawn.

BUTC IN-HOUSE SCHOLARSHIPS

These scholarship are awarded through an application through Bradford- Union Technical Center Financial Aid Office. Scholarships are limited to select programs as funds are available. Restrictions apply. Applicants must first submit a FAFSA application to qualify for the scholarship. Awards are based on TABE scores, financial situations, and your FAFSA application.

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The FSAG grant is a state funded grant and is utilized for fees, books, and supplies. The FSAG grant is based on need and availability of funds. All students must apply for the Federal Pell Grant, must be a Florida resident and enrolled as a full time student to be eligible to receive the FSAG grant. Eligible students will be offered the FSAG application based on the outcome of verification and award process.

BRIGHT FUTURES

Bradford-Union Technical Center accepts the following Bright Futures Scholarships: Florida Academic Top Scholars, Florida Medallion Scholars, and Gold Seal Vocational Scholars. Please see the Financial Aid Office for additional information. Students should apply during the last year of high school.

FLORIDA PREPAID

Florida Prepaid can be used at Bradford-Union Technical Center. There are other scholarships accepted at BUTC with individual guidelines. It is the student's responsibility to secure these scholarships and provide the necessary documentation to BUTC's Bookkeeper.

VETERANS

Bradford-Union Technical Center is approved for Veterans training. Any Veteran or other eligible student who receives benefits under Chapter 30, 32, 33 (Post 911) or Chapter 35 may use these benefits at BUTC. Questions regarding eligibility should be directed to the Veteran's Approval Agency of Florida, at 1-(888) 442-4551, or the GI Bill website at <http://benefits.va.gov/gibill/> or you may contact the school Certifying V.A. Official/Financial Aid Coordinator at 904-966-6765.

Veterans who receive educational benefits for attending classes at BUTC are expected to maintain attendance and demonstrate progress.

Veteran Student Attendance: Veterans cannot exceed 24 hours of absences in one month, if you are attending 30 hours per week, per the Veteran Benefit Guidelines. You must complete 80 percent of class time in a one month period. If you exceed over 20 percent of scheduled class hours in one month your VA benefits will be terminated until you attend one month of attendance within the policy guidelines. After 30 days of satisfactory attendance your benefits will be reinstated.

This policy is mandated and in compliance with the Veterans Approving Agency Title 38 United States Code 3676(c) (14). You must also follow the BUTC Attendance Policy in not exceeding more than 40 hours of absences each semester.

Veteran Student Progress: An evaluation will be made to determine if the veteran has had prior training which could apply towards the program in which he/she is enrolled. If it is determined that "prior" credit can be allowed, the training time will be reduced accordingly and the student and the VA will be notified.

Each veteran student is expected to maintain an average of "C" or higher and complete student performance skills at a rate that will allow him/her to complete the program within the number of hours of training that has been approved by the state approving agency. Records indicating grades and hours of training will be kept in the student's VA file and updated each semester.

If the student fails to maintain an average grade of "C" or better, he/she will be placed on probation for one grading period. If the student fails to bring up the grade to at least a "C" average during the probationary period, the VA will be notified and a request made to terminate his/her educational benefits. Students who have been dismissed for unsatisfactory progress may request readmission after another grading period has elapsed. If there is reasonable likelihood that the student has the capability to maintain satisfactory progress, a decision will be made to readmit the student in class and recertify him/her to the VA.

Veterans should also understand that the VPI lab has also been approved for 300 hours of training in addition to the hours approved for their program. The VPI lab provides remediation in basic math, reading, and language skills.

PROGRAM ATTENDANCE POLICIES

ATTENDANCE POLICY FOR ADULT EDUCATION PROGRAMS

Good attendance is an important key to success in the job world. Business and industry can function only when their employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and good attendance habits that will create successful students.

Tardies

Students entering class 10 minutes after the start of class will be marked tardy. **Three** tardies equal **one** absence. In addition, if a student must leave early that will also be counted as a tardy. Tardies that result in an absence will be calculated toward the maximum of six consecutive absences in any given sequence of absenteeism.

Absences, Adult Education Programs

The Attendance Policy is monitored by the teacher, program administrator, attendance clerk and data entry clerk. The following policies apply to full-time and part-time adult students.

- A student will be procedurally withdrawn for non-attendance upon accumulating six consecutive absences from class.

- Withdrawn students may re-enroll in the class after a period of not less than 10 days from the withdrawal date (day after last date of attendance). Re-enrollment must be approved by the program administrator and any dues/fees associated with the program paid in full.
- Financial Aid and Veteran's benefits will be terminated if a student is withdrawn.
- In calculating absences for withdrawal purposes, excessive absences in any one period of instruction will constitute withdrawal from all classes.
- Absences for pre-approved school-related activities or active military duty will not be counted as part of the allowed absences (documentation may be required). It will be the responsibility of the student to complete classroom and/or training that is missed due to absences.
- If a student is removed due to attendance, behavior, etc from Applied Academics for Adult Education (AAAE) then they are also removed from their Career Technical (CT) class.

ATTENDANCE POLICY FOR CAREER AND TECHNICAL PROGRAMS

Good attendance is an important key to success in the job world. Business and industry can function only when their employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and develop habits that will create successful students.

Tardies

Any student that arrives after the scheduled start time will be deducted .5 hours up to the first ½ hour. Thereafter, they will be deducted .5 hours for every ½ hour missed. For example, a student arrives at 9:10 and class started at 9:00; the student would be deducted .5 hours of seat time. Another student arrives at 9:35; they will be deducted 1 full hour.

Absences, Career and Technical Programs

The Attendance Policy is monitored by the teacher, program administrator, attendance clerk and data entry clerk. The following policies apply to full-time and part-time adult students.

- Students registered full time (20 or more hrs per week) in Career and Technical courses will be allowed up to **40 absent hours** in any **one** reporting term. On the **41st** absent hour, the student will be withdrawn*.
- Students registered as part time (less than 20 hrs per week) will be allowed up to **20 absent hours** in any **one** reporting term. On the **21st** absent hour, the student will be withdrawn*.
- Financial Aid and Veteran's benefits will be terminated if a student is withdrawn.
- Students withdrawn for unsatisfactory attendance may re-enroll on a space available basis the following term by paying all appropriate fees. **FINANCIAL AID WILL NOT PAY FEES FOR RE-ADMISSION**. Students who have been withdrawn for unsatisfactory attendance will be placed on attendance probation for the next term.
- Absences for pre-approved school-related activities or active military duty will not be counted as part of the allowed absences. (Documentation may be required). It will be the responsibility of the student to complete classroom and/or training that is missed due to absences.

***** Certain programs may have attendance policies that supersede those outlined in this document.**

WITHDRAWAL POLICY

All students must withdraw through Student Services to be officially withdrawn. If a student is withdrawn for non-attendance they will lose financial aid for one semester and must pay their fees for one semester to regain financial aid. Depending when you withdraw in your payment period you may be required to return funds to the Federal Government. The amount of federal title IV aid a student may be required to repay is determined by the Federal Formula for Return of Title IV Funds, as specified in Section 484B of the Higher Education Act. A copy of the complete policy is available on the BUTC website.

Administrative Withdrawal

Adult students may be withdrawn immediately by the administration for the following reasons:

- Discipline referral.
- Behavior or act that endangers students, staff, faculty, or other inappropriate actions as determined by the administration.

Leave of Absence Policy (not applicable to Health Science programs)

The school may grant a student a leave of absence during which the student is not considered withdrawn. (This does not include Health Science programs: Licensed Practical Nursing and Nursing Assistant). Leave of absence will be considered for, but not limited to: Health conditions, family problems, transportation, family death, and child care. The following conditions must be met:

- The student must make a written request, 5 days in advance, to the Financial Aid Assistant for the leave. The assistant will review the request with the instructor before submitting the request to administration. Leave of absence forms are available in the Financial Aid office.
- The leave of absence may not exceed 10 days except for mitigating circumstances (i.e., pregnancy, emergency health condition, family emergencies, or otherwise determined by the Financial Aid Assistant and administration).
- The school will grant only one leave of absence to the student in any 12-month period.

The student will not receive tuition reimbursements or credit hours for an approved leave of absence.

If a student's leave of absence is approved, the student is considered enrolled at the school. If the leave is not approved or if the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from the school as of the last day of attendance.

STUDENT INFORMATION

PLACEMENT

The Student Services office will make every effort to help students obtain a job related to their training. Local employers contact BUTC when job openings arise and the school attempts to match student skills to job needs.

STORE

For students requiring kits or equipment for classes, see the cashier in the administration office.

CHANGE OF ADDRESS

It is the responsibility of the student to notify Student Services of a change of address or other demographic information such as marital status or phone number.

COUNSELING

A guidance counselor or occupational specialist helps students and prospective students with academic or personal problems. Students returning to school who experience any anxiety or have to make difficult decisions may use all of the counseling services available. These include career and technical education guidance, assistance with academic and study problems, specialized testing, and personal counseling. A counselor works with students in a confidential relationship to explore aspirations, aptitudes, interest, and to help with special problems.

STUDENT RECORDS

This institution must protect the rights of students and their parents or guardians with respect to student records and reports as created, maintained, and used by public educational institutions.

The parent or guardian of any student who attends or has attended this institution shall have rights with respect to any record or reports created, maintained, and used. However, whenever a pupil or student has attained 18 years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall be, thereafter, required of and accorded to the student only, unless the student is a dependent of such parents.

Secondary and Postsecondary Work-Based Learning - Overview

The Bradford-Union Technical Center (BUTC) builds its Secondary and Postsecondary Career and Technical Education (CTE) programs on the following two fundamentals:

- Classroom instruction, which is the essential component for students to master the academic and technical competencies, attitudes, and work ethic necessary for college and career success and lifelong learning.
- Work-based learning experiences, which offer opportunities for students to apply and refine knowledge, attitudes, and skills through professionally coordinated and supervised work experience directly related to career goals.

The Work-Based Learning experience component builds on the benefits of the two essentials by assisting students in the transition from the classroom to the workplace. Students enhance their knowledge, skills, and attitudes by participating in supervised experiences that are not possible to replicate in an educational setting. As a learning institution we believe that work-based learning experience is valuable because it helps students get jobs once they complete

some secondary and postsecondary programs. Furthermore, employers are increasingly seeking new hires that have work based learning experience and can perform well from day one.

Work-Based Learning Methods of Instruction is a school coordinated, articulated sequence of workplace experiences that are related to students' career goals and/or interests, are based on instructional preparation, and are performed in partnership with local businesses, industries, or other organizations in the community. Work Based Learning enables students to apply classroom instruction in a real-world business or service-oriented work environment.

Job shadowing is a method of short-term, school coordinated career exploration in which the student interviews a competent worker about his/her job and industry and "shadows" (follows) the worker to observe the performance of a variety of job tasks. Job shadowing is less intensive (could last a day; no longer than a week) than the other methods and is usually the first form of workplace assignment given to a student.

Mentorship is a structured, school coordinated method that enables the student to learn about the industry and the workplace from businesses in our local community who are successful and are recognized in the occupational field. It requires student preparation, including career exploration, prior to the experience (in class research and activities). Mentorship is more complex than job shadowing but less demanding and often of shorter duration than internship. Mentorship does not provide a standard unit of credit, but the student may enhance his/her class grade through the experience.

Internship is a progressive, school-coordinated method that places the student in a real workplace environment in order to develop and practice career-related knowledge and skills needed for a specific entry-level job. An internship can be either introductory (short-term) or extended (lasting a semester, or an entire school year and involving a specified number of hours in the training agreement). Currently, interns may be paid or unpaid. An internship provides hands-on experience in a particular industry or occupation related to the student's career interests, abilities, and goals, and allows him/her to document job-related experiences. Prior to an internship, the student receives the established criteria and guidelines from the workplace supervisor, and throughout the internship, the supervisor evaluates the student. Internship does not provide a standard unit of credit, but the student may enhance his/her class grade through the experience.

Cooperative education or **Diversified Cooperative Training (DCT)** for secondary students only) is a career-preparation Work Based Learning method that combines CTE classroom instruction with paid employment that is directly related to the student's plan of study. The school and the employer plan, coordinate, and supervise the instruction and employment so that each contributes directly to the student's career objectives and employability. Students may earn

credit toward graduation for cooperative education experiences, and they normally work no more than 20 hours per week.

DRESS CODE / STUDENT CODE OF CONDUCT

BUTC adult students will adhere to the Bradford County Code of Student Conduct/Dress Code. In addition, students are expected to dress appropriately for the occupation in which they are training. Dress and general grooming shall be consistent with the highest possible standards. Bare midriffs, see-through clothing, halters, tube tops, tank tops, backless dresses/tops, spaghetti straps, biker shorts, loose pants/shorts that fall below the natural waistline, trench coats, and hats (male and female) bandanas or hoodies of any sort are examples of unacceptable appearance and dress. Students may not wear flip-flops. Shop classes may require work boots. Dresses, skirts, and shorts are to be knee length or longer. Clothing with words/phrases, symbols, pictures, patches, or insignia which are offensive, obscene, profane, or alcohol/drug related, are prohibited. Most programs have additional dress code requirements. Students not in compliance with the dress code will be required to leave campus.

- No tobacco of any kind on BUTC campus.
- Students will keep work areas clean and in good order.
- Profanity and rudeness will not be tolerated.
- Public displays of affection or sexually explicit conduct will not be permitted on campus.
- Sale, purchase or possession of non-prescribed drugs, alcohol, tobacco, or other controlled substances will not be tolerated. Law enforcement will be contacted.
- Fighting will not be allowed on campus.
- Horseplay in classrooms, shops, or on the grounds will not be tolerated.
- Firearms, knives, razors, and other cutting instruments and/or weapons will not be allowed on campus.
- Radios, CD players, MP3 players, cell phones, sunglasses, hats, etc., will not be used or worn on campus.
- Loitering in entryways or on campus will not be allowed.
- Any adult student leaving or returning to the Center is required to sign in/out.
- Students who willfully destroy or abuse property will be required to pay for damages.
- No open food/drink containers will be allowed in classrooms or halls. All litter will be placed in containers.

You may reference <http://www.bradfordschools.org/assistant-superintendent-docs/CodeofConduct> for further details.

GRADING SCALE

A = 90 - 100

B = 80 – 89

C = 70 - 79

D = 60 - 69

F = 0 – 59

Incomplete work must be completed before the end of the following grade period. All work must be completed within the academic year. Failure to do so will result in a grade of "F". No deviation in the grading system will be allowed except with the approval of the Director when some other type of reporting is deemed to be more desirable.

PARTICIPATION IN THE PLEDGE

In accordance with Florida statute §1003.44, students have the right not to participate—by saying or standing—in the pledge, and in cases where students cannot read or need special accommodation, oral or other means of communication be used to tell students of their constitutional rights not to participate; Under no circumstances should staff attempt to persuade students to refrain from exercising their right to nonparticipation, question students about their nonparticipation, or characterize opting out as misconduct or unpatriotic.

GRIEVANCE PROCEDURE

The district school board encourages the prompt and fair handling of problems before they become grievances. The grievance procedures shall be followed objectively so that no individual should fear retribution for seeking full satisfaction of the problem. The principal/cost site administrator is the first point of contact when filing an official complaint/grievance by students. The secondary point of contact is the **Equity Coordinator**, Randy Whytsell, 501 West Washington Street, Starke, Florida 32091; Office Phone: 904-966-6810; FAX: 904-966-6818; or EMAIL at whytsell.randy@mybradford.us.

The detailed procedures for filing are listed in the Code of Student Conduct. Copies are available at the front reception desk or the district office.

If satisfaction is not reached by following the procedures in the Code of Student Conduct, claimant has the opportunity to contact the Council on Occupational Education at the following address.

7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350
(800) 917-2081

STUDENT ORGANIZATIONS

Career and Technical Education Student Organization activities are an integral part of the vocational curriculum in Florida. The organizations are designed to expand and enrich opportunities for leadership development, social awareness, civic responsibility, and career understanding. Students who participate in the activities of a CTE Student Organization are better prepared to take their places in the world of work. The organizations provide opportunities for members to participate in activities which relate to actual or anticipated employment.

National FFA Organization

National FFA Organization (FFA) is the national organization for middle and high school students participating in the study of agriculture. Agriculture prepares students for successful careers and a lifetime of informed choices in the global world of, food, fiber, and natural resource systems. Through agriculture education, students are also provided opportunities for leadership development, personal growth, and career success.

Future Business Leaders of America

Future Business Leaders of America (FBLA) is the national organization for high school students participating in business occupations. FBLA functions are an integral part of the instructional program. The FBLA program of activities is designed to complement, supplement, enrich, and strengthen the instructional program of business and office education. This enrichment may be planned by students under the guidance and direction of the advisor.

Licensed Practical Nurses Association of Florida, Inc.

The Licensed Practical Nurses Association of Florida, Inc. (LPNAF) is an organization for students who are enrolled in the Practical Nursing program. It provides motivation for establishing and elevating professional standards. Through LPNAF, licensed practical nurses work for the improvement of practical nursing, the general welfare of licensed practical nurses, and the health needs of the citizens of Florida.

Health Occupations Students of America

Health Occupations Students of America (HOSA) is the national organization for secondary/postsecondary collegiate students enrolled in Health Occupations programs. HOSA is an integral part of the Health Occupations education program, meaning that HOSA activities motivate students and enhance what the students learn in the classroom.

SkillsUSA

SkillsUSA is an organization that promotes quality of work and pride in occupational excellence through competitive activities. It helps to strengthen creativity, thinking skills, decision making skills, and self-confidence. Applied Welding, Automotive Service, Carpentry, Computer Systems & Information Technology, and Diesel Mechanics participate in this organization.

STATISTICAL DATA, COSTS, FINANCING

Each course on our website has a link for gainful employment disclosure data. There you will find cost and finance data relative to the course you have selected, as well as statistical information regarding program length, completion, and job placement rates.

STUDENT SERVICES

Student Services is responsible for processing admissions, providing counseling, financial aid, career guidance, records maintenance, and program advising.

TELEPHONES

Telephones located in the offices or the classrooms are for Center Faculty and Staff use only. In an emergency you may request permission to use a phone in the Administrative Office.

TRANSPORTATION

Adult students enrolled full-time may ride the district school buses on a space availability basis (contact Student Services). Student parking is available in the designated areas. All vehicles on campus are subject to search without cause by school officials or police officers.

VISITORS

Visitors must sign in at the front office and obtain a visitor's pass before visiting the campus or any classroom. The Director or designee and instructor approval must be secured prior to classroom visits.

VOTER REGISTRATION

Voter Registration application forms are available in Student Services, should you need to obtain or correct a voter registration card.

GENERAL EDUCATION PROGRAMS

Adult Basic Education (ABE)

Adult General Education for Adults with Disabilities

Applied Academics for Adult Education (AAAE)

BUTC is dedicated to providing technical training that will ensure success in today's rapidly changing, high technology workplace. Employers stress that the most important ingredients for success are basic literacy skills. The ability to read and comprehend printed material, to write clearly and effectively, and to calculate math accurately are basic requirements for any technical training program or entry-level job. BUTC offers several basic skills courses tailored to specific needs.

DIPLOMA OPTIONS

Specific details on diploma options and graduation requirements are available through your guidance counselor in Student Services.

ADULT BASIC EDUCATION (ABE) (Program Number 9900000)

This program provides literacy instruction for students preparing to enroll in diploma seeking courses, to meet the academic standards of technical training programs at the Technical Center or local community college, or to prepare for employment. **This course is for students scoring below 8.0 in any area of the TABE.**

ADULT GENERAL EDUCATION FOR ADULTS WITH DISABILITIES (Program Number 9900100)

The purpose of this course is to provide specialized adult general education for adults with disabilities who may need intensive, on-going support, instruction in literacy, work-related behaviors, and daily living skills. Opportunities are provided that will enable the student to participate in home and community activities, and reach desired personal goals including work.

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE) (Program Number S990001)

The program is characterized by open entry/open exit, self-paced instructional modules, flexible schedules, and performance-based evaluation. As a result, a variety of multimedia resources are used in the AAAE laboratory setting. Equipment used may include computers, tape recorders, cassette players, language masters, videos, CD-ROMs, interactive videos, voice synthesizers, integrated work stations, screen magnifiers, talking books, and "Visipitch" speech tool.

BUSINESS EDUCATION PROGRAMS

ADMINISTRATIVE OFFICE SPECIALIST (Adult Program Number B070330)

Program Description

This 600 hour program offers relevant technical knowledge and skills needed to prepare for further education and careers in the Business, Management, and Administration 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 Business, Management, and Administration career cluster.

The content includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents. Refer to grade level requirements section on page 10 of this catalog.

This program gives students an opportunity to complete a supervised internship for a minimum period of 100 hours but no more than a maximum of 200 hours. An internship is a supervised fieldwork experience where a professional guide instructs and supervises the student's introduction to a particular working environment. It offers the student an opportunity to gain additional insights by focusing on the duties and responsibilities of a professional in their chosen field of study. This internship provides students an opportunity to perform, on a limited basis and under supervision, some of the activities that a regularly employed staff member in the setting would be expected to perform. A regularly employed staff member is defined as a person occupying the professional role to which the student is aspiring.

Class Schedule

Completion requirements are 600 clock hours. The regular class hours are 5:00 p.m. – 9:00 p.m. Monday, Tuesday, and Thursday.

Certifications

When the recommended sequence is followed, the structure is intended to prepare students to complete the Microsoft Office Specialist (MOS) certifications in Excel, PowerPoint and Word and the Adobe Certified Expert (ACE) certifications in Illustrator, InDesign and PhotoShop.

Job Opportunities

Graduates of this program may work in a wide variety of office occupations that use technology for daily business operations, in a variety of roles and settings, such as, Administrative Office Specialist, Banks and Credit Unions, Business offices, Hospitals and medical facilities, and Government agencies.

Program Costs

The tuition cost for the 600 clock hours is currently \$1,728, plus \$1,754.00, covering textbooks, certification exam, lab kit, lab fee, parking permit, and student ID badge, totaling at \$3,482.00. The Pell grant is available for this program. Notice: Program costs are subject to change without notice.

Adult Courses and Clock Hours

The postsecondary occupations and the associated courses included in this program are:

<u>OCP</u>	<u>Course Number</u>	<u>OCP Title</u>	<u>OCP Hours</u>
A	OTA0040	Information Tech Assistant	150 Clock Hours
B	OTA0041	Front Desk Specialist	300 Clock Hours
C	OTA0030	Assistant Digital Production Designer	150 Clock Hours

Course Competencies

The student will achieve the following skills by the end of the 1050 clock hours:

- Keyboarding
- Word Processing
- Spreadsheets
- Databases
- Basic Graphics
- Filing
- Business Math
- Economics
- Office Procedures
- Dictation
- Management
- Communication
- Internet
- Employability Skills

HEALTH SCIENCE PROGRAMS

Medical Assisting
Nursing Assistant-Long Term Care
Practical Nursing

MEDICAL ASSISTING - NEW (Adult Program Number (H170515))

Program Description

This 1300 hour 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.

This program is designed to prepare students for employment as medical assistants SOC 31-9092.

The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the healthcare industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. Refer to grade level requirements section on page 10 of this catalog.

Job Opportunities

Employment opportunities include hospitals, long-term care facilities, clinics, and home health agencies.

Class Schedule

The regular class hours are 8:00 a.m. - 4:00 p.m. Tuesday through Friday.

Industry Certification/Licensure

This program is approved by the Florida State Board of Nursing and prepares graduates to take the NCLEX-PN License Examination. The minimum grade level required by the state for program completers is 11.0 in reading, language, and math on the A level exam.

Program Costs

The tuition cost for the 1300 clock hour program is \$3,744.00 plus textbooks, certification, exam, lab fee, fingerprinting, parking permit, uniforms, drug testing, CPR certification, and student ID badge, totaling \$5,097.85. Notice: Program costs are subject to change without notice. The Pell grant is **NOT** available for this program.

Program Content and Clock Hours

<u>OCP</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Length</u>
A	HSC0003	Basic Healthcare Worker	90 Hours
B	MEA0002	Introduction to Medical Assisting	250 Hours
	MEA0501	Medical Office Procedures	75 Hours
C	MEA0521	Phlebotomist, MA	75 Hours
D	MEA0543	EKG Aide, MA	75 Hours
E	MEA0581	Clinical Assisting	230 hours
	MEA0530	Pharmacology for Medical Assisting	90 hours
	MEA0573	Laboratory Procedures	125 hours
	MEA0506	Administrative Office Procedures	90 hours
	MEA0942	Practicum Experience	200 Hours

Special Admission Requirements

All health occupation programs have special admission requirements. All CNA applicants must have a high school diploma or GED diploma. Vaccinations that are required for this program will be outlined in the application or LPN student documents. Prospective students must have a clear FDLE criminal background check. The list of felonies and misdemeanors that would exclude a student is listed above, on pages 33.

NURSING ASSISTANT, LONG TERM CARE (Adult Program Number H170602)

Program Description

This 120 hour program offers 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 the Health Science career cluster.

The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the healthcare industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. Refer to grade level requirements section on page 10 of this catalog.

Class Schedule

The regular class hours are 5:00 p.m. – 9:00 p.m. on Monday and Tuesday.

Job Opportunities

Employment opportunities include hospitals, long-term care facilities, clinics, and home health agencies.

Industry Certification

Certified Nursing Assistant (CNA) certification is issued by the Florida Department of Health, Division of Medical Quality Assurance.

Program Costs

The tuition cost for the 120 clock hour program is \$333.60 plus textbooks, certification, exam, lab fee, fingerprinting, parking permit, uniforms, CPR certification, and student ID badge, totaling \$817.08. Notice: Program costs are subject to change without notice. The Pell grant is **NOT** available for this program.

Program Content and Clock Hours

<u>OCP</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Length</u>
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Special Admission Requirements

All health occupation programs have special admission requirements. All CNA applicants must have a high school diploma or GED diploma. Vaccinations that are required for this program will be outlined in the application or LPN student documents. Prospective students must have a clear FDLE criminal background check. The list of felonies and misdemeanors that would exclude a student is listed above, on pages 33.

PRACTICAL NURSING (Adult Program Number H170605)**Program Description**

Practical Nursing provides training for employment in the health industry. Graduates will have successfully completed courses in caring for medical and surgical patients. Included in the program are courses designed to instruct students in the care of convalescent, physically challenged, and rehabilitative physical and/or mental patients. Instruction is also given for pediatric, obstetric, and geriatric clients. The graduate has thorough understanding of body structure and function, nutrition, medication, lifespan, diseases and disorders, community health, CPR, and first aid. Throughout the program the nursing process is integrated and the concept of lifelong learning is stressed. Refer to grade level requirements section on page 10 of this catalog.

Class Schedule

The regular class hours are 8:00 a.m. - 4:00 p.m. Monday through Thursday.

Job Opportunities

Employment opportunities include hospitals, long-term care facilities, clinics, doctor's offices, and home health agencies.

Licensure

This program is approved by the Florida State Board of Nursing and prepares graduates to take the NCLEX-PN Licensure Examination. The minimum grade level required by the state for program completers is 11.0 in reading, language, and math on the A level exam.

Program Costs

The tuition cost for the 1350 clock hour (day or evening) program is currently \$3,793.50, plus lab fees (3 semesters), the N-CLEX LCS fees, SIM chare, computer testing, custom tote bag, drug testing, IV therapy course, textbooks, parking permit, and student ID badge, totaling \$6,324.99. Shoes, uniforms, and other required basics are not included in the above costs. Prices can be requested from the bookkeeper at any time. The Pell grant is available for this program. Notice: Program costs are subject to change without notice.

Special Admission Requirements

All health occupation programs have special admission requirements. Individual application forms can be acquired from Student Services or our website. Incomplete applications will not be accepted. All LPN applicants must have a high school diploma or GED diploma. All applications are screened by the PN entrance committee and students are admitted based on a point system. Interviews are scheduled to determine the rank order of alternates. Vaccinations that are required for this program will be outlined in the application or LPN student documents. Prospective students must have a clear FDLE criminal background check. The list of felonies and misdemeanors that would exclude a student is listed above, on pages 33.

(NOTE: if adjudication is withheld on a disqualifying offense, it is disqualifying. Some of the disqualifying offenses are misdemeanors and some are felonies.) As of July 1, 2009, Pursuant to Section 456.0635, Florida Statutes, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo-contendre to a felony violation regardless of adjudication of chapters 409, 817, or 893, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years.
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years.

<u>Statute Provision</u>	<u>Offenses</u>
Section 415.111	Adult abuse, neglect, or exploitation of aged persons or disabled adults
Section 741.30	Domestic violence and injunction for protection
Section 782.04	Murder
Section 782.07	Manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
Section 782.071	Vehicular homicide
Section 782.09	Killing an unborn child by injury to the mother
Section 784.011	Assault, if the victim of offense was a minor
Section 784.021	Aggravated assault
Section 784.03	Battery, if the victim of offense was a minor
Section 784.045	Aggravated battery
Section 787.01	Kidnapping
Section 787.02	False imprisonment
Section 794.011	Sexual battery
Section 794.41	Prohibited acts of persons in familial or custodial authority
Chapter 796	Prostitution
Section 798.02	Lewd and lascivious behavior
Chapter 800	Lewdness and indecent exposure
Section 806.01	Arson
Chapter 812	Felony theft and/or robbery and related crimes, if felony
Section 817.563	Fraudulent sale of controlled substances, if the offense was a felony

Section 825.102	Abuse, aggravated abuse, or neglect of disabled adults or elderly persons
Section 825.1025	Lewd or lascivious offenses committed upon or in the presence of any elderly person or disabled adult
Section 825.103	Exploitation of disabled adults or elderly persons, if the offense was a felony
Section 826.04	Incest
Section 827.03	Child abuse, aggravated child abuse, or neglect of a child
Section 827.04	Contributing to the delinquency or dependency of a child
Section 827.05	Negligent treatment of children
Section 827.071	Sexual performance by a child
Chapter 847	Obscene literature
Chapter 893	Drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor

Special Considerations

In rendering care to ill people, nurses come in contact with toxic chemicals, infectious organisms, and communicable diseases. In the program, the ability to see, hear, smell, and feel are necessary physical requirements to facilitate successful matriculation. Additionally, the ability to lift, move, and support patients is an integral part of the total curriculum. Students are discouraged from working part-time outside of the class due to the intensity of the program content.

Program Content and Clock Hours

Students are enrolled in the course Practical Nursing to meet the requirements of the Florida State Board of Nursing. The following units of instruction are covered over a period of three semesters (12 months).

<u>OCP</u>	<u>Course Number</u>	<u>OCP Title</u>	<u>OCP Hours</u>
A	HSC0003	Basic Healthcare Worker	90 Clock Hours
B	HCP0121	Nurse Aide & Orderly (articulated)	75 Clock Hours
	PRN0091	Practical Nurse (1 of 3)	285 Clock Hours
	PRN0092	Practical Nurse (2 of 3)	450 Clock Hours
C	PRN0096	Practical Nurse (3 of 3)	450 Clock Hours

COURSE DESCRIPTIONS

Practical Nursing 1

This course covers the Core and the competencies for the OCP A (Articulated Nursing Assistant) with the additional 15 hours (clinical hours). It includes the basic communication skills, math and science, employability skills, safety practices, legal and ethical responsibilities, knowledge of the health care system as a whole, principles of infection control, first aid and basic patient care competencies.

Practical Nursing 2

This course is a continuation of Practical Nursing 1. It includes normal body structure and function, growth and development, and principles of nutrition and introduction to pharmacology. Laboratory and 50 hours of clinical experience are an integral part of this course.

Practical Nursing 3

This course includes fundamentals of nursing, medical/surgical nursing of both the adult and pediatric patient. It provides the student with information regarding common acute and chronic medical and surgical conditions including the management, needs and nursing care of patients with these conditions. This course gives students clinical experience that will allow them to transition from student to licensed nurse.

INDUSTRIAL AND TECHNICAL PROGRAMS

Automotive Service Technology
Automotive Service Technology 1
Automotive Service Technology 2
Commercial Vehicle Driving - Class "A"
Commercial Class "B" Driving
Computer Systems & Information Technology
Cosmetology
Nails Specialty
Welding Technology Program
Welding Technology Advanced

AUTOMOTIVE SERVICE TECHNOLOGY (Adult Program Number I470608)

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 broad, transferable skills and stresses understanding and demonstration of the following elements of the automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. Refer to grade level requirements section on page 10 of this catalog.

Job Opportunities

There are many opportunities for persons trained in Automotive Services: Mechanic, Transmission Mechanic, Brake Repairer, Automotive Service, and Automotive Heating/Air Conditioning Technician.

Program Costs

The tuition cost for the 1800 clock hour program is \$5,184.00, plus lab fees, textbooks, certification exams, automotive kit, parking permit, uniforms, and student ID badge, totaling \$6,222.17. The Pell grant is available for this program. Notice: Program costs are subject to change without notice.

Adult Courses and Clock Hours

The occupations and the associated courses included in this program are:

<u>OCP</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
A	AER0014	Automobile Services Assistor	300 hours
B	AER0110	Engine Repair Technician	150 hours
C	AER0257	Automatic Transmission and Transaxle Technician	150 hours
D	AER0274	Manual Drivetrain and Axle Technician	150 hours
E	AER0453	Automobile Suspension and Steering Technician	150 hours
F	AER0418	Automotive Brake System Technician	150 hours
G	AER0360	Automotive Electrical/Electronic System Technician	300 hours
H	AER0172	Automotive Heating and Air Conditioning Technician	150 hours
I	AER0503	Automotive Engine Performance Technician	300 hours

Automotive Service Technology 1 (Adult Program Number T400700)

Program Description

The Automotive Service Technology 1 course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service. Refer to grade level requirements section on page 10 of this catalog.

Job Opportunities

There are many opportunities for persons trained in Automotive Services: Mechanic, Transmission Mechanic, Brake Repairer, Automotive Service, and Automotive Heating/Air Conditioning Technician

Program Cost

The tuition cost for this 1050 clock hour program is \$3,024.00, plus lab fees, certification exams, automotive kit, textbooks, parking permit, uniform, and student ID badge, totaling \$4,062.15. The Pell grant is available for this program. Notice: Program cost is subject to change without notice.

Program Content and Clock Hours

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

Adult Courses and Clock Hours

The occupations and the associated courses included in this program are:

<u>OCP</u>	<u>Course Number</u>	<u>OCP Titles</u>	<u>OCP Hours</u>
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A	AER 0014	Automobile Services Assistor	300 hours
B	AER 0418	Automotive Brake System Technician	150 hours
C	AER0453	Automobile Suspension and Steering Technician	150 hours
D	AER0360	Automotive Electrical/Electronic System Technician	300 hours
E	AER0110	Engine Repair Technician	150 hours

A student who completes the applicable competencies at any completion point may either continue with the program or withdraw as an occupational completer.

AUTOMOTIVE SERVICE TECHNOLOGY 2 (Adult Program Number T400800)

Program Description

The Automotive Engine Performance course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study the diagnosis, service and repair of engines, ignition, fuel, air induction, exhaust computer engine and emission control systems. Refer to grade level requirements section on page 10 of this catalog.

Job Opportunities

There are many opportunities for persons trained in Automotive Services: Mechanic, Transmission Mechanics, Brake Repairer, Automotive Service, and Automotive Heating/Air Conditioning Technician.

Program Cost

The tuition cost for the 750 hour clock hour program is \$2,160.00 plus labs fees, textbooks, certification exams, automotive kits, parking permit, uniforms, and student ID badge, totaling \$3,198.15. The Pell grant is available for this program. Notice: Program costs are subject to without notice.

Adult Courses and Clock Hours

The occupations and associated courses included in this program are:

<u>OCP</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
A	AER0503	Automotive Engine Performance Tech	300
B	AER0257	Automatic Transmission and Transaxle Tech	150
C	AER0274	Manual Drivetrain and Axle Tech	150
D	AER0172	Automotive Heating and Air Conditioning Tech	150

COMMERCIAL VEHICLE DRIVING (Adult Program Number I490205)

Program Description

The Commercial Vehicle Driving course runs 4 days a week, 10 hours per day for 8 weeks. It will cover the various Department of Transportation regulations, demonstrations, handling freight, defensive driving techniques, how to handle accidents, aspects of insurance, customer relations, maintenance of equipment, dealing with various transmissions, backing, docking, day and night driving in town and over the road.

Job Opportunities

Commercial Vehicle Driver, Self-Employed Owner/Operator.

Program Costs

The tuition cost for the 320 clock hour program is \$921.60, plus lab fees, textbook, drug testing, state license fee, tires, repairs, fuel, and other miscellaneous necessary item. Total \$2,994.09. Notice: Program costs are subject to change without notice. The Pell grant is **NOT** available for this program.

Further Note: Additional services related to these courses may be determined by contacting the Driving Instructors at BUTC's Driving Range at 904-964-5932.

Special Considerations

A minimum age of 18 is required to enter this course*. Participants must meet the D.O.T. requirements to drive in Florida and have a class "A" CDL learners permit with all endorsements except passenger. They must have passed the DOT physical, and have no more than 9 points on their driving license in the last 36 months. ***Students 18-21 years of age can drive intrastate (only within the State of Florida) after receiving their class A CDL license.**

Adult Courses and Clock Hours

The postsecondary occupations and the associated courses included in this program are:

<u>OCP</u>	<u>Course Number</u>	<u>OCP Title</u>	<u>OCP Hours</u>
A	TRA0080	Tractor Trailer Truck Driver, Class A	320 Clock Hours

COMMERCIAL CLASS "B" DRIVING - (Adult Program Number I490251)

Program Description

This 150 clock hour program is offered throughout the school year. You will need to get a Class "B" learning permit before starting class and the same requirements as a Class A licensee needs. Contact Kirk Abercrombie, Driving Instructor, at 904-964-5932 for information on dates and costs. The Pell grant is **NOT** available for this program.

<u>OCP</u>	<u>Course Number</u>	<u>OCP Title</u>	<u>OCP Hours</u>
A	TRA0084	Truck Driver Heavy Florida, Class B	150 Clock Hours

COMPUTER SYSTEMS & INFORMATION TECHNOLOGY (Adult Program Number Y100200)

Program Description

This program is a planned sequence of instruction aligned with industry standards, consisting of four occupational completion points. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer. Refer to grade level requirements section on page 10 of this catalog.

Certifications

When the recommended sequence is followed, the structure is intended to prepare students to complete the CompTIA A+, Network+, and Security+ industry certifications. Sufficient coverage of advanced networking concepts and competencies may also lead to Cisco's CCENT and CCNA industry certifications.

Program Costs

The tuition cost for this 900 clock hour program is \$2,502.00, plus lab fees, certification exams (1 – CompTIA A+, 1 – CompTIA Network+), textbooks, lab kit, parking permit, uniforms, test simulations, and student ID badge, totaling \$4,164.74. The Pell grant is available for this program. Notice: Prices are subject to change without notice.

Adult Courses and Clock Hours

The occupations and the associated courses included in this program are:

<u>OCP</u>	<u>Course Number</u>	<u>OCP Title</u>	<u>OCP Hours</u>
A	CTS0082	Computer Systems Technician (towards A+)	300 clock hours
B	CTS0083	Computer Network Technician (towards Net+/CCENT)	150 clock hours
C	CTS0084	Computer Networking Specialist (towards Net+/CCNA)	150 clock hours
D	CTS0069	Computer Security Technician (towards Sec+)	300 clock hours

Course Competencies:

The student will achieve the following skills by the end of the 900 course clock hours:

- Proficiencies in PC Hardware
- Troubleshooting Maintenance
- Communication Skills
- Operating Systems & Software
- Networking
- Security
- Understanding of Math, Science, Language
- Operational Procedures
- Installation, Configuration, and Troubleshooting PC Hardware
- Troubleshooting Operating Systems
- Employability Skills

COSMETOLOGY (Adult Program Number D500100)

Program Description

Cosmetology teaches students the practical skills of shampooing, conditioning, scalp treatment, manicuring, facials, make-up, hair cutting, styling, and chemical waving and relaxing. Students receive training in Florida Cosmetology Law, hygiene, and customer relations. Management and business ownership skills are presented. Refer to grade level requirements section on page 10 of this catalog.

Job Opportunities

Licensed cosmetologists are employed in salons and specialty careers such as nail technicians and estheticians.

Program Costs

The tuition costs for this 1200 clock hour program is \$3,456.00, plus lab fees, certification testing, textbooks, kit, parking permit, uniform, and student ID badge, totaling \$4,523.35. The Pell grant is available for this program. Notice: Program costs are subject to change without notice.

Special Considerations

Completion requirements are 1,200 clock hours and pass the Florida Cosmetology License Examination. The regular class hours are 9:00 a.m. - 3:30 p.m. **EXCEPT ON TUESDAYS WHEN THEY ARE 9:00 A.M. - 7:00 P.M.**

Adult Courses and Clock Hours

The postsecondary occupations and the associated courses included in this program are:

<u>OCP</u>	<u>Course Number</u>	<u>OCP Titles</u>	<u>OCP Hours</u>
A	CSP0009	Grooming, Salon Services, Facials, Nails	225 Clock Hours
A	COS0002	Cosmetology & Hairdresser (1 of 3)	300 Clock Hours
A	COS0003	Cosmetology & Hairdresser (2 of 3)	300 Clock Hours
A	COS0009	Cosmetology & Hairdresser (3 of 3)	375 Clock Hours

Core Course Competencies:

This course provides competencies in employability, communication, and math skills required to succeed in industry. It includes an overview of competencies in State Board of Cosmetology requirements and cosmetology law, rules, and regulations. This course also includes entrepreneurship competencies.

Shampooing, Conditioning, and Scalp Treatment

This course includes the selection and application of shampoos and conditioners, which are studied and practiced for the specific treatment of the hair and scalp.

Hair Shaping

This course includes methods of cutting all types of hair, which are studied and practiced in the clinical setting.

Hair Styling

This course covers the development of styling skills using a variety of methods to produce hair design on all types of hair, including wigs and hairpieces.

Hair Pieces, Wigs and Attachments, and Braiding

Course content includes safety and sanitation rules and procedures, preparation and principles of design, and fitting of wigs and hairpieces.

Permanent Waving, Reconstruction Curl and Chemical Relaxers

This course includes the study of methods and products used to produce permanent waves and the restructuring of overly curly hair.

Hair Coloring

This course includes preliminary testing, color selection, and the use of temporary, semi-permanent, and permanent color; and creative lightening and toning techniques.

Manicuring, Pedicuring, Artificial Nails, and Nail Wraps

This course is the study of nail structure and function, disorders and diseases, manicuring/pedicuring techniques, repair of broken nails, and application of artificial fingernails.

Facials, Manipulations, Hair Removal, and Make-up

This course includes the manipulative techniques, application of make-up and the removal of unwanted hair.

NAILS SPECIALTY (Adult Program Number)

Program Description

This 240 hours 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 Human Services 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 Human Services career cluster.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nails specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations. Refer to grade level requirements section on page 10 of this catalog.

Class Schedule

The regular class hours are Monday and Tuesday from 5:00 p.m. - 9:00 p.m.

Job Opportunities

Manicurists and Pedicurists

Program Costs

The tuition costs for this 240 clock hour program is \$691.20, plus lab fees, certification testing, textbooks, kit, drug test, parking permit, uniform, and student ID badge, totaling \$1,268.00. The Pell grant is **NOT** available for this program. Notice: Program costs are subject to change without notice.

Adult Courses and Clock Hours

The postsecondary occupations and the associated courses included in this program are:

<u>OCP</u>	<u>Course Number</u>	<u>OCP Titles</u>	<u>OCP Hours</u>
A	CSP0015	Manicurist and Pedicurist	240 Clock Hours

Core Course Competencies:

This course provides competencies in employability, communication, and math skills required to succeed in industry. It includes an overview of competencies in State Board of Cosmetology requirements and cosmetology law, rules, and regulations. This course also includes entrepreneurship competencies.

Welding Technology Program (Adult Program Number J400400)

Program Description

The Welding Technology Program (1050) prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices. Refer to grade level requirements section on page 10 of this catalog.

Job Opportunities

There are many opportunities for persons trained as welders or welder's helpers with skills Shielded Metal Arc, Gas - Metal Arc, Flux – Metal Arc, Gas Tungsten Arc, and Pipe Welding/Fitting.

Program Cost

Tuition cost for the 1050 clock hour program is \$3,024.00, lab fees, certification exams, welding kit, textbooks, parking permit, and student ID badge, totaling \$4,330.10. The Pell grant is available for this program. Notice: Program costs are subject to change without notice.

Adult Courses and Clock Hours

The occupations and the associated courses included in this program are:

<u>OCP</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
A	PMT0070	Welder Assistant 1	150
	PMT0071	Welder Assistant 2	150
B	PMT0072	Welder, SMAW 1	150
	PMT0073	Welder, SMAW 2	150
C	PMT0074	Welder	450

Welding Technology Advanced Program (Adult Program Number J400410)

Program Description

The Welding Technology Advanced Program (750 Hours) prepares student for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes advanced skills key to the success of working in the welding industry. Students study intermediate and advanced Shielded Metal Arc Welding (SMAW) B – Class Welder, pipe fitting fabrication techniques, and advanced Gas Tungsten Arc Welding (GTAW) skills. Refer to grade level requirements section on page 10 of this catalog.

Job Opportunities

There are many job opportunities for persons trained as welders or welder's helpers with skills in Shielded Metal Arc, Gas – Metal Arc, Flux – Metal Arc, Gas Tungsten Arc, and Pipe Welding/Fitting.

Program Costs

The tuition cost for the 750 hour program is \$2,160.00, plus lab fees, certification exams, welding kit, textbooks, parking permit, and student ID badge, totaling \$3,066.10. The Pell grant is available for this program. Notice: Program costs are subject to change without notice.

Adult Courses and Clock Hours

The occupations and the associated courses included in this program are:

<u>OCP</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
A	PMT0075	Advanced Welder 1	600
B	PMT0076	Advanced Welder 2	150

DAY AND EVENING PROGRAMS

ADULT BASIC EDUCATION

Adult Basic Education (ABE) helps students to upgrade their basic skills in reading, math, and language, and prepares them to take the GED exam. A TABE test will be given during the first 10 days of class in order to individualize each student's need.

Adult Secondary Education (ASE) classes are for adult students who wish to complete the necessary courses/credits to obtain a high school diploma. A TABE test is required prior to entry into this program.

Community Education carries a wide spectrum of classes during the evening, depending upon need in the community. The cost will vary depending upon the class. The fee is \$2.00 per course hour, plus an additional amount for any supplies needed. You may pick up forms to register for these classes at the Main Office of the BUTC during regular hours. For more information call 904-966-6764.

The following is an example of community education classes offered at Bradford-Union Technical Center:

Hunter Safety (Contact 386-758-0525)

The following courses are offered on the basis of a minimum enrollment quota.

Cake Decorating, Introduction to Art, Indoor Cycling (Spinning), Pilates, Defensive Conditioning, Beginning Framing and Matting, Basic Home Repair & Carpentry

For more information on these courses, please contact Judy Norman at 904-966-6764, or Glenda Ruise (Adult Education/Evening Coordinator) at 904-966-6770. At times, other classes may be added on when community interest is expressed, or on an as needed basis. We have a list at the front office where you can submit ideas for classes you'd like to see us offer.

CAREER AND TECHNICAL EDUCATION FOR STUDENTS WITH DISABILITIES

This program provides specialized vocational education for students with disabilities. Instructional strategies include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. This program is limited to Comprehensive Community Services clients.

CONTINUING WORKFORCE EDUCATION

This program provides students with instruction that does not result in a vocational postsecondary certificate or diploma. The content of the course may vary as a result of industry and student needs. Instruction in this course is for individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body; a new or expanding business, industry, and government agency whose products or services are changing so fast that retraining employees is necessary; or whose employees need training in specific skills to increase efficiency and productivity; and individuals who are enhancing occupational skills necessary to maintain current employment, to cross-train, or to upgrade equipment.

FACULTY AND STAFF CONTACT INFORMATION

ADMINISTRATION

Harris, David, Director 904-966-6780 Harris.David@mybradford.us
Ruise, Glenda, Adult Programs Coord. 904-966-6770 Ruise.Glenda@mybradford.us

INSTRUCTIONAL PERSONNEL

Abercrombie, Kirk, CVD. Instructor 904-964-5932 Abercrombie.Kirk@mybradford.us
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Tatum, Robin Academy of Academics 904-966-7532 Tatum.Robin@mybradford.us
VanHeusen, Kaitlin, Agriculture 904-966-6779 VanHeusen.Kaitlin@mybradford.us

SUPPORT PERSONNEL

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Platt, Richard, Welding Paraprofessional	904-966-6763	Platt.Richard@mybradford.us
Smith, Gerald, Custodian	904-966-6764	Smith.Gerald@mybradford.us
Tinsler, John, Career Specialist	904-966-6785	Tinsler.John@mybradford.us
Tollick, Vincent, Receptionist	904-966-6764	Tollick.Vince@mybradford.us
Tyson, Jeffrey, Head Custodian	904-966-6764	Tyson.Jeffrey@mybradford.us

Student Book List and ISBN Numbers

<u>Program:</u>	<u>ISBN Number</u>	<u>Book Price</u>
<u>Administrative Office Specialist:</u>		
Learning Media Design w/ADOBE Cs5	(978-0-13-138408-8)	\$51.97
Quickbooks Accountant 2013	(978-1-285-18342-8)	\$131.75
Principles of Accounting	(978-0-618-98998-0)	\$178.75
The Administrative Professional	(978-0-538-73104-1)	\$129.50
New Perspectives Microsoft Office 2013	(978-1-285-16794-0)	\$155.50
Business Math using EXCEL	(978-0-538-73119-5)	\$138.00
<u>Automotive:</u>		
Automotive Technology	(978-1-4496-7108-2)	\$171.15
<u>Cosmetology:</u>		
Milady Cosmetology 2016 Edition	(978-1-285-76941-7)	\$117.95
Study Guide: The Essential Companion	(978-1-285-76963-9)	\$59.95
<u>CNA :</u>		
Nurse Assisting: A Foundation in Caregiving	(978-1-60425-033-6)	\$54.63
Nurse Assisting Workbook	(978-1-60425-031-2)	\$16.85
<u>CSIT:</u>		
A+ Guide to Managing your PC	(978-1-133-13508-1)	\$91.75
Network + Guide to Networks, 7 th Edition	(978-1-305-09094-1)	\$97.00
CompTIA Security + Guide to Network Security	(978-1-305-09391-1)	\$132.50
<u>Commercial Vehicle Driving (A and B):</u>		
Bumper to Bumper 3 rd Printing	(978-0-962-16876-5)	\$38.56
Rand McNally Motor Carriers 2015 Atlas	(0-528-01156-1)	\$17.00
<u>LPN:</u>		
Davis's drug Guide for Nurses	(978-0-803-64411-6)	\$46.95
Calculation for Drug Dosages	(978-0-323-31069-7)	\$59.47
Saunders Comp Review NCLEX-PN	(978-0-323-28931-3)	\$39.95
Foundation of Adult Health Nursing	(978-0-323-10001-4)	\$105.00
Workbook	(978-0-323-11219-2)	\$36.00

Medical Assisting:

EHR for Physicians	(9780-3234-4791-1)	\$108.00
Language of Medicine Text & Online	(9780-3233-7091-2)	\$100.66
Saunders Medical Assistant Review	(9781-4557-4500-5)	\$59.96
Sherpath Medical Assistant	N/A	\$249.00

Nails Specialty:

Milady Book	N/A	\$109.16
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Welding Technology and Welding Advanced:

ARC Welding	N/A	\$112.00
New Lessons I ARC Welding	N/A	\$18.00

* Note: These were the prices at time of this handbook's publication. Prices are subject to change over time.

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Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students". Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

Notice of Equal Access/Equal Opportunity and Nondiscrimination

Bradford Union Technical Center is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, political opinions or affiliations, veteran status, and genetic information. The Center does not discriminate in its programs and activities, including employment and admissions.

In particular, Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Bradford Union Technical Center complies with all aspects of this and other federal and state laws regarding non-discrimination.

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

Anyone with questions about compliance or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence as a violation of Title IX, should contact the Center's Equal Access/Equal Opportunity Coordinator using the following contact information:

Randy Whytsell, Director of Human Resources & Equity Coordinator
501 West Washington Street, Starke, FL 32091 904-966-6810

Bradford County School District Board Rule 2.16 defines its policy prohibiting discrimination and harassment, and its grievance procedures for such complaints.