



# **NORTH FLORIDA TECHNICAL COLLEGE**

609 North Orange Street, Starke, Florida 32091-2434

Phone: (904) 966-6764 Fax: (904) 966-6786

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

# **2025 - 2026 Course Catalog and Student Handbook**

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### Directory

Bradford County School District Main Switchboard	904-966-6800
North Florida Technical College Receptionist, Front Office	904-966-6764
Administrative Secretary	904-966-6766
Bookkeeper	904-966-6772
Cashier	904-966-6768
Financial Aid	904-966-6770
Student Services	904-966-6769
Veterans Benefits Office	904-966-6770
Bradford County Sheriff's Office	904-966-2276

## Administered by the Bradford County School District

Will Hartley, Superintendent

Keith Kirby, Director, Career and Technical Education

Keith L. Kirby, Coordinator, Adult and Career Education

### Bradford County School Board Members

Sheila Cummings, District One

Gayle Shuford Nicula, District Two

Julie Johnson, District Three

Candace Osteen, District Four

Lynn Melvin, District Five

NFTC 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.

#### ADMINISTRATION OFFICE HOURS

Monday	8:00AM – 4:00PM
Tuesday	8:00AM – 4:00PM
Wednesday	8:00AM – 4:00PM
Thursday	8:00AM – 4:00PM
Friday	8:00AM – 4:00PM

#### STUDENT SERVICES OFFICE HOURS

Monday	8:00AM – 4:00PM
Tuesday	8:00AM – 4:00PM
Wednesday	8:00AM – 4:00PM
Thursday	8:00AM – 4:00PM
Friday	8:00AM – 4:00PM



7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350

Telephone (Local): 770-396-3898 Telephone (Toll-Free): 800-917-2081 Fax: 770-396-3790

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

## Calendar and Schedule Dates

### REGISTRATION DATES 2025-2026

Fall Registration	Open
Spring Registration	Open
Summer Registration	Open

### GRADING AND TERM PERIODS

Fall Term	August 12, 2025 – December 20, 2025
Spring Term	January 6, 2026 – May 28, 2026
Summer Term	TBD

### STUDENT HOLIDAYS 2025-2026

September 1, 2025	Labor Day
September 12, 2025	PD Day / Student Holiday
October 17, 2025	Planning Day / Student Holiday
November 11, 2025	Veteran's Day
November 24 - 28, 2025	Thanksgiving Break
December 19, 2025	Early Release
December 22, 2025 - January 2, 2026	Winter Break
January 5, 2026	Teacher Planning Day
January 6, 2026	Students Return
January 19, 2026	Martin Luther King Jr. Day
February 13, 2026	PD Day / Student Holiday
February 16, 2026	Presidents' Day
March 20, 2026	Planning Day - Student Holiday
April 17, 2026	Virtual Planning Day-Student Holiday

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May 25, 2026

Memorial Day

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May 28, 2026

Last Day For Students

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## GENERAL INFORMATION

### MISSION STATEMENT

Our mission at North Florida Technical College is to meet the needs of students, at any life-stage, by providing affordable, quality academic and technical education for current and emerging careers in a competitive workforce.

### VISION STATEMENT

The vision of North Florida Technical College is to be a recognized school of choice, providing innovative high-tech and flexible education to advance the future of our community.

### INSTITUTION

NFTC 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, five 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.

**FDLE Sexual Predator and Offender Website** <https://offender.fdle.state.fl.us/>

**NFTC's Health and Safety Plan is available** [here](#)

### 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.nftc.bradfordschools.org](http://www.nftc.bradfordschools.org).

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 an 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 with a valid form of ID 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. Our campus security officer is assigned as the Criminal Justice Teacher, but may be summoned, as needed.
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 2024-2025 school year, there were no reports of serious felony offenses.
7. During the 2023-2024 school year, there were no reports of serious felony offenses.
8. During the 2022-2023 school year, there were no reports of serious felony offenses.
9. During the 2021-2022 school year, there were no reports of serious felony offenses.
10. During the 2020-2021 school year, there were no reports of serious felony offenses.
11. During the 2019-2020 school year, there were no reports of serious felony offenses.
12. During the 2018-2019 school year, there were no reports of serious felony offenses.
13. During the 2017-2018 school year, there were no reports of serious felony offenses.
14. During the 2016-2017 school year, there were no reports of serious felony offenses.
15. During the 2015-2016 school year, there were no reports of serious felony offenses.

## **ADMISSIONS**

### **Career and Technical Education Enrollment Procedures**

1. Complete online registration at <http://www.nftc.edu>.
2. Unless exempt, pay test fees, 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.nftc.edu>).
4. Provide copies of a valid Driver's License and/or State issued photo ID and proof of Social Security number.
5. Complete the FAFSA application at <https://studentaid.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.

## **Students with Disabilities**

Students with disabilities are not required to disclose their disability; however, voluntary disclosure is encouraged in order to provide as many services as possible so as to enable individual student success. Student disability information remains confidential. For more information, contact the school and ask Student Services for their guidance in taking the next step towards your academic success. 904-966-6769

## **Adult Basic Education Registration Procedures**

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

## **HIGH SCHOOL Registration Procedures**

High School students in grades 9, 10, 11, and 12 may attend NFTC. 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. The request for prior training credit must be submitted during registration to be considered for approval.

## **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.

## **INSURANCE**

Students enrolled in industrial and health programs are required to purchase school accident insurance, provide evidence of coverage by some private accident policy, or sign a waiver declaring responsibility for their own medical bill(s) if an accident occurs. Health Science students must also purchase personal liability insurance for liability they may incur during clinical practice.

## **RURAL PARTNERSHIP FOR HEALTHY KIDS**

The Rural Partnership for Healthy Kids, funded through a cooperative agreement with the Center for Medicare and Medicaid Services (CMS), seeks to connect children and families in small, rural communities with affordable health insurance coverage. Rural Partnership for Healthy Kids offers free or low-cost health insurance for kids and teens. Children can get regular check-ups, immunizations, doctor and dentist visits, hospital care, mental health services, prescriptions and more. Call Christopher Robinson if you have any questions- 904-772-4479 or Email [Robinsonc@nefec.org](mailto:Robinsonc@nefec.org) with any questions or for sign-up information.

## **PROGRAM ENTRY/EXIT**

Most of NFTC's programs are open entry/open exit. However, Commercial Vehicle Driving, Practical Nursing, and Nursing 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 NFTC. Dual enrollment is available to secondary students enrolled in postsecondary programs for advanced training with the permission of the home school and NFTC. **Please note that new students are prohibited from entering a program (with the exception of select programs) after March 31st of the school year.**

## **TEST OF ADULT BASIC EDUCATION (TABE) POLICY / ABILITY TO BENEFIT**

The Test of Adult Basic Education (TABE®) is a comprehensive and reliable academic assessment. Educators use TABE® testing to provide a solid foundation for effectively assessing the skills and knowledge of adult learners. The TABE® test is aligned to the national College and Career Readiness Standards for the three core subject areas: Reading, Mathematics, and Language. TABE 13 and 14 tests are secure, reliable, and valid assessments used to assess the achievement of examinees on core content areas taught and assessed as part of the NFTC Adult Basic Education program.

Additionally, Section 1004.91, Florida Statutes (F. S.), Career-Preparatory Instruction requires students who enroll in a program offered for career credit to complete an entry-level examination. The purpose of testing is to determine the extent of basic skills mastery and to evaluate the need for necessary academic instruction. This applies to all postsecondary Career and Technical Education (CTE) students and includes secondary students dually enrolled in postsecondary CTE certificate programs (of 450 clock hours or more). A complete listing of TABE scores and requirements is provided on page 10.

## **REMEDICATION:**

Students who do not meet basic skill requirements as outlined in the Florida Department of Education Curriculum Frameworks shall attend basic skills remediation. Students may retake the TABE test to achieve the appropriate score for their program of study after meeting state and publisher's guidelines for post-testing or with permission and written documentation from the NFTC program director. All Tardy and Absence Policies apply to remediation classes.

If the student does not meet the basic skills requirements for completion, is not exempt, or does not pass an identified licensure examination or certification, the student cannot be reported as a full program completer from the final Occupational Completion Point (OCP) and cannot earn a local Career Certificate of Completion.

## 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.
- They passed the GED® test in 2014, or any year thereafter, and entered a post-secondary school within 2 years after testing.
- Performance in specific high school coursework.

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.

Students with disabilities are not required to disclose their disability; however, voluntary disclosure is encouraged in order to provide as many services as possible so as to enable individual student success. Student disability information remains confidential. For more information, contact the school and ask Student Services for their guidance in taking the next step towards your academic success. 904-966-6769

Students who do not meet basic skill requirements as outlined in the Florida Department of Education Curriculum Frameworks shall attend basic skills remediation. Students may retake the TABE test to achieve the appropriate score for their program of study after meeting state and publisher's guidelines for post-testing or with permission and written documentation from the NFTC program director.

If the student does not meet the basic skills requirements for completion, is not exempt, or does not pass an identified licensure examination or certification, the student cannot be reported as a full program completer from the final Occupational Completion Point (OCP) and cannot earn a local Career Certificate of Completion.

Test scores may be accepted from one public institution to another provided they are less than two (2) years old and are transmitted electronically (or mailed in a sealed envelope) from the institution that administered the test. Unofficial score reports will not be accepted.

Test scores may be accepted as long as they are less than two (2) years old at the time of enrollment. If the student remains enrolled for a period of more than two years, the scores would remain valid for as long as the student is enrolled. If the student has a break in enrollment of longer than one year, the student must be retested.

**TABE GRADE LEVEL REQUIREMENTS**

R = Reading M = Total Math L = Language

Program (Grade Level Exit Requirements)	R	M	L
Commercial Vehicle Driving (I490205)	n/a	n/a	n/a
Commercial Class "B" Driving (I490251)	n/a	n/a	n/a
Nursing Assistant, Long Term Care (H170602)	n/a	n/a	n/a
Practical Nursing (H170607)	11	11	11
Welding Technology (J400400)	9	9	9
Welding Technology Advanced (J400410)	9	9	9

\*TABE levels are compiled from each program's 2024-2025 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 North Florida Technical College. 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 the 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 Section 1004.91, Florida Statutes (F. S.)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 semester, unless otherwise specified. Tuition and other fees must be paid in full before the student enters class, unless arrangements are made with the NFTC Director.

**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 canceled. 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. Program kits and books may not be returned. Retention of tuition and fees collected in advance for a student who does not commence class will not exceed \$100.

## **Return Check Policy**

NFTC will accept personal checks as long as there is not a check on file for Non-Sufficient Funds (NSF). If a check is returned from the bank (insufficient funds, stop payment, etc.), the student will be required to redeem the returned check and any associated bank charges with cash, money order, or a cashier's check in the Cashier's Office. Returned checks remaining unredeemed after a reasonable period of time may be forwarded to a collection agency with the student bearing the additional collection cost.

When an individual has written two NSF checks in the same school year, the school will discontinue accepting checks from the individual for the remainder of the school year. If a check is returned in the last two months of the school year or during the summer, the NSF Policy will be enforced the next school year. Only cash, money order, or a cashier's check will be accepted. Any individual with three checks returned will be permanently placed on a cash only basis.

## **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 calculation will determine the Title IV aid earned and unearned for the time enrolled. The school and/or student may be responsible for returning funds. Examples of calculations of funds, earned time, and unearned time may be found in the Financial Aid office. If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

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 on 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. NFTC 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 North Florida Technical College determines withdrawal or termination of a student. Retention of tuition and fees collected in advance for a student who does not commence class will not exceed \$100.

## **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**

NFTC 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://studentaid.gov>. The federal school number to enter for NFTC 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 904-966-6770.

### **Eligibility for Receiving Financial Aid**

- Students must have a standard high school diploma or GED.
- The student must be enrolled at NFTC 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 or who owes an overpayment to the federal government 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 30 hours or more each week.

### **Conditions for Receiving Financial Aid** (Subject to change in compliance with new federal and state regulations).

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 NFTC to hold the credit balance.
2. Any award is contingent upon actual receipt of funds from the federal and/or state government by NFTC.
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. Students 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 that 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 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 reapply each year. Applications become available at <https://student.aid.gov>.

### **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.

NFTC requires students to maintain a "C" average or better (2.0) for Satisfactory Academic Progress (SAP). Some programs may require a higher GPA. The period for attendance, grades and progress is from the beginning to the end of the program.

NFTC 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.

### **NFTC IN-HOUSE SCHOLARSHIPS**

These scholarships are awarded through an application through NFTC's 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 CAREER EDUCATION (FSAG-CE)**

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**

NFTC 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 NFTC. There are other scholarships accepted at NFTC with individual guidelines. It is the student's responsibility to secure these scholarships and provide the necessary documentation to NFTC's Bookkeeper.

## VETERANS

NFTC 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 NFTC. Questions regarding eligibility should be directed to the DVA 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 904-966-6770.

### **Veteran Student Payment Policy**

In accordance with Title 38 US Code § 3679 subsection (e), and effective August 1, 2019, this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Veterans Readiness & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Within 90 days of the date when the school certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility, this school will not:

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

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

1. Produce the VA Certificate of Eligibility (COE) by the first day of class - A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; OR
2. An approval letter for chapter 31 benefits, such as a VAF 28-1905 form

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

Upon entry the Veteran student's enrollment is certified through Enrollment Manager. At that time the semester tuition and fees are also entered for the hours to complete in that semester. If a VA student does not complete the required hours they are certified for, they will owe funds back to the Veterans Administration.

This policy is mandated and in compliance with the Veterans Approving Agency Title 38 United States Code 3676(c) (14).

**Veteran Student Progress:** An evaluation will be made to determine if the veteran has 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, unless your program has a more stringent GPA, 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 AAEE lab has also been approved for 300 hours of training in addition to the hours approved for their program. The AAEE lab provides remediation in basic math, reading, and language skills.

#### **Other Financial Aid Available for VA Students:**

Section 1018 of the Isakson and Roe Veterans Education Assistance Act, prohibits NFTC from automatically enrolling a student in a course or program of education. This requirement ensures that each covered individual has a say in their continued enrollment.

NFTC ensures that each covered individual approves of their enrollment in a course.

NFTC emphasizes the importance of informing covered individuals about the availability of other federal financial aid, not administered by the VA, that the institution offers, which prevents students from being unaware of potential funding options and potentially incurring unnecessary debt.

This policy aims to prevent students from becoming entangled in debt due to unforeseen circumstances or lack of awareness about available funding options.

The Financial Aid Coordinator serves as the agency's point of contact and is available to assist in identifying all available funding resources for students. The financial aid office is located on Building 1 at 609 North Orange Street, Starke, FL 32091. Telephone: (904) 966-6770.

For more information, please contact the Office of Student Financial Assistance (888) 827-2004, or visit <https://www.floridastudentfinancialaidsg.org>.

#### **Disapproval of Courses:**

Any course approved by VA is subject to disapproval if the institution fails to meet any of the requirements established by VA. An educational institution which has its courses disapproved by the Secretary or state approving agency will be notified of such disapproval by a certified or registered letter of notification and a return receipt secured.

The Secretary shall provide notices to any veteran enrolled in a course of the status of the course of education.

**No Financial or Access Penalties for Chapter 31 or Chapter 33 Beneficiaries While School Awaits VA Payment 38 USC Code 3679 (e):**

NFTC permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance.

NFTC ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment from VA under Chapter 31 or 33.

**Readmission:**

It is the policy of NFTC to ensure that members of the armed forces, including the reserve components and the National Guard, who enroll in a course of education at NFTC may be readmitted if such members are temporarily unavailable or have to suspend such enrollment due to serving in the Armed Forces and accommodates members during short absences due to such service.

## **PROGRAM ATTENDANCE POLICIES**

### **ADULT EDUCATION PROGRAMS**

Good attendance is the 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:**

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 tardy.

**ABSENCES:**

The Attendance Policy is monitored by FOCUS. The following policies apply to full-time and part-time adult students.

**Fall Term:** August 12, 2025 - December 19, 2025

**Spring Term:** January 6, 2026 – May 28, 2026

**Summer Term:** TBD

- A student will be procedurally withdrawn for non-attendance upon accumulating **six** consecutive absences from class. Withdrawn students may re-enroll in the class within thirty (30) calendar days from the withdrawal date.
- Students attempting to re-enroll for a third time due to non-attendance in one school term **must** be approved by the program administrator and any dues/fees associated with the program must be paid in full on the third attempt.

- In calculating absences for withdrawal purposes, excessive absences in any scheduled hour of instruction will constitute withdrawal from all classes.
- Certain programs and/or benefits may have attendance policies that supersede those outlined on this document.

## **CAREER AND TECHNICAL PROGRAMS**

Good attendance is the 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:**

North Florida Technical College is a clock hour school; therefore, students that arrive after the scheduled start time will be calculated on a 15 minute cycle. Students tardy 1-15 minutes will be docked 15 minutes, 16-30 minutes will be docked 30 minutes, 31-45 minutes tardy will be docked 45 minutes and 46-60 minutes will be docked 1 hour.

### **ABSENCES:**

The Attendance Policy is monitored by FOCUS. The following policies apply to full-time and part-time adult students.

**Fall Term:** August 12, 2025 - December 19, 2025

**Spring Term:** January 6, 2026 – May 28, 2026

**Summer Term:** TBD

- Students registered full time (24 or more hours per week) will be allowed up to 40 absent hours in any one term/semester. On the 41st absent hour, the student will be withdrawn for non-attendance.
- Students registered for part time classes (less than 24 hours per week) will be allowed up to 20 absent hours in any one term/semester. On the 21st absent hour, the student will be withdrawn.
- Financial Aid and Veterans benefits will be terminated if a student is withdrawn.
- Students withdrawn for unsatisfactory attendance may re-enroll on a space available basis the following week by paying all appropriate fees. Financial Aid or Scholarships will not pay fees for re-admission.
- Students receiving financial aid who are withdrawn for unsatisfactory attendance will have financial aid suspended until they have completed one full semester at their own expense and meet both academic and attendance progress.
- Dual enrolled students who accumulate 10 or more unexcused absences in a term/semester will be dropped from their CTE program and returned to his/her high school at the end of the grading period. Students being returned to his/her high school for attendance may appeal to the NFTC administration.
- Certain programs and/or benefits may have attendance policies that supersede those outlined on this document.

### **Administratively Excused Absence Policy**

- Administratively Excused Absences may not exceed 10% of the clock-hours in a payment period.
- There are no “excused” or “unexcused” absences except for Administratively Excused Absences. NFTC’s Director is the only school administrator with the authority to authorize such absence. Examples include; but are not limited to, Hospital confinement for the adult student, spouse or children; Court appearances; Death in the immediate family (spouse, children, parents, siblings); Extended illnesses that can be documented; other absences deemed to be extraordinary by NFTC’s Director.
- Administratively Excused Absences must be requested within 3 business days from the absence in order to be considered for approval.

- Administratively Excused Absences will affect financial aid status. PELL Grant benefits are based on the actual number of clock hours of attendance. Students who do not meet the required hours and weeks to receive a Pell Grant disbursement will be responsible for all tuition and fees.

## **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 NFTC 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.
- Unsatisfactory progress
- Possession or abuse of drugs and/or alcohol
- Attendance issues
- Cheating

### **Bullying and Other Forms of Aggression**

North Florida Technical College's Administration is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or hightech), and psychological abuse. Any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation, will not be tolerated.

### **Unacceptable Behaviors**

The following behaviors and all illegal actions are prohibited on school grounds and at school sponsored activities and will result in dismissal upon the recommendation of the school threat assessment team:

1. The use of loud, abusive, profane, obscene language/materials, either oral or written (including racial comments) electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable.
2. Cheating or plagiarism in any form (see "Academic Integrity" statement).
3. Giving false information for the purpose of deception, including forgery, alteration or misuse of records.
4. Logging in or out of the attendance computer for another student or having another student log in or out for one's self.
5. Possession of weapons or explosives of any kind.
6. The verbal or non-verbal refusal to comply with school rules or directions from school staff, refusal to identify one's self or disrespectful behavior toward school personnel on or off campus.
7. The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.
8. Any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety and/or welfare of students, staff, or others.

9. Using, possessing, being under the influence of or having a positive drug test for any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be subject to testing.
10. Any willful and/or deliberate act committed with the intention of promoting sexual favors, or any lewd or lascivious act. Any unsolicited sexual proposal or offensive touching of another person, or any act of indecent exposure or obscenities such as telephone calls or other communication are included under this heading, as well as, the unlawful manufacturing, publishing, selling, buying, or possessing materials, such as literature or photographs.
11. Placing another person in fear of bodily harm through verbal threats with or without displaying a weapon or subjecting the person to actual physical attack. Hazing and extortion are considered under this heading. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat.
12. The use of tobacco products at any NFTC location.
13. Inappropriate use of electronic communication devices on campus. This includes the possession and/or use of cell phones, smart watches, or other electronic devices during a test or assessment.

### **Academic Integrity**

It is essential that students earning credit for their academic achievements are able to do so in an environment in which such achievement is known to be well and honorably earned. Because it is vital for the well-being of all students that certificates earned at NFTC are valued for their high standards, a zero-tolerance attitude is taken in regard to academic dishonesty.

**Cheating/Plagiarism** is defined as willful or deliberate unauthorized use of the work of another person for academic purposes, copying work from another, or inappropriate use of notes or other material in the completion of an assignment or test. Both asking for and giving such information is considered academic dishonesty. In addition to disciplinary interventions, credit may not be granted for the assignment(s) in question. When grade reduction is determined to be the appropriate disciplinary measure, the student shall be notified. Depending on the severity of the offense or individual program requirements, students guilty of academic dishonesty may also be withdrawn from their program not in good standing (see Student Code of Conduct). Further information for individual programs may be found in the Master Plans of Instructions.

**Online Access Technology** is an integral part of our daily lives. From smartphones, to electronic tablets, these devices are becoming items that many cannot function without. In addition, the internet is changing the way education is delivered. North Florida Technical College is ensuring that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet. It is also important that students have an email address that they check on a regular basis. Information may come through your email, so it is important that students check it regularly. If a student does not have an email address, there are numerous services that provide FREE email addresses. Faculty should have a current, working email address of each student.

**Social Media** The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of "not-so-popular" problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites

are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

### **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 Coordinator for the leave. The coordinator 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 Coordinator and administration).
- The school will grant only one leave of absence to the student in any 12-month period.
- Veteran’s benefits will be terminated and financial aid payments will be reduced for absences that exceed the allocated amounts.
- If unforeseen circumstances prevent a student from providing a prior written request, NFTC may grant the student's request for a leave of absence, if NFTC documents its decision and collects the written request at a later date.
- NFTC's Director has the right to deem any emergency or health related absence as permissible with the appropriate documentation. Examples include, but are not limited to, Hospital confinement for the adult student, spouse or children; Court appearances; Death in the immediate family (spouse, children, parents, siblings); Extended illnesses that can be documented; other absences deemed to be extraordinary by NFTC's Director.
- The student will not receive tuition reimbursements or clock 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 NFTC when job openings arise and the school attempts to match student skills to job needs.

### **BOOKSTORE**

The campus bookstore is located in the Administration Building (Building #1) for students requiring kits, books, or other equipment or supplies.

## **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**

NFTC 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 Diversified Education – OJT** education program is an academic program that combines a comprehensive classroom curriculum with work experience in the business community. Co-op education gives the student a wonderful opportunity to gain professional job experience related to a career goal. The Florida Department of Education has provided a way for schools to offer students a variety of exciting and encompassing business-based On-the-Job Training (OJT) and co-op programs. Contact Student Services for more information.

## **DRESS CODE / STUDENT CODE OF CONDUCT**

NFTC 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 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 NFTC 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 college 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.

## 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.

## 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**, Aimee Ferguson, 501 West Washington Street, Starke, Florida 32091; Office Phone: 904-966-6810; FAX: 904-966-6818; or EMAIL at Ferguson.Aimee@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, the 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. [www.council.org](http://www.council.org).

## 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

The 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, student registration, providing counseling, financial aid guidance and processing, 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 VEHICLE USE – PARKING POLICY**

Rules and policies listed below must be followed by students in order to maintain driving/parking privileges on North Florida Technical College's campus. Decal fee is \$5.

- The parking lot and all other areas of the campus are Bradford County School District's policy. Students should drive with caution when on or near the campus, obeying all speed limits and other traffic laws. The speed limit in the parking lot is five (5) miles per hour.
- Students are to park in the designated parking areas only. Students who park in unauthorized areas may lose the privilege of parking on campus and/or the vehicle may be towed.

- Students may not loiter around vehicles in the parking area(s). Students shall not occupy vehicles during class, between classes, or before or after school, except as they arrive and leave for the school day.
- Students may not smoke in their vehicles while on school property.
- Vehicles on campus are subject to search by authorized personnel, including law enforcement canine units on routine campus visits, upon reasonable suspicion that the vehicle may contain illegal substances or weapons. (i.e. alcohol, drugs, and/or weapons of any kind).
- Students must purchase a parking decal. This will be used to help locate vehicle owners in case the need arises. This will also be helpful if a vehicle has the lights on, is leaking fluid, or is involved in a minor accident with another vehicle when the owner is not present
- The parking decal is to be displayed on the back window on the driver's side while parked on campus.

## **VISITORS**

Visitors are always welcome at NFTC. In order to maintain a safe school environment and orderly learning atmosphere, official classroom visits must be approved in advance with the Director and/or his or her designee. All other visitors should report to the Administration Office to sign in. Visitors must have a valid ID, which will be scanned into the Centegix Visitor Management system. The visitor pass must be worn and visible throughout the visit. Prior to leaving the campus, the visitor should report to the Administration Office to sign out.

## **VOTER REGISTRATION**

Voter Registration application forms are available in the Financial Aid section of the NFTC website ([www.nftc.edu](http://www.nftc.edu)) if students need to obtain or correct a voter registration card.

## **STUDENTS IDENTIFICATION BADGES**

Students should schedule time with the Occupational Specialist in Student Services to have their name badge produced. There is a \$5 charge for student identification badges, which is listed into program costs. In the event of destruction or loss, replacement costs will be incurred by the student.

## **GENERAL EDUCATION PROGRAMS**

- Adult Basic Education (ABE) **(Day or Evening Program)**
- Adult General Education for Adults with Disabilities **(Day or Evening Program)**
- Adult High School (AHS) **(Day or Evening Program)**
- Applied Academics for Adult Education (AAAE) **(Day or Evening Program)**
- GED® Preparation **(Day or Evening Program)**

NFTC offers several basic skills courses tailored to specific student needs.

### **DIPLOMA OPTIONS**

Specific details on diploma options and graduation requirements are available through Student Services.

### **ADULT BASIC EDUCATION (ABE) (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 North Florida Technical College or local community college, or to prepare for employment.

### **ADULT GENERAL EDUCATION FOR ADULTS WITH DISABILITIES (9900100)**

The purpose of this course is to provide specialized adult general education for adults with disabilities who may need intensive, ongoing 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.

### **ADULT HIGH SCHOOL (AHS) (9900010)**

This program enables an adult no longer enrolled in public high school to complete the required courses and state assessments to earn a standard high school diploma. Students in the AHS program must meet all state and local requirements for graduation unless otherwise noted in section 1003.4282 (7)(b), F.S.

### **APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE) (S990001)**

The purpose of this program is to prepare students for college and future careers. The Applied Academics for Adult Education (AAAE) program is based upon the assessed needs of the individual and the academic and employability requirements related to Florida's Career and Technical Education (CTE) programs.

### **GED® PREPARATION PROGRAM (9900130)**

This program consists of four content-area assessments: Reasoning through Language Arts, Mathematics Reasoning, Science, and Social Studies. The purpose of the program is to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma and be better prepared for postsecondary education. An additional performance level will certify that the adult student is career and college ready. This program strives to motivate students not only to obtain a GED® diploma, but to continue their education to earn a postsecondary degree, certificate, or industry certification.

**The GED Testing schedule** is available at the Main Office and Student Services as well as through our partner at [ged.com](http://ged.com). Other PearsonVUE administered test schedules are available through our partner at [Pearson VUE](http://PearsonVUE).

## **HEALTH SCIENCE PROGRAMS**

Nursing Assistant-Long Term Care (**Evening Program**)  
Practical Nursing (**Full Time and Part Time Programs**)

### **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 Cardiopulmonary Resuscitation (CPR) – heartsaver 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 the 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.

#### **Industry Certification**

Nursing Assistant, Long Term Care certification is issued by the Florida Department of Health, Division of Medical Quality Assurance.

#### **Program Costs**

Contact the school for current program costs.

For this 120-clock-hour program, the cost includes tuition, textbooks, certification, exam, lab fee, fingerprinting, parking permit, uniforms, CPR certification, and student ID badge. The Pell grant is NOT available for this program.

Notice: Program costs are subject to change without notice.

#### **Program Content and Clock Hours**

<b><u>OCP</u></b>	<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Length</u></b>
A	PRN0090	Nurse Aide and Orderly	120 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 student documents. Prospective students must have a clear FDLE criminal background check.

## **PRACTICAL NURSING (Adult Program Number (H170607))**

### **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 a 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 the grade level requirements section on page 10 of this catalog.

### **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.

### **Estimated Program Costs**

Contact the school for current program costs.

For this 1350 clock hour program, the cost includes tuition, lab fees, the NCLEX LCS fees, computer testing, drug testing, IV therapy course, textbooks, parking permit, and student ID badge. Shoes and other required basics are not included in the costs. 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.

**(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-contendere 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>
<b>A</b>	PRN0098	Practical Nursing Foundations 1	300 Clock Hours
<b>B</b>	PRN0099	Practical Nursing Foundations 2	300 Clock Hours
	PRN0290	Medical Surgical Nursing 1	300 Clock Hours
	PRN0291	Medical Surgical Nursing 2	300 Clock Hours
	PRN0690	Comprehensive Nursing and Transitional Skills	150 Clock Hours

## CAREER AND TECHNICAL PROGRAMS

Commercial Vehicle Driving  
Commercial Class "B" Driving  
Welding Technology  
Welding Technology Advanced

### 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**

Contact the school for current program costs.

The Pell grant is **NOT** available for this program.

Notice: Program costs are subject to change without notice.

Additional services related to these courses may be determined by contacting the Driving Instructors at NFTC'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

## **WELDING TECHNOLOGY PROGRAM (Adult Program Number J400400)**

### **Program Description**

The Welding Technology program 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.

### **Job Opportunities**

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

### **Program Cost**

Contact the school for current program costs.

For this 1050 clock hour program, the cost includes tuition, lab fees, certification exams, welding kit, textbooks, parking permit, and student ID badge . 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>OPC</u>	<u>Course Number</u>	<u>Course Title</u>	<u>OCP 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 Advanced Welding Technology program prepares students 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.

### **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**

Please contact the school for current program costs.

For this 750-hour program, the cost includes tuition, lab fees, certification exams, welding kit, textbooks, parking permit, and student ID badge. 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>OCP Hours</u>
A	PMT0075	Advanced Welder 1	600
B	PMT0076	Advanced Welder 2	150

## COMMUNITY EDUCATION PROGRAMS

**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. You may pick up forms to register for these classes at the Main Office of the NFTC during regular hours. For more information call 904-966-6764.

### Commercial Vehicle Driving Testing and Refresher Classes:

#### **Outside CDL Testing**

\$450.00 (Own truck)

Re-Test fees \$450.00 per test

#### **Refresher Course:**

20 hour (A&B) \$1,500.00

40 hour (A&B) \$2,500.00

All refresher courses will obtain a Certificate of Completion.

#### **Third Party - Testing Examiner Training:**

50 hour 5 day training \$2,500.00

2 day refresher \$1,000.00

**\*\*\*\*FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

## **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.

## Student Book List and ISBN Numbers

Program	Book Title	ISBN Number	Price
Commercial Vehicle Driving - Class "A" (I490205) and Class "B" (I490251)	Entry-Level Driver Training	978-1-68008-497-1	\$50.00
	Motor Carriers Atlas 2021	0-528-01156-1	\$20.00
Nursing Assistant, Long Term Care (H170602)	Nursing Assisting: The Basics TB4E (NAHK)	B0503	\$36.00
	Nurse Assistant Care Workbook	B0510	\$16.00
Practical Nursing (H170605)	Foundation & Adult Health Nursing	978-0-323-48437-4	\$123.74
	Saunders Comp Review NCLEX-PN	978-0-323-73305-2	\$47.99
	EAQ Foundation & Adult Health	978-0-323-67999-2	\$74.99
	Calculations of Drug Doses		\$71.24
	HESI Case Studies	978-1-455-72735-4	\$44.24
Welding Technology / Welding Technology Advanced (J400410)	ARC Welding	NCCER	\$112.00 \$36.00
	New Lessons in ARC Welding		\$18.00

**Note: Textbooks and prices are subject to change after publication of this catalog. Verify with Office Staff before ordering any textbook.**

## **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.

### **Annual Notification of Nondiscrimination**

Bradford County School District offers the following career and technical programs, including career academies wherein students may earn industry certification: [List programs and any admission requirements. Explain any differences between secondary and postsecondary programs.]

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

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

Aimee Ferguson, Human Resources Title IX Coordinator & Equity Officer  
Tammy Saxon Student Services Title IX Coordinator & Section 504 Coordinator  
Office Address: 501 W. Washington St., Starke, FL 32091  
Phone Number (Voice/TDD): 904-966-6031 or 904-966-6014

E-mail: [ferguson.aimee@mybradford.us](mailto:ferguson.aimee@mybradford.us) or [saxon.tammy@mybradford.us](mailto:saxon.tammy@mybradford.us) Continuous Notification of

### **Nondiscrimination**

Bradford County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or genetic information in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Aimee Ferguson, Equity Coordinator & Karen Clarke, Asst. Superintendent  
Office Address: 501 W. Washington St., Starke, FL 32091 Phone Number (Voice/TDD): 904-966-6031 or 904-966-6032  
E-mail: [ferguson.aimee@mybradford.us](mailto:ferguson.aimee@mybradford.us) or [clarke.karen@mybradford.us](mailto:clarke.karen@mybradford.us)

## **Notice of Equal Access/Equal Opportunity and Nondiscrimination**

North Florida Technical College (NFTC) 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 College 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. NFTC 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 Human Resources Director using the following contact information:

Human Resources Department  
 501 W. Washington Street, Starke, FL 32091  
 904-966-6810

**ROSTER OF INSTRUCTIONAL STAFF**

<b>NAME</b>	<b>Year of employment</b>	<b>Most advanced degree</b>	<b>Experience in field and/or in classroom</b>	<b>Courses taught</b>	<b>Current instructional load in hours Part/Full time</b>
Abercrombie, Kirk	2010	Industry Certified	23/22	Commercial Driving	40
Cook, Daniel	2023	Industry Certified	6	Commercial Driving	40
Slocum, Elaine	2024	MSN, RN/Nursing	25/12	CNA /Practical Nursing	40
Christie McGurer	2025	BSN/ Nursing	10/1	CNA /Practical Nursing	37.5
Hunt, Jason	2022	Industry Certified	6	Welding	37.5
Vacant Position		Industry Certified		Welding	40

**ROSTER OF ADMINISTRATIVE STAFF**

Kirby, Keith Director	2020	AA Degree Bachelors in Agricultural Education Masters/Educational Leadership	Administration (5) Classroom Educator (13); BRT (1); Adult and Career Education Coordinator (2)	40



# FORTIFYFL

Suspicious Activity Reporting App

See suspicious activity  
at your school?  
Report it.



Visit [www.getfortifyfl.com](http://www.getfortifyfl.com) to  
submit a tip or download the app

#FORTIFYFLORIDA