



CATALOG AND HANDBOOK 2026 - 2027

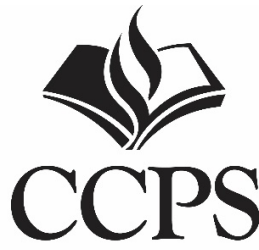
The mission of iTECH is to empower students through innovating hands-on training that qualifies and prepares students for achievable employment and future career success in the workforce.

239-658-7080

239-377-9900

508 N. 9th Street

Immokalee, Florida 34142



Collier County Public Schools

www.collierschools.com

Dr. Leslie C. Ricciardelli
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

Stephanie Lucarelli, Chair
Erick Carter, Vice Chair
Kelly Mason, Member
Tim Moshier, Member
Jerry Rutherford, Member

This report has been prepared by The District School Board of Collier County.
Additional copies, if available, may be obtained by writing:

The District School Board of Collier County
Dr. Martin Luther King, Jr. Administrative Center
5775 Osceola Trail
Naples, Florida 34109-0919

Report Number:
06112026

Coordinated by:
Aaron Paquette, Director

VISION STATEMENT

Inspire students to achieve academic excellence.

The District School Board of Collier County does not discriminate on the basis of race, color, religion, national origin, sex (including sexual orientation and/or gender identity), disability, or age in the provision of educational opportunities or employment opportunities and benefits. The District School Board does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The right not to be discriminated against extends to both employees and students of the District and shall include equal access to designated youth organizations in conformity with the Boy Scouts of America Equal Access Act. The following personnel should be contacted for inquiries about their rights or to learn how to file a complaint regarding discrimination.

Employees: For matters involving Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Age Discrimination in Employment Act, Title VII, and Florida's Educational Equity Act, contact Ms. Valerie Wenrich, Chief Human Resources Officer, at (239) 377-0351, or at 5775 Osceola Trail, Naples, Florida 34109.

Students: For matters involving (a) Florida's Education Act and Federal Title VI (race, religion, national origin issues), contact Ms. Rhoderica Washington, Director, Teaching and Learning, at (239) 377-0100, or at 5775 Osceola Trail, Naples, Florida 34109; and (b) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, contact Ms. Jana Csenger, Coordinator of Psychological Services, at (239) 377-0521, or at 5775 Osceola Trail, Naples, Florida, 34109.

Title IX: School Board Policies 2266, 3362, and 5517 – Prohibits discrimination or harassment on the basis of race, color, religion, national origin, sex (including sexual orientation and/or gender identity), disability, or age in the provision of educational opportunities or employment opportunities and benefits. The District School Board does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972.

For additional information or to report Title IX or any other discrimination/harassment concerns, contact Ms. Valerie Wenrich, Chief Human Resources Officer/ Title IX Coordinator, at (239) 377-0351, wenriv@collierschools.com or at 5775 Osceola Trail, Naples, Florida 34109.



School Accreditation

The Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350 fully accredits Immokalee Technical College. COE may be contacted at 1-800-917-2081 www.council.org



Cognia, 9115 Westside Parkway; Alpharetta, GA 30009 fully accredits Collier County Public Schools. Cognia may be contacted at 1-888-413-3669 www.cognia.com



EDUCATIONAL FUNDING ACCOUNTABILITY ACT

Section 1010.215, F.S. COLLIER COUNTY PUBLIC SCHOOLS

SCHOOL NUMBER **0581** ITC

2024-2025 SCHOOL FINANCIAL REPORT

IMMOKALEE TECHNICAL COLLEGE

REVENUES	SCHOOL [1]	%	DISTRICT	%	STATE	%
Federal	\$ 2,366,402	69.62	\$ 78,330,703	10.97	\$ 5,215,084,332	14.89
State/Local (excludes Lottery)	982,630	28.91	634,567,258	88.91	29,774,485,597	85.03
Educational Enhancement (Lottery) Trust Fund	-	0.00	-	-	-	-
Private	50,000	1.47	864,838	0.12	29,468,091	0.08
Total	\$ 3,399,032	0.00	\$ 713,762,799	100.00	\$ 35,019,038,020	100.00

[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS **	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT ***	STATE ***	
Teachers/Teacher Assistants (Salaries/Benefits):	\$ -	\$ 8,106	\$ 6,199	\$ -
Substitute Teachers (Salaries/Benefits)	Footnote [****]		Not Available from State Data Base	
Other Instructional Personnel] *****	-	1,729	1,531	1,224,256
Contracted Instructional Services	-	311	484	-
School Administration	-	1,033	785	1,142,644
Materials/Supplies/Operating Capital Outlay	-	777	349	-
Food Service	-	747	752	-
Operation and Maintenance of Plant	-	1,728	1,442	836,517
Other School-Level Support Services	-	742	350	195,615
TOTAL SCHOOL COSTS **	\$ -	\$ 15,173	\$ 11,892	\$ 3,399,032

** Capital expenditures for new schools are not included.

*** Amounts reported for district and state reflect total school costs (direct and school-level indirect costs) for all levels of students, not costs by school type.

District-level costs, such as costs for transportation and administration, for CCPS school district, totaled \$56,508,463 or \$1,301 per FTE

**** The cost of substitute teachers included in teachers' salaries and benefits, and/or other school-level support services, totaled \$35,130 or \$80 per FTE

***** Includes some non-personnel costs, such as costs for teacher training materials.

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS [2]
	SCHOOL	DISTRICT	STATE	
Teachers/Teacher Assistants (Salaries/Benefits):				
Basic Programs	\$ -	\$ 6,467	\$ 5,017	\$ -
English for Speakers of Other Languages (ESOL)	-	8,402	6,101	-
Exceptional Programs	-	12,564	9,916	-
Career Education Programs	-	5,146	5,085	-
Adult Programs [3]	-	-	-	-
Materials, Supplies, Operating Capital Outlay: [4]				
Textbooks				\$ 104,716
Computer Hardware & Software				59,445
Other Instructional Materials				647,045
Other Materials and Supplies				258,322
Library Media Materials				\$ -

[2] The sum of teachers/teacher assistants' salaries and benefits for the programs in this section should agree with the total teachers/teacher assistants' salaries and benefits reported in the previous section.

[3] FTE is unavailable.

[4] The total cost of materials, supplies, and operating capital outlay should agree with materials, supplies, and operating capital outlay reported in the previous section.

TABLE OF CONTENTS

Facility Description	7
Policies	7
Narcotics, Beverages Containing Alcohol, and Drugs	7
Search and Seizure	8
Drug, Alcohol, and Substance Abuse Prevention	8
Harassment Discrimination	8
Loitering	8
Safety/Security	8
Reporting Crimes & Acts of Violence	9
FDLE: Florida Sexual Offenders and Predators	9
Student Rights	9
Directory Information	9
Voter's Registration	9
Florida College Complaint Procedure	9
Grievance Procedures	10
Student Privacy & Records	10
Subpoenas for Student Records	11
Student Responsibilities	11
Falsifying iTECH Application	11
Conduct/Discipline	11
Probation Policy Related to Student Conduct	13
Academic Integrity	13
Disciplinary Action	13
Faculty Office Hours	14
Academic Progress, Academic Probation, Financial Aid & Voluntary Withdrawal	14
Attendance: Career Certificate Programs	15
Electronic Devices	17
CCPS Network Use	17
Dress Code	18
Tobacco – Possession/Use	18
General Information	19
Articulation	19
iTECH Retail Store	19
iTECH Book Store	19
Certificate of Completion	19
Change of Address or Name	19
Child Care – Early Learning Center	19
Completion Rate	20
Disability Services	20
Dual Enrolled High School Students and Adult Students	20
Emergency Closings	20
Field Trips	20
Financial Aid	20
Food Facilities	21
Graduation	22
Identification Badges	22
Injuries/Illness	22
Internships	22
Leaving Campus	22
Lost and Found	23
Parking and Driving	23
Refund Policy	23

Student Clubs and Organizations.....	24
Suspensions and Involuntary Withdrawals.....	24
Voluntary Withdrawal.....	24
Transcripts.....	24
Transfer Policy.....	24
Tuition.....	25
Visitors/Children on Campus.....	25
Weapons, Firearms, Dangerous Instruments, and Contraband.....	26
Program Admissions and Registration.....	26
Residency for Tuition Purposes.....	27
Readmissions Certificate Programs.....	28
Registration – Certificate Programs.....	29
Adult Basic Education Procedures for Certificate Programs.....	30
Student Services.....	30
Career and Placement Services / Employment Assistance.....	30
Financial Aid.....	31
Specialized Student Services.....	31
Title IV Financial Aid (Pell Grant).....	32
Veteran’s Educational Benefits.....	34
Technical Programs.....	37
Computer and Business Technology.....	37
Accounting Operations.....	37
Applied Cybersecurity.....	38
Computer Systems & Information Technology.....	39
Digital Media / Multimedia Design.....	40
Health Science.....	41
Patient Care Technician.....	41
Practical Nursing (LPN).....	43
Professional Nursing (LPN to RN).....	45
Personal and Human Services.....	47
Professional Culinary Arts and Hospitality.....	47
Cosmetology.....	48
Early Childhood Education.....	49
Transportation and Industrial Education.....	50
Master Automotive Service Technology.....	50
Heavy Equipment Service Technician.....	52
Building Construction Technology.....	54
Machining Technologies.....	55
CNC Production Specialist.....	56
Branch Campus: iTECH Glades.....	57
Heavy Equipment Service Technician.....	57
Heating, Ventilation, Air-Conditioning/Refrigeration.....	59
Practical Nursing.....	61
Nursing Assistant.....	63
Professional Culinary Arts & Hospitality.....	64
Administration and Faculty.....	65

FACILITY DESCRIPTION

The Immokalee Technical College opened in January 2009. The facility is located in the center of the Immokalee community and consists of three buildings. Building one houses administration, student services, literacy programs, cosmetology, business and information technology and health sciences; building two houses culinary arts including our own iTown Café and conference center which seats up to 300 people; building three houses early childhood education and our industrial and engineering programs. The college is over 190,000 square feet and accommodates over 18 different programs of study.

In January 2022, iTECH opened iTECH Glades, an Extension Campus in Moore Haven, Florida. This campus is regionally supported by 5 counties: Glades, Hendry, Okeechobee, Highlands, and Collier County. iTECH Glades will assist in filling career training gaps in the heartland region of Florida where there is currently no training offered.

POLICIES

NARCOTICS, BEVERAGES CONTAINING ALCOHOL, AND DRUGS

A “controlled substance” means a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drugs, or any other substance defined as an illegal controlled substance in Chapter 893 of the Florida Statutes. The Federal Controlled Substance Analogue Act allows any chemical “substantially similar” to an illegal drug to be treated as an illegal controlled substance. This would include any chemical which has a stimulant, depressant, or hallucinogenic effect on the central nervous system that is substantially similar to or greater than that of a controlled substance.

An “alcoholic beverage” means beer, wine, liquor, or any beverage containing alcohol or an intoxicant of any kind. A student shall not possess, sell, deliver, use, transmit, distribute, solicit, conspire to sell or obtain or be under the influence of a controlled substance or an alcoholic beverage while upon school property or in attendance at a school function. Any student who agrees, plans, or conspires with another student or person to commit an act described in this rule is guilty of conspiracy. Any student, who commands, encourages, hires or requests another student or person to engage in conduct violating this rule is guilty of solicitation. Possession of paraphernalia normally associated with the use of controlled substances is expressly forbidden. The manufacturing, possession, and/or use of fake identification or driver's licenses which are used to purchase illegal substances or alcoholic beverages is also a violation of this rule.

This rule also applies to misuse or distribution of legal drugs whether prescription or over-the counter and the use of any items in order to attain an altered state. (See Appendix “C-1 and C-2” Medication Authorization Form and Parent Letter for legally prescribed medication and over the counter drugs). School personnel have the right to confiscate any items included in this rule. School personnel have the right to search individuals, lockers and personal property when there is reasonable suspicion that the individual may possess any items covered under this rule. Metal detectors and specially trained animals such as drug detecting dogs may be utilized in these searches.

SEARCH AND SEIZURE

The Board has initiated a philosophy of zero tolerance toward illegal substances for all of our public schools. As a preventative measure, periodic searches of our schools may be conducted. Drug detecting dogs will be used to locate drugs in the school building lockers, vehicles on school grounds and/or any other location on school property. Drug detecting dogs will not be used to search students.

DRUG, ALCOHOL, and SUBSTANCE ABUSE PREVENTION

If you or someone you know is suffering from substance abuse, the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration's (SAMHSA) National Drug and Alcohol Treatment Referral Service provides free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues 24 hours a day, 7 days a week.

- **SAMHSA's Toll-Free Treatment Referral Helpline: 1-800-662-HELP (4357)**

Additional Resources for help with drug and alcohol problems:

- Alanon/Alateen/Alcoholics Anonymous: 85 12th Street S 239-262-6535
- David Lawrence Mental Health Center: 6075 Golden Gate Pkwy 239-455-8500
- Narcotics Anonymous: 9001 Tamiami Trail E. 1-888-HELP-301 24-Hour Club 1509 Pine Ridge Rd. 239-597-5681
- Vince Smith House: 2450 Prince St, Ft. Myers 239-338-2306

HARRASSMENT DISCRIMINATION

It is the policy of the District that all of its students and school employees have an educational setting that is safe, secure and free of harassment of any kind. See [School Board Policy 5517](#) for a definition of bullying and harassing behavior. Anytime an employee or student engages in harassing / discriminatory behavior, he or she will be subject to disciplinary action. The Director or Director Designee is responsible for receiving the complaint and conducting a full investigation.

If a student has a complaint pertaining to sexual discrimination, including sexual harassment and sexual misconduct, by district students and/or personal, he/she should refer to [School Board Policy 2266](#).

LOITERING

Students are not to loiter in parking lot whether inside or outside of vehicles.

SAFETY/SECURITY

Campuses maps are clearly marked emergency exits as are posted in each program area and administrative department. In the event of an accident or other medical emergency, an administrator or the receptionist should be notified to call 911. An evacuation plan is posted in each classroom/lab and drills are held on a regular basis.

Automated External Defibrillator (AED) units are available on the iTECH campus:

- iTECH, building 1, 1st floor, main lobby
- iTECH, building 2 Conference Center hallway

Students who witness or are hurt in an accident must immediately notify school authorities or seek help from school staff.

Each program area contains an emergency first aid kit as well as MSD Sheets and where applicable eyewash/ wash-down stations. Instructional units on safety practices are incorporated into the course of study for all technical programs. Students are expected to demonstrate safe practices as part of the learning process.

We are vitally concerned about the safety and well-being of our students, prospective students, staff, and visitors. ITECH constantly reviews and revises its safety and security policies and procedures to maintain a near crime-free environment that we enjoy.

A campus safety and security report that describes these policies is distributed to students and staff and is available to prospective students and visitors. It may also be viewed online at www.itech.edu. Statistics for the past three years can be viewed at the Office of Postsecondary Education Campus Security Statistics website address: <http://ope.ed.gov/security>.

Security cameras have been installed in specific areas of the campuses.

REPORTING CRIMES & ACTS OF VIOLENCE

Any witness or victim of a crime or act of violence should report it to a school official immediately. Victims should also contact the local law enforcement agency to report any crime. 911 should be called in any event of an emergency.

FDLE: FLORIDA SEXUAL OFFENDERS AND PREDATORS

Pursuant to Florida Statute s. 943.043, students and employees can access the Florida Department of Law Enforcement sexual predator and sexual offender registry at <https://offender.fdle.state.fl.us/> or toll free at 1-888- 357-7332.

STUDENT RIGHTS

DIRECTORY INFORMATION

FERPA has specifically identified certain information called directory information that may be disclosed without student consent. Although directory information may be disclosed without student consent, under FERPA, IU is not required to release directory information. If a student does not want all or some of his or her directory information released to any person other than officials, they may opt out. At the time of registration, a student has the opportunity to opt out of having his/her information released.

VOTER'S REGISTRATION

iTECH College promotes responsible citizenship through voting in local, state, and federal elections as part of becoming productive citizens in today's global society. Florida Voter Registration Applications are available online at <http://www.colliervotes.com/?id=6>. Applications are available in both English and Spanish.

FLORIDA COLLEGE COMPLAINT PROCEDURE

Federal regulations and state laws require that public colleges in The Florida College System have processes for students, employees, and applicants to file complaints against any respective college. In almost every situation, the college's process for resolving complaints must be followed first.

Before contacting the State Division of Florida Colleges, please read your college's policies and procedures for filing complaints. Immokalee Technical College grievance procedures are located in the college catalog and posted in each classroom.

Additional Florida College Complaint Procedure Information can be found at <http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>

GRIEVANCE PROCEDURES

If a student or applicant feels he/she has been unfairly treated, he/she may appeal any policy or procedure. First, the student is to discuss the matter with his/her program instructor. If the conflict still exists, the student should then talk with a workforce education advisor and/or financial representative, as appropriate. If the conflict persists, the student may submit a written request to the workforce education advisor for a Grievance Committee meeting. Since the purpose of the Grievance Committee is to make an impartial decision regarding a student complaint, the composition of the committee should be as follows: instructor, workforce education advisor, non-related administrator, and two or more non-related instructors. If the conflict is still unresolved, the next appointment is with the Director. After the Director's review, the student may appeal the decision in writing to the School District's Director of Post-Secondary Programs.

The institution ensures the timeliness of its responses to students' requests and will respond to a request within 24 business hours.

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

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

STUDENT PRIVACY & RECORDS

The use of student records is strictly governed by federal law, state regulations, and The District School Board of Collier County Board Policy. The use and disposition of records at iTECH are controlled by a CCPS publication entitled "Guidelines for Educational Records."

The Family Educational Rights and Privacy Act (FERPA) affords parents or guardians of minor students and adult students over 18 years of age certain rights with respect to the student's education records. These rights include:

1. **The right to inspect and review the student's education records within 30 days of the day the school receives a request for access.** A student should submit to the appropriate school official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the school to amend a record should write the director, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing

of the decision and the student's right to a hearing, as well as provide additional information regarding the hearing procedures.

3. **The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent the FERPA authorizes disclosure without consent.** The school discloses education records without a student's prior written consent under the FERPA exception for disclosures to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for iTECH. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.** Please contact the Coordinator of Student Services, 5775 Osceola Trail, Naples, FL 34109 for further information. **The name and address of the office that administers FERPA is:**

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

SUBPOENAS FOR STUDENT RECORDS

School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner. If a student (18 years old or older) or the parents/guardians of a minor student object to the release of subpoenaed records, an objection to a subpoena for non-party production must be filed or a protective order must be obtained from a court of competent jurisdiction. After school receipt of proper notification, the subpoenaed records will be produced as demanded on the 10th working day following the service of the subpoena if an injunction is not granted.

STUDENT RESPONSIBILITIES

FALSIFYING iTECH APPLICATION

Students are required to honestly and accurately complete their iTECH application and/or all official documents. Students who do not accurately report information on official documents may be withdrawn from iTECH programs.

CONDUCT/DISCIPLINE

All students are expected to adhere to the [CCPS Code of Student Conduct](#) which can be found in its entirety in any administrator's office and at www.iTECH.edu.

iTECH programs are not compulsory; therefore, few disciplinary problems are expected. Appropriate disciplinary action will be taken in accordance with school policy if a student chooses not to follow the

established school rules and regulations. When student conduct is inconsistent with required behavioral and attendance standards, the student will go through a referral process as follows:

- 1st Offense: Instructor – verbal warning, documented
- 2nd Offense: Referral to Advisor for written warning/letter
- 3rd Offense: Referral to Administrator - contract
- 4th Offense: Referral to administrator for possible dismissal or withdrawal

- Adult students' funding agents may be contacted beginning with the second offense. Dual enrollment students' parents/guardians and home school may be contacted beginning with the second offense.
- A student may be suspended and/or expelled or involuntarily withdrawn from a program for violation of attendance or behavior rules, as outlined in this handbook and/or the CCPS Code of Student Conduct.
- Students who are administratively withdrawn due to behavioral problems may be permitted to reenroll in the adult education program based on the Grievance Policy.

The following rules are a summary of selected rules in the Student Code of Conduct and the iTECH Catalog. Please refer to either document for a more detailed list of rules and expectations. These rules are to serve as a guide; they are not inclusive.

Students are reminded that participation in all programs is voluntary, and their conduct must be consistent with required professional, behavioral, and attendance standards. Failure to observe these rules may result in administrative withdrawal from the program.

1. Students are expected to wear name tags at all times and to identify themselves and the program they are attending to staff members when asked.
2. Adult students must have an iTECH parking decal to park on campus. Students may not park in spaces designated for iTECH businesses or employees. Dual enrollment students must park in the IHS parking lot and walk to iTECH.
3. Students are expected to comply with the written or verbal directions of all school personnel.
4. Students are expected to report to classes on time and remain for the entire class time.
5. Students are expected to attend classes consistently. Failure to attend on a regular basis may result in the student's withdrawal from the program. (See specific attendance policies.)
6. Students are expected to respect the rights and property of other students, visitors and staff at all times when on campus. The following things will not be permitted: (a) discriminatory slurs; (b) sexual harassment; (c) vulgar or profane language or gestures; loud, disruptive talk; providing false and defamatory information.
7. Use of tobacco products on school property is strictly prohibited.
8. Trash must be placed in trash cans or the appropriate recycling bins.
9. Defacement of school property is a violation of School Board policy. All students are expected to refrain from behavior which is damaging to school property.
10. Food and beverages are not permitted inside classrooms unless otherwise authorized. This includes gum, candy, and snacks.
11. No weapons of any kind are permitted.
12. Students are expected to dress appropriately for a school/work environment.
13. Possession or use of illegal substances or alcohol is prohibited at all times.
14. Cheating, plagiarism, or alteration of grade reports may result in student withdrawal from the program.

15. Cell phones or other electronic devices must be set on “silent or vibrate” mode during class hours, and these devices may **not** be used in classrooms for non-academic purposes. In extraordinary situations, students who anticipate an emergency phone call should consult with the instructor **in advance** to avoid disciplinary action for unauthorized use of a phone.
16. Adult students and high school dual enrollment students are to refrain from interacting with each other except when under the supervision or direction of an iTECH staff member.

PROBATION POLICY RELATED TO STUDENT CONDUCT

Occasionally, students may be placed on probation for displaying inappropriate or unprofessional behavior. A student placed on this type of probation cannot receive financial aid for any full-time program until the probationary status is lifted by the appropriate administrator.

ACADEMIC INTEGRITY

Honesty and integrity in accomplishing one’s own work during a course of study are highly regarded and are traits necessary to complete the course of study.

Academic dishonesty by a student is a violation of the academic behavior standards and may be grounds for dismissal. Cheating of any sort shall not be tolerated, and any occurrences of cheating shall become a permanent part of the student’s record.

The common forms or types of cheating or inappropriate sharing of facts and information are as follows:

- Receiving or providing the answer to a test question through written, visual, oral means or communication devices.
- Use of or unauthorized possession of an examination or course related material.
- Using “cheat sheets,” notes, or other concealed information.
- Altering or changing answers on the test or Scantron answer sheet.
- Passing answers or information to other students.
- Any attempt/intention of obtaining test materials.
- Presenting as your own material obtained by someone else’s efforts and used for an examination or course material.
- Deliberately using or having appropriated another’s work without any indication of the source or failing to properly credit ideas or material taken from another and used or conveyed as the student’s own work, i.e., plagiarism.

DISCIPLINARY ACTION

- Any student found “cheating” will be immediately asked to turn in his/her paper. The paper shall receive a grade of zero and the student may be asked to leave the classroom for the remainder of the class day and will be counted as absent.
- If the student is funded by an agency, the funding agent may be notified.
- Student shall meet with the coordinator, department chair, instructor and/or workforce education advisor within next three (3) scheduled class days for conference and review of circumstances. Upon review of the circumstances by the above, the student may be dropped from the program and may not be permitted to re-enter an iTECH program for one (1) year. The student may be required to repeat any courses in which the test and/or cheating occurred and any other re-admission requirements that the program may have.
- Any student found having in his/her possession any tests, answer keys or another student’s work shall receive a zero for that course work and shall be required to repeat that section of

course work and demonstrate mastery of the objectives. If same student has a second offense of the same, the student shall be immediately dropped from the program and shall not be permitted to re-enter an iTECH program.

FACULTY OFFICE HOURS

Student day is 8:00 a.m. to 2:30 p.m. Our faculty strives to be accessible and provide assistance daily. Students may request individual meetings with their instructors between 7:30-8:00 a.m. and 2:30-3:00 p.m. Monday through Thursday. Instructors can meet on Friday mornings as well.

ACADEMIC PROGRESS, ACADEMIC PROBATION, FINANCIAL AID & INVOLUNTARY WITHDRAWAL

Students must maintain minimum standards of achievement for the program or course in which they are enrolled. If standards are not met, the student shall be placed under financial aid warning for the following payment period.

Students receiving financial aid must meet these minimum standards to be eligible for payments. More rigorous requirements may apply for continued enrollment in certain programs. These standards include:

1. **ATTENDANCE:** Students must be progressing at a rate that will enable them to complete their program within 150 percent of the program length as set forth in the State Curriculum Frameworks. This requirement may be modified by a 504 Plan or other extenuating circumstances documented in a student's cumulative folder. Attendance requirements for Health Science programs are more stringent – please see Attendance: Career Certificate Programs section. Any student who falls below the required program attendance policy may be placed on an attendance contract for the remainder of the program.
2. **GRADES:** Students in most programs must maintain an overall grade of "C". Health Science and Heavy Equipment Service Technician students must maintain an overall average of "B". A student who withdraws from a course prior to successfully completing 100% of the course competencies will receive a rating of Unsatisfactory or a rating of Incomplete. Non-credit remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion. The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%.
3. **COMPETENCIES:** Students must complete 100% of the competencies/assignments; therefore, if a student's work is satisfactory, but he/she is behind in completing the program's competencies/assignments, he/she cannot be reported as meeting minimum standards of achievement.
4. **CONDUCT:** A student must exhibit conduct that contributes to a cooperative, productive atmosphere, and that is consistent with policies and rules in the Collier County Public Schools (CCPS) Code of Student Conduct, and other iTECH policies.

Students receiving financial aid must meet these minimum standards to be eligible for payments. If standards are not met, the student shall be placed on financial aid warning for the following payment period.

The standards used to judge academic progress are cumulative and include all periods of the student's enrollment. Applicable transfer courses will be counted as well, so that transfer students are not given more time than other students to meet satisfactory academic progress standards.

ACADEMIC PROBATION

Any student who does not meet minimum standards of academic achievement during an academic year, while continuously enrolled, may be placed on probation and counseled by the instructor.

Any student who fails to meet the minimal requirement of any section of a course, whether classroom or clinical, will be placed on probation and must demonstrate mastery of that section of the course prior to the end of the next instruction unit or may be withdrawn from the program.

A student involved in a critical incident from which serious deficiencies in judgment, practice or ethical behavior may be inferred, may be referred for possible action, which may include permanent separation from any program.

For Students on Financial Aid: Students who are not meeting the standards of satisfactory academic progress will be placed on financial aid warning. During the warning period, the student still will be eligible for a tuition deferment and payment. If the student achieves satisfactory academic progress standards during the following payment period, the financial aid warning status will be removed.

If satisfactory academic progress is not achieved during the following payment period, the student financial aid will be terminated. If financial aid is terminated, all outstanding fees will be the student's responsibility.

As always, a student who does not agree with an unsatisfactory rating received may present his/her concerns through the Grievance Policy process.

Students will receive an evaluation at the end of each semester. The Financial Aid Office will also request an evaluation at the end of each payment period.

ATTENDANCE: CAREER CERTIFICATE PROGRAMS

Class Attendance

Students are expected to view this training as they would full time employment by attending all classes to gain the maximum benefit from the instructional program.

Dual enrollment students may not be absent or leave earlier than their scheduled time without parental permission. Multiple absences for all students (adult/dual enrolled) will impact grades, internship opportunities, and employment referrals.

Some programs such as Health Science have a very strict attendance policy as is mandated by the State Board of Nursing. Students should check with the instructor for the program policy.

Excessive Absenteeism and Academic Probation

Excessive absenteeism is defined as absence or tardiness so repetitive that it precludes the student's ability to maintain satisfactory academic progress. Excessive absenteeism will jeopardize a student's academic standing, financial aid, and continued enrollment.

Students with excessive absenteeism must be referred to Administration for a contract and placement on Academic Probation. Students on Academic Probation must correct academic deficiencies and achieve satisfactory academic progress within the specified timeframe, or they will be withdrawn from the program.

Automatic Withdrawal

Students who are absent without notice for six (6) consecutive scheduled class days will be withdrawn on the 7th day. There will be no refunds for automatic withdrawals.

Excused Absences

Since iTECH is a clock hour school based on attendance, iTECH does not recognize excused absences for adult students except for religious holidays and jury duty. Dual enrollment student absences during standardized testing will be excused. In emergency situations, students should contact the workforce education advisor, and every reasonable effort will be made to assist the student in completing the program.

Emergency Leave of Absence

iTECH may grant a student a leave of absence for a legitimate unforeseen circumstance during which the student is not considered withdrawn. A student's leave of absence is only valid within the active semester in which the student is enrolled and registered. A leave of absence will not hold a student's enrollment from one semester to another. If a student does not return from their leave of absence within the reported dates, the institutional student withdrawal protocols will be followed. Students receiving veterans' benefits are eligible to apply for a leave of absence. Department of Veterans' Affairs does not pay benefits to students during a leave of absence. **Health Science students are not eligible for a leave of absence.** The following conditions must be met:

- The student must notify the instructor and submit to the workforce education advisor a written request for a leave of absence with an official documented reason for the period of absence.
- The written request should be made in advance. If an emergency situation prevents prior approval for a leave of absence, the written request must be submitted as soon as possible.
- The dates requested for the leave of absence fall within the current semester.

The workforce education advisor will review the request with the instructor and financial aid advisor before submitting it to administration for final approval.

In most situations, the school will grant only one leave of absence to the student in any 12-month period.

Any leave of absence will not exceed a total of 180 days in any twelve-month period. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993.

Students will not receive tuition reimbursements or credits for an approved leave of absence. If a student's leave of absence is approved, the student is considered enrolled at the school. For students receiving financial aid, the clock hours accrued during the approved leave of absence will not apply to his/her Pell Grant disbursement. If the leave is not approved or 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 school as of the last day of attendance.

Jury Duty

The student should contact his or her instructor immediately upon receiving a jury duty summons. Students need to provide documentation for an excused absence to be granted.

Make-Up Time

Make-up time may be arranged if appropriate to the curriculum and recommended/approved by administration.

Military Service

A student enrolled in a postsecondary course shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the course at a later date without penalty or withdrawing from the course with a full refund. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. For more information, contact the Student Services Office or see F.S. 1004.07.

Tardies

Students are expected to arrive and be prepared to begin class work at the designated class start time. Students who arrive later than or are not prepared to begin class work at the designated class start time are considered tardy. Tardiness will result in loss of attended hours. After five (5) tardies per semester, the student may be referred to the workforce education advisor or coordinator for appropriate discipline.

ELECTRONIC DEVICES

Cell phones and other electronic communication devices (ECDs) must be set on “silent or vibrate” mode during class hours, and these devices may not be used in classrooms unless authorized by the instructor. In extraordinary situations, students who anticipate an emergency phone call should consult with the instructor in advance.

Students may not use cell phones or other ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

The use of electronic devices while at school to record sound or visual images without the consent of the person being recorded or photographed is strictly prohibited.

The following will result in student discipline at any school activity:

- Refusal to turn off an electronic device when told to by a teacher, administrator, or other school official; damaging an electronic device owned by the school; causing a disruption; using an electronic device to cheat, including getting and giving answers to tests and copying from the internet; using the electronic device to bully, threaten, harass, attack another student or school personnel whether or not communicated directly to that person; sending (or asking to receive) pictures or videos of people who are partially or completely undressed, or are pretending to or actually performing a sexual act.

The school may impose consequences to students who misuse electronic devices away from school on their own time if both of the following are true:

- a) the student’s use of the electronic device causes significant disruption at school or serious emotional, physical, or psychological harm to the school, other students, or school personnel and;
- b) the student knew, or should have known, that the harm would happen.

Loss/Theft of personal items at school is not the responsibility of iTECH or of the school district.

CCPS NETWORK USE

Electronic Communication Use Policy

The network is provided by CCPS to enable students and employees to conduct instructional or district research and communication with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Communication on the network is public in nature. Students are responsible for abiding by all of the terms and conditions of the Student Network and Internet Acceptable Use and Safety. (Board Policy 7540.03)

Network users will:

- be polite and shall not use profane language and/or symbols in their communications to others.
- keep their own or anyone else's personal address, phone number, or password confidential.
- not access or download any obscene, pornographic material or material which advocates violence toward other people.
- recognize that information stored on the network, including electronic mail (e-mail), is not private.
- use only the account authorized by iTECH or the instructor.
- use the computer/network in a manner that does not disrupt the use of the network by other

users.

- not harm or destroy iTECH equipment or data of other users including the uploading or creation of computer viruses.
- follow copyright laws according to School Board Policy

Immokalee Technical College and CCPS Learning Material, Subscriptions and Software

Students enrolled at iTECH will not have network access to school and district electronic learning material, subscriptions and software until financial obligations have been met.

DRESS CODE

iTECH's mission is to prepare students for employment. The school's dress code has been developed with this in mind and correlates with the CCPS Code of Student Conduct. Students are required to dress neatly, to be clean and well-groomed and to wear clothing that is appropriate for the occupation for which they are training.

Students are required to wear uniforms and/or safety apparel (see a Workforce Education Advisor or program instructor for detailed information).

Caps or hats that are part of the school uniform may be worn in lab areas only. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.

Uniform Requirements

Students should be appropriately dressed for the training program in which they are enrolled. Grooming standards, prohibition of jewelry or cologne and perfume, and the wearing of protective gear are mandatory and dictated by the nature of the student's program.

The programs listed below require students to wear a uniform every day:

- Automotive Service Technology
- Professional Culinary Arts & Hospitality
- Cosmetology
- Heavy Equipment Service Technician
- Machining
- Nursing Assistant
- Patient Care Technician
- Practical Nursing

TOBACCO – POSSESSION/USE

Smoking Prohibited Near School Properties: Florida Statute 386.212:

The use or possession of tobacco products, including but not limited to electronic/disposable/artificial cigarettes/vapes (e.g. Juuls), lighters or matches by students is prohibited on school grounds, in school buildings, or at any school-sponsored activity. This restriction is in effect 24 hours a day, every day of the calendar year.

GENERAL INFORMATION

ARTICULATION

The ability of iTECH students to articulate or transfer to other institutions of higher education to further their studies is of vital importance. Information on statewide articulation agreements can be found at http://www.fldoe.org/workforce/dwdframe/artic_frame_psav2aas.asp

We continually seek additional partnerships and articulation agreements to best serve our students. See a workforce education advisor for more information.

*Not all programs at Immokalee Technical College articulate to College Credit. Please see a Workforce Advisor for Industry Certification, Programing and Course Work articulation clarification.

iTECH RETAIL STORE

The iTECH retail store is located in the iTown Café near the coffee shop. Students are able to purchase various items, such as, school supplies, flash drives and iTECH merchandise at a reasonable price.

iTECH BOOK STORE

Our bookstore is entirely on-line and can be located through our website or at www.itechbookstore.textbookx.com. Students may purchase their books from there or use the ISBN number provided at the website to purchase their books elsewhere.

CERTIFICATE OF COMPLETION

The awarding of a Certificate of Completion is governed by the Florida Department of Education and is based on successful completion of the requirements of the program, including DOE Exit Requirements. Specific industry certification tests or other qualifying exemptions may be used to meet the basic skills requirements. See a workforce education advisor for details.

CHANGE OF ADDRESS OR NAME

Students are required to report name, address, and telephone changes to Student Services. Students receiving a Pell Grant must also report these changes to the Financial Aid Office.

CHILD CARE – EARLY LEARNING CENTER

iTECH's Little Indians Early Learning Center offers a quality program with wrap-around care for two, three and four- year-olds. Our Early Learning Center, which is approved by the Department of Children and Families, provides a caring and safe environment for the children of our full-time students/parents while they are in class. Little Indians Early Learning Center environment and curriculum is based on the latest research or school readiness as mandated by the State of Florida.

In both classrooms, students experience sharing and conversation time; stories, songs, and finger plays; creative art activities and crafts; games and large muscle activities; science and nature activities; celebrations of birthdays, holidays, and multicultural events; and exposure to a variety of concepts appropriate to the developmental level of each child. Little Indians Early Learning Center is open on CCPS school days, including early release days.

COMPLETION RATE

iTECH's completion rate is reported on the iTECH website. This rate includes students who left with marketable skills. Students and other interested persons may obtain more details on the calculation of completion rates from the Workforce Education Advisor / Employment in the Student Services Department.

DISABILITY SERVICES

As an Equal Access/Equal Opportunity institution, iTECH assures postsecondary students who self-identify and have a documented disability equal access to all programs, activities and services, as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA).

The District has specific administrative procedures to assist and guide individuals through the process.
AP2260.01A1

DUAL ENROLLED HIGH SCHOOL STUDENTS AND ADULT STUDENTS

Adult students and dual enrolled iTECH students are to refrain from interacting with each other except when under the supervision or direction of an Immokalee Technical College staff member. Violation of this provision may result in immediate removal from the program.

EMERGENCY CLOSINGS

For the most up-to-date and accurate information coming directly from Collier County Public Schools, please rely on the school district's emergency information sources.

- Emergency Information Hotline – call 1-888-994-NEWS (6397) for toll free updates in English, Spanish, and Creole.
- School District Website – log on to www.collierschools.com. Your 24/7 source for all school and school district information.
- The Education Channel – tune in to Comcast/Xfinity, cable 99, for the latest emergency information and school- related TV programming.
- School Messenger – receive automated phone calls sent directly to your phone with school closing and re- opening information.
- Blast Emails – subscribers of iNews will receive emergency information updates. Not a subscriber? Visit www.collierschools.com and click on the “Send us your email address” icon on the home page.

FIELD TRIPS

Dual enrollment students must complete a field trip release form prior to taking a field trip.

FINANCIAL AID

All financial obligations must be fulfilled before a student will receive any documents, certificates, or transcripts from iTECH, or be allowed to register or re-enroll.

Financial aid assists students in meeting their cost of attendance. Most financial aid is need-based for students in eligible programs. Students may obtain information about these programs and how to apply for them from the Financial Aid Office and/or by clicking on the financial aid tab at www.iTECH.edu.

Financial Assistance Programs:

- Farmworker Career Development Program– Assists migrants and seasonal farm workers and their families with educational costs.
- Pell Grant (FAFSA)– Provides federal Title IV funds to assist qualified students with costs of

attendance, based on financial need in approved programs. Visit www.FAFSA.gov to complete an application. **Immokalee Technical College school code is 041508**

- Refugee Adult Education - provides financial support to eligible refugees and asylees enrolled in occupational skills training classes at iTECH. Expenses covered include tuition, books, supplies, uniforms, and testing fees. English classes are also available.
- Workforce Development Assistance (WDA) – Provides financial assistance in the form of tuition and lab fee scholarships to eligible students.
- Workforce Innovation and Opportunity Act (WIOA) – Assists low-income individuals, welfare recipients including those receiving food stamps, and dislocated workers with educational costs such as books, uniforms, testing fees. In addition, some childcare and travel expenses may be covered. WIOA may pay the initial tuition costs, but participants are required to apply for the Pell Grant.
- Veterans' Benefits – Approved by the Bureau of State Approving Agency of the Florida Department of Veterans' Affairs – Upon enrollment, veterans and veterans' dependents are required to pay all regular fees and charges. Veterans and veterans' dependent students using GI Bill ® benefits are eligible for a tuition/ fee deferment upon enrollment. Once certified in an approved program by the Veterans Administration, the student receives a monthly educational allowance.
- Vocational Rehabilitation – May pay educational and supportive services costs for students with disabilities that present an impediment to employment.
- Florida Prepaid College Program - This certificate indicates that a student's education has been prepaid at a guaranteed fixed rate. Students should bring their certificates to the Financial Aid Office for processing at least six (6) weeks prior to the start date of class. Prepaid certificates cover tuition only and do not include lab fees, books, uniforms or other costs of attendance.

Scholarships:

- Bright Futures - In 1997, the Florida Legislature created the Florida Bright Futures Scholarship Program. This Florida Lottery-funded scholarship rewards students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida. For more information on this scholarship program, visit the website at <http://www.floridastudentfinancialaid.org/SSFAD/bf/> or call 1-888-827-2004.
- Florida Student Assistance Grant (FSAG)- Need-based grant program available to Florida Residents who are enrolled in a 450 or more clock hour certificate program.
- Institutional and Community Based Scholarships - Financial aid applicants will be considered for institutional and community scholarships which are generally applied toward tuition and lab fee payments. These scholarships are generally need-based. For more information on these scholarships, contact the Financial Aid Office.
- Private Scholarships - Some scholarships are awarded to students with financial need and/or who have demonstrated high scholastic achievement. Donors may have their own application process and criteria for awarding these scholarships. For information and application forms, contact the Financial Aid Office.

FOOD FACILITIES

The iTown Café at our Immokalee Campus and The Heartland Café at our Glades Campus provide breakfast and lunch for an affordable cost to the student body, faculty, staff, and the general public. This service is a component of the Professional Culinary Arts and Hospitality curriculum and serves as part of the students' practical training. Vending machines are also available.

Food and drinks are NOT permitted in classrooms or lab areas except for water in clear containers. Food and drinks can be permitted for special events with administrative approval.

GRADUATION

Upon completing program competencies and requirements, students receive a Certificate of Completion. iTECH graduation, commencement, and convocation exercises are held once a year; in May/June to commemorate this achievement. All students are encouraged to participate in this activity as scheduled.

IDENTIFICATION BADGES

Students will receive one ID badge upon enrollment, which will be valid for the length of the program in which the student is enrolled. The cost of a replacement badge is \$5.00. The ID badge must be worn above the waist and be visible at all times. Badges may not be lent to others and should be reported immediately when lost.

INJURIES/ILLNESS

Instructional units on safety practices are incorporated into the course of study for all vocational programs, and students are expected to demonstrate safe practices as part of the learning process. Emergency first aid supplies are available if needed, and there are two Automated External Defibrillator (AED) units on campus: one is in the main lobby, and another is in the entrance to the conference center.

Students are responsible for medical costs associated with treatment from an accident incurred from classroom, lab, clinical setting, or off-campus school-related activities.

Insurance coverage is not provided by CCPS or iTECH for the medical costs associated with an accident incurred from classroom, lab, clinical setting, or off-campus school-related activities. The cost of an “At-School” Student Accident Insurance Plan, provided by an independent company, is included in the fee structure of all adult vocational students. There are exclusions to this Accident Insurance Plan; students are encouraged to read it closely. Information regarding the purchase of school accident insurance will be provided during registration or from a Workforce Education Advisor.

INTERNSHIPS

One of the most valuable experiences our students can have are internships because it allows them to gain practical experience in the workplace while earning academic credit at the same time.

An iTECH internship typically takes place toward the end of a student’s program of study. Students report to work at a cooperating business or a community service or government agency for approximately two to four weeks. Most internships are unpaid; however, some employers do offer compensation.

The business or agency supervises the student intern and communicates with the instructor. iTECH internship time sheets become the record of attendance, and the performance evaluation is used to calculate the student’s grade. Direct communication with the instructor to supplement these documents is always welcome as well.

To help students receive needed experiences and to allow business and industry to fulfill their essential cooperative training role, iTECH will promote and emphasize educational cooperative programs which integrate the school curriculum and work experience.

LEAVING CAMPUS

Adult students may leave campus for lunch provided this is done within the allotted time. Students should notify their instructor if leaving the campus.

LOST AND FOUND

Any lost item found on campus should be turned into the receptionist located in the main office. Students may contact the receptionist to claim lost items.

PARKING AND DRIVING

The operation of a motor vehicle is controlled by various regulations and laws for the safety of all concerned and should be viewed as a privilege.

Law enforcement officers and school officials working with canine units periodically conduct unannounced checks of vehicles on school property. By entering the campus, the person in charge of any vehicle consents to search of the vehicle, with or without cause by school official or police officers. Search may include passenger compartment, trunk, and all containers, locked or unlocked, in or on vehicle.

In order to facilitate an orderly and safe campus, the following regulations relating to parking and driving will be enforced:

- All vehicles, including motorcycles, must be registered with iTECH and must display an official iTECH parking permit.
- Students may park in sections that have a yellow sign visible nearby. Students should not park in any other section.
- Vehicles parked in handicapped spaces are subject to civil fines as well as iTECH consequences.
- The use of the parking lot is restricted to arrivals and departures.
- Pedestrians shall have the right of way on campus.
- Vehicles shall not be driven in a careless manner; vehicles will not exceed 15 M.P.H. on campus.
- Loud music is prohibited.
- Health Science students at off-campus clinical sites are to park ONLY in areas designated for student parking
- Dual enrollment students from Immokalee High School must park in the IHS lot and walk to iTECH.

The following violations can result in a tow-away at owner's expense or iTECH fine:

- Failure to display an iTECH parking permit.
- Vehicle parking in a designated reserved, visitor or handicapped space not displaying an authorized decal/permit.
- Parking in roadways, fire lanes, and no parking zones.

The School Board of Collier County is not responsible for damage to or loss from automobiles or other vehicles parked or operated on school property.

REFUND POLICY

- 100% refund of tuition and lab fees if class is cancelled by administration and the refund will be issued within 30 days of the planned start date.
- 100% refund of tuition and lab fees minus the application fee will be given to a student who withdraws prior to the start of a class or within drop/add period (the first five business days of the first meeting day of the class). No refunds will be issued after the drop/add period (5 business days).
- No refunds for continuing workforce education classes less than four weeks in length.
- No refunds for books, materials, supplies or any other associated costs or fees.
- No refunds will be made until all financial obligations have been cleared.
- Refunds, when due, are made within 30 days of the last day of attendance if written notification

has been provided to iTECH by the student, or from the date iTECH terminates the student or determines voluntary withdrawal by the student.

- Refunds, when due, are not contingent upon a request made by the student.

STUDENT CLUBS AND ORGANIZATIONS

iTECH provides opportunities for students to become members of the student organizations listed below. These organizations may be an integral part of the curriculum and are organized to aid in leadership and social skill development. Examples include:

- Future Builders of America
- SkillsUSA

SUSPENSIONS AND INVOLUNTARY WITHDRAWALS

Students may be suspended and/or expelled, or involuntarily withdrawn from classes for violation of attendance or behavior rules as outlined in this document and/or CCPS Code of Student Conduct. A copy of the CCPS Code of Student Conduct is maintained in any administrator's office and may be reviewed by students on request or may be viewed online at www.collierschools.com.

VOLUNTARY WITHDRAWAL

An adult student who plans to withdraw from a course prior to completion should notify the instructor and a workforce education advisor. This is a necessary procedure for financial aid and veterans in order to comply with Veterans Administration directives.

TRANSCRIPTS

Official copies of a student's transcript will be released only upon written request. The request must be signed by the student, and it must include:

- Student name
- Name of iTECH program attended
- Student ID number or social security number
- Address of the school /business to which the transcript should be sent

Transcripts are furnished free to the Florida Board of Cosmetology and the Florida Board of Nursing. Additional transcripts will be supplied for a fee of \$10.00 each, payable to the Immokalee Technical College.

TRANSFER POLICY

From Other Schools

The transfer of students into ITECH from other schools is handled on an individual basis. Any student desiring to transfer into a certificate program will follow the regular admission policies. The Advisor will evaluate the transcript from the previous program to determine advanced standing as appropriate. When the student who is transferring receives veterans' benefits, the instructor will also determine an equivalent number of hours to be credited to the student's program of study.

Any person desiring a transfer into the Cosmetology program will also need to submit an official transcript of hours, services, and all test (written and performance) grades allowed to transfer into the State of Florida. No credit will be given for training more than five (5) years prior to entry.

Inter-Program

When a student transfers from one program to another within ITECH, the receiving instructor evaluates the progressive record from the previous program to grant the student advanced standing, whenever possible, for competencies previously met.

TUITION

Tuition amounts for Adult General Education and Career Certificate Programs are established by the State of Florida and approved by the District School Board of Collier County. The amount is less for those who have established Florida Residency for Tuition Purposes.

For the current academic year, tuition rates are as follows:

	Florida Resident	Non-Resident
Adult General Education (GED & ELL)	\$30 per semester*	N/A
Career Certificate Courses (CTE)	\$2.92 per scheduled hour	\$11.71 per scheduled hour
Continuing Workforce Education (CWE)	Amounts vary—statute requires that 100% of the cost must be covered by student tuition and fees	

Adult General Education (AGE) Tuition

The AGE tuition amount (\$30) remains the same throughout the semester; it cannot be pro-rated. This means, for example, that a student who enrolls for only the last two weeks of the semester must pay the same tuition amount as a student who enrolls on the first day. Enrolling in class on the first day provides the best value.

The tuition fee covers all Collier County Public School District AGE courses that a student may take in a semester at any CCPS Adult Education site.

Career Certificate Program Tuition

Tuition for Career Certificate Programs is based on the number of scheduled class hours in a semester. These hours are referred to as Clock Hours, and they include only scheduled time in class – not lunch or break time.

Clock hours for Career Certificate programs are calculated as follows:

- Scheduled semester hours (rounded to the nearest half-hour) multiplied by
- Hourly rate (currently \$2.92 or \$11.71) equals
- Dollar amount (rounded to the nearest whole dollar)

Tuition is to be paid on a semester basis. Students who complete their program before the end of the semester will be refunded the amount overpaid within 30 days of program completion.

Exception: Students who anticipate program completion on or before the end of a quarter should not pay for the full semester. Quarterly tuition payments are also available to students, upon administration approval.

VISITORS/CHILDREN ON CAMPUS

Florida law requires that all visitors to public schools be screened. To ensure the safety of our students and campus all visitors are required to check in at the receptionist desk with a valid photo ID. Please be aware that the screening is strictly for Sexual Offenders/Predators and no other legal offenses. Public Safety Information Act 1997 – Sex Offender/Sexual Predator Laws require all sexual offenders/predators to register with the Florida Department of Law Enforcement (FDLE). The public may access this information at 1-888-357-7332 or <http://offender.fdle.state.fl.us/offender>

All visitors will receive a temporary name badge from the front receptionist. While on campus, the badge must be visible and worn at all times. Visitors must return their badge to the receptionist before leaving campus. Visitors during class time will be admitted only when visiting for curricular purposes.

Students are not permitted to bring children into classes with them or to permit children to wander unsupervised in any area of the campus.

WEAPONS, FIREARMS, DANGEROUS INSTRUMENTS, AND CONTRABAND

A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon, instrument capable of inflicting bodily harm, an incendiary device, (including counterfeit devices) or any other contraband materials. Examples of such devices include, but are not limited to, knives, razor blades, box cutters, firearms, bullets, pellet or B-B guns, gun replicas, stun guns, clubs, chemical agents (e.g., pepper spray and mace), chains, black-jacks, fireworks, bombs, or bomb replicas.

School authorities have the right to confiscate the above items and to search individuals when there is a reasonable suspicion that the individual may be in possession of such items. Possession and/or use of any such item by a student shall be grounds for recommendation for expulsion.

At all levels, Principals/Directors may exercise discretion in connection with the Matrix, regarding disciplinary decisions for students in possession of weapons when all the following apply: the 2022-2023 Code of Student Conduct – Rule 32 weapon was not illegal, was not exposed to anyone, was not intentionally brought to school, and if the student self-reported the possession of the weapon to the Principal/Director.

Further, as per the Zero Tolerance policy, Board Policy 5772, possession of a firearm or weapon (as defined in the above paragraph 1) on school campus or within 1000 ft. of the school or at any school-sponsored activity shall result in a recommendation for expulsion from the Collier County Public Schools and possible criminal penalties.

In addition, the Gun-Free Schools Act (GFSA), 18 USC 921 et. seq., states that state law requires local educational agencies to expel from school for a period of not less than one full calendar year a student who is determined to have brought a firearm to school.

The one-year expulsion requirement applies to all students, kindergarten through Post-Secondary, who bring firearms to any setting that is under the control and supervision of the school. The Superintendent may exercise his/her authority to determine any exception to this law, especially for elementary students, on a case-by-case basis. Any student who brings a weapon to school will be referred to the criminal justice or juvenile delinquency system.

PROGRAM ADMISSIONS AND REGISTRATION

The programs of instruction at iTECH are designed to assist individuals in gaining the skills and knowledge that they need to obtain employment or to advance in their current occupations.

1. Career Certificate Programs lead to at least one occupational completion point.
2. Adult General Education Programs provide instruction in basic skills for career preparation, English language proficiency and GED preparation.
3. Continuing Workforce Education Courses are career-specific training courses that do not result in a Vocational Certificate, Applied Technology Diploma, or a Vocational Degree.
4. Apprenticeship Programs are for students who have entered into an agreement with a participating employer who provides paid employment, 2,000 hours of on-the-job-training, and 144 hours of related training each year.

The Florida Legislature mandates that each adult student enrolled in a certificate program of more than 450 clock hours must meet minimum basic skills requirements (Computation and Communication) before receiving a career education certificate.

The Florida Department of Education has established the minimum grade level standards for each of the certificate programs. Students who desire to enter these programs must take the CASAS Goals to determine their ability to benefit from the learning.

Students who are determined to need remediation of basic skills and are not Basic Skills exempt from meeting the exiting requirements must enroll in an iTECH remediation course and must follow attendance guidelines for Adult General Education. They must regularly attend classes. This includes spending the required amount of time working independently on web-based or other assigned distance learning.

To see additional, program-specific admission requirements, refer to the program section in this catalog or stop by our Student Services Office and visit one of iTECH's Workforce Education Advisors. Workforce Education Advisors are available to answer your questions on Monday through Thursday from 8:00 a.m. to 3:30 P.M.; and on Friday from 8:00 A.M. to 1:00 P.M.

Admissions Procedures:

- Provide documentation to establish Florida Residency for Tuition Purposes.
- Complete an iTECH Application Form.
- Pay a \$40 non-refundable application fee.
- Schedule and take the Basic Skills tests (if not exempt).
- Meet with a Workforce Education Advisor
- Heavy Equipment Service Technician/Automotive Tech/Machining/ Construction/HVAC:
 - Applicants must take the Bennett Mechanical Aptitude test (additional charges apply) and possibly meet with an iTECH administrator for an interview.
- Practical and Professional Nursing:
 - Applicants must take the TEAS test (additional charges apply), complete a written assessment, and meet with the iTECH director of Health Science.

RESIDENCY FOR TUITION PURPOSES

iTECH's tuition rates are regulated by the State of Florida. These rates are lower for students who can establish "Florida Residency for Tuition Purposes."

To qualify as a Florida resident for tuition purposes, a student must have established legal residence in Florida and must have maintained legal residence in Florida for at least 12 months immediately prior to the first day of class. Exceptions to this criterion are noted in 1009.21, 2 (a), 10 of Florida Statutes.

iTECH staff classifies students Florida residents or nonresidents for tuition purposes as outlined by the Florida Statutes. A non-inclusive summary of these rules is included in this section.

Appeals Process for Residency Determination

A student who wants to appeal his or her residency determination may request a meeting of the iTECH Residency Appeal Committee. This three-member committee will review the documentation, meet with the student, and will render a final residency determination in writing and will advise the student of the reasons for the determination.

Non-Inclusive Summary of Residency for Tuition Purposes Rules

Required: Two (2) documents from the list of approved residency documents.

These documents must establish that the applicant (or the parent of a dependent applicant), has resided in the state of Florida for the 12 consecutive months prior to enrollment at iTECH.

The documents must be dated, issued, or filed at least 12 months prior to the first day of enrollment. At least one of the two residency documents must be from the Tier 1 list.

Students under age 24 must either provide a parent/guardian's residency documents or prove that they are INDEPENDENT and provide their own residency documents.

Required to establish INDEPENDENCE:

- Marriage license or divorce decree
- Military Discharge Papers (DD214)
- Proof of at least \$10,957 income not including financial aid/scholarships; applicant may not be claimed on anyone else's tax forms
- Have a dependent child and/or proof of DCF aid

TIER 1 RESIDENCY DOCUMENTS– At least one of the two required documents must be from the Tier 1 list:

- Florida Driver's License
- Florida Vehicle Registration
- Florida Voter Registration Card
- Florida Vehicle Registration Card
- Proof of Florida Homestead Exemption
- Transcripts from a Florida high school for multiple years
- Proof of purchase of a permanent home in Florida that is occupied as a permanent residence (e.g., warranty deed)
- Paystubs showing at least 30 hours per week in Florida for the previous 12 consecutive months on official company letterhead from the employer verifying the previous twelve (12) consecutive months of employment in Florida.

TIER 2 RESIDENCY DOCUMENTS

- Benefit histories from Florida agencies or public assistance programs covering the required 12-month period
- An official state, federal, or court document showing legal ties to Florida for the required 12-month period
- Florida professional or occupational license
- Florida incorporation documents at least 1-year-old
- Proof of membership in a Florida-based charitable organization, such as a church, or a professional organization – on letterhead, verifying the 12-month membership period
- Utility bills and proof of 12 consecutive months of payments
- A lease or rent agreement and 12 consecutive months of payments
- Declaration of domicile in Florida, issued 12 months before enrollment date

FOREIGN STUDENTS

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

READMISSIONS CERTIFICATE PROGRAMS

Readmission to Open-Access Programs

Student readmission for certificate programs, with the exception of health science programs and heavy equipment mechanics, is based on the availability of space in the program and the earliest date that all entrance requirements are met. The applicant must:

- Re-enter within one year of withdrawal date and contact the appropriate Workforce Education

Advisor to determine specific requirements for readmission into the program.

- Complete registration form and pay applicable semester tuition/fees and other costs due to iTECH.

Readmission to Heavy Equipment Service Technician

Readmission to Heavy Equipment Service Technician requires prior approval of the Instructor and the Director or his designee.

Readmission to Health Sciences Programs

- Readmission will be on a space-available basis and requires the authorization of the Health Science Director.
- After a student has been readmitted once to any Health Science Program, any subsequent readmissions require a meeting with the Health Science Director and the iTECH Director. A third admission to a Health Sciences program requires the student to start the program from the beginning.
- Practical Nursing, Patient Care Technician and Nursing Assistant students must re-apply within one year of drop date, if transfer of credit from previous completed courses is desired.
- Prior to readmission to Practical Nursing, a student who has previously completed the Pharmacology unit must take a pharmacology drug calculations exam and score at least 90%. If 90% is not achieved, student will be readmitted beginning with the pharmacology portion of the program on a space available basis.

Health Science Transfer Credit

Students wishing to transfer credit from an external Health Sciences program must meet the following:

- The student must meet with the Workforce Education Advisor and make provisions for sealed official transcripts to be sent from former school.
- The student must be transferring from a State of Florida approved program that has accreditation and licensing the same or higher than iTECH. Practical Nursing and Nursing Assistant students must provide proof that mandatory Board of Nursing training for HIV/AIDS, OSHA Bloodborne Pathogens, Domestic Violence and Prevention of Medical Errors has been successfully completed.
- Transfer students will be asked to attend up to 15 hours of skills/competencies review before being admitted to iTECH programs. The instructor of the desired program will evaluate proficiency and make recommendations.

REGISTRATION - CERTIFICATE PROGRAMS

Students who have been accepted into an iTECH certificate program must complete the registration process by submitting a registration form and all tuition/fees/other costs that are due to iTECH by the specified deadlines as listed below.

Returning students as well as new students must complete this process each semester or payment period no later than 10 business days before the first day of class. ***If extenuating circumstances make this impossible, contact a Workforce Education Advisor prior to the registration deadline.***

Students who do not complete the registration and payment process by the stated deadline risk losing their place in class to students on a waiting list.

Students may not attend class until the registration process has been completed, and all tuition and associated fees due to iTECH are paid.

Students must meet any program-specific registration requirements that are included in the letter of acceptance (e.g., specific immunizations for Health Science students, background screening for Early Childhood Education students).

New students must participate in an iTECH orientation on or before the first day of class.

Registration with Financial Aid Payments/Vouchers

It is the students' responsibility to finalize their financial aid process, by personally delivering their award letters or payment vouchers to iTECH and/or verifying with iTECH that the process is complete.

New Students – Waiting List

Students who are accepted pending an opening in their program will be added to a waiting list. Waiting list enrollment begins 9 days prior to the first day of class, and acceptance is on a first paid/first served basis.

ADULT BASIC EDUCATION PROCEDURES FOR CERTIFICATE PROGRAMS

Florida DOE sets Basic Skills requirements for each Career Certificate Program. If not exempt from Basic Skills, students will test through the CASAS Goals assessment to determine grade level Basic Skills equivalent score.

Retesting: If a prospective student who is not Basic Skills exempt does not achieve the Florida Department of Education (DOE) exit requirements on the initial test the student will:

- Enroll in the Applied Academics for Adult Education course through traditional or distance learning
- Be recommended for retesting by the instructor after completion of remediation

Basic Skills Exit Requirements:

The Florida Legislature mandates that each adult student enrolled in a certificate program must meet minimum basic skills (Computation and Communication) levels before receiving a certificate of completion for the program.

After entering the program, students not meeting the exit grade level requirements are given the opportunity to upgrade their skills in order to achieve the required grade levels prior to completion of their program. Students will not receive their certificate of completion until they have met Exit Skills requirements (unless exempt).

STUDENT SERVICES

CAREER AND PLACEMENT SERVICES / EMPLOYMENT ASSISTANCE

A Workforce Education Advisor/Employment is available at iTECH to assist current and former students in finding job opportunities, though placement is not guaranteed. Instructors also assist students in finding job opportunities. Specialized individual assistance is provided in the following areas:

- Career Assessment—available for those interested in choosing programs or focusing career interests. Staff will provide feedback on the assessment results and help you to understand the steps to making a career decision.
- Career Counseling—job placement assistance from the Workforce Education Advisor/Employment is available to all students. Individual appointments may be scheduled with our professional staff to discuss any career development issue from choosing a program or career, to changing careers, to finding full-time or part-time employment.
- Career Resources: printed and computerized resources on career planning and job search topics are available. Topics include career exploration, occupational outlook, salary, employment

correspondence, and networking.

- Job Placement Center: located within the iTECH Student Services Department. Students can meet and work with Career Advisors pertaining to job placement and available employment opportunities.
- Resume Critique: handouts are available to guide students and alumni in drafting resumes and employment correspondence. Individual appointments can be scheduled with our Workforce Education Advisor to have resume drafts critiqued.
- Job Listings: Workforce Education Advisors maintains a list of contact persons in a variety of employment fields. Full-time and part-time jobs are posted on the iTECH Facebook page, and the employment opportunity boards located in iTOWN Café hallway. Internet access is also available to search for positions locally and regionally, and a listing of employment internet resources can be accessed through iTECH's webpage. See the Workforce Education Advisor for referrals to employment services.
- Employer Literature/Application File: company recruitment literature, videos, and applications are kept on file in the Workforce Education Advisor. This information is helpful for those preparing for job interviews or investigating employment opportunities. When a student decides to leave a program either by completion, employment, or for other reasons, the student should make an appointment with the Workforce Education Advisor for an exit interview. Since placement assistance continues after a student leaves a program, it is important that each student meet with the Advisor.

FINANCIAL AID

The Financial Aid program is designed to help eligible students with educational expenses such as tuition and fees. The amount of financial aid a student receives is determined by the funding source and the student's financial need. Eligibility requirements include:

- Be a citizen or eligible non-citizen with valid Social Security number.
- Enroll in an eligible program.
- Qualify for financial need through FAFSA and iTECH process.
- Maintain satisfactory academic progress and attendance once enrolled. For more information and applications, contact the Financial Aid Office.

SPECIALIZED STUDENT SERVICES

Accommodations may be available to students with disabilities through the Specialized Student Services Department. Assistance may include:

- Classroom Accommodations
- Testing Accommodations
- Career Counseling
- Enrollment/Registration
- Accessing Financial Aid
- Agency Referrals
- Employability and Job Retention Skills

Who Qualifies?

Individuals who qualify are referred to iTECH by an agency such as Vocational Rehabilitation or have documentation from a medical doctor. Individuals who self-identify and provide documentation of a disability such as a learning disability, deafness, a physical disability, a visual impairment, an emotional/mental health disability, a mental impairment or ADD/ADHD also qualify.

Title IV Financial Aid (Pell Grant)

Eligibility of Title IV funds

Per FSA Handbook 23-24: To receive Title IV funds, students must be qualified to study at the postsecondary level, i.e., if they:

- have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- have the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
- have completed homeschooling at the secondary level as defined by state law;
- have completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
- have completed one of the ability-to-benefit (ATB) alternatives and are either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012. (HEA Sec. 484(d), [34 CFR 668.32\(e\)](#))

If there are concerns of the validity of a student's high school diploma, a workforce advisor may: check with the granting high school or state agency of secondary education to confirm the authenticity of the diploma. ([E-Announcement July 23, 2019](#), [34 CFR 668.16\(p\)](#))

Return to Title IV (Pell Grant) Policy

If you have received Pell grant funds or your account has been credited with these funds and you withdraw, drop out, are expelled, or otherwise fail to complete the period of enrollment for which you were charged, the Return of Title IV requirements apply. Definition of withdrawal is as follows:

- **Unofficial Withdrawal:** Students who are absent without notice for six (6) consecutive scheduled class days will be withdrawn on the 7th day. There will be no refunds for automatic withdrawals.
- **Official Withdrawal:** A student who provides notice of withdrawal, by written form, to Student Services will be withdrawn from their program on the following day.
- The calculation of Title IV funds is based on the amount of time attended in the payment period. Through the 60%-point, a pro rata schedule is used. After the 60% point, a student has earned 100% of the funds scheduled to be received. If it is determined that you are entitled to funds that have been earned but not yet disbursed, you will be due a "Post-Withdrawal Disbursement." Monies from a post-withdrawal disbursement will be applied to any outstanding institutional charges and any remaining funds disbursed to you. If it is determined that a Pell Grant overpayment is due, the Return of Title IV Funds Policy applies, you must repay or make satisfactory arrangements to repay the institution or the U.S. Department of Education within 45 days of the date of notification. Refunds to the institution may also apply. (See examples of refund calculations in the Financial Aid office). Students are responsible for any outstanding financial obligations. For more information, contact the Financial Aid Office.

Satisfactory Academic Progress (SAP) for Title IV (Pell Recipients):

SAP is calculated the same for students that receive Title IV aid and for those that do not. This section will outline additional SAP requirements for those that receive Title IV funds.

Students must maintain satisfactory academic progress in order to receive financial aid. Satisfactory progress is as follows:

- Non-Health Science Programs - Qualitative: Maintain a “C” average or its equivalent; Quantitative: Complete 80% of the assigned competencies for the evaluation period and progress at a rate of attendance that will enable them to complete the program in 150% of the published length of the program measured in clock hours.
- Health Science and Heavy Equipment Programs - Qualitative: Maintain a “B” average or its equivalent; Quantitative: Complete 80% of the assigned competencies for the evaluation period and progress at a rate of attendance that will enable them to complete the program in 150% of the published length of the program measured in clock hours.
- The Financial Aid Advisor will collect students’ progress at the completion of each payment period from the program teacher.
- A student who withdraws from a course prior to successfully completing 100% of the course competencies will receive a rating of Unsatisfactory or a rating of Incomplete. Any noncredit remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion. The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%.
- ATTENDANCE: Students must be progressing at a rate that will enable them to complete their program within 150 percent of the program length as set forth in the State Curriculum Frameworks. This requirement may be modified by a 504 Plan or other extenuating circumstances documented in a student’s cumulative folder. Attendance requirements for Health Science programs are more stringent – please see Attendance: Career Certificate Programs section. Any student who falls below the required program attendance policy may be placed on an attendance contract for the remainder of the program.
- COMPETENCIES: Students must complete 100% of the competencies/assignments; therefore, if a student’s work is satisfactory, but he/she is behind in completing the program’s competencies/assignments, he/she cannot be reported as meeting minimum standards of achievement.
- CONDUCT: A student must exhibit conduct that contributes to a cooperative, productive atmosphere, and that is consistent with policies and rules in the Collier County Public Schools (CCPS) Code of Student Conduct, and other iTECH policies.
- SAP will be evaluated at the end of each payment period. If a student receives an unsatisfactory progress report at the end of a payment period, the student will be given a written financial aid warning from the Financial Aid Advisor. During that time, students may still receive a tuition deferment and payment. If the student’s evaluation for the following reporting period is satisfactory, the financial aid warning will be cleared. If satisfactory progress is not achieved for the second evaluation, the student will lose aid eligibility from the financial aid program because of unsatisfactory progress and will not receive a deferment/payment. When a student loses aid eligibility from financial aid, reinstatement can be achieved if a student attends a term without financial assistance and maintains satisfactory progress for that term.

VETERANS' EDUCATIONAL BENEFITS

iTECH's main campus, branch campus and extension campus are approved by the State Approving Agency for Veterans' Training under the Department of Veterans Affairs.

The following steps are required to initiate and continue eligibility for applicable veterans' educational benefits:

1. Veteran/eligible dependent will contact the Financial Aid Advisor well in advance of enrollment to complete and process appropriate application forms.
2. Veteran/eligible dependent will apply for and enroll in an approved iTECH vocational certificate program and pay all regular fees and charges.
3. Financial Aid Advisor will certify the veteran/eligible dependent's entry into iTECH vocational certificate program with submission of an Enrollment Certification form along with application forms.
4. Department of Veterans Affairs will determine eligibility and entitlement to benefits. Payments are generally paid monthly directly to the veteran or eligible dependent.
5. Veteran/eligible dependent is responsible for reporting changes in enrollment and/or interruption/termination of attendance by contacting the Financial Aid Advisor.
6. Financial Aid Advisor will monitor for standards of progress and will provide consequences to any unsatisfactory standards of progress.

For more information about Veterans Education Benefits, please call the VA toll-free telephone number: 1-888- 442-4551.

ATTENDANCE POLICY

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

Students must maintain an attendance rate of at least 67% while enrolled or could be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must demonstrate good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes. Since iTECH is a clock hour school based on attendance, iTECH does not recognize excused absences for adult students except for religious holidays and jury duty.

SATISFACTORY ACADEMIC PROGRESS

Veteran/eligible dependent must maintain minimum standards of achievement for his/her program each semester per school policy. The standards include:

- **ATTENDANCE:** Students must be progressing at a rate that will enable them to complete their program within 150 percent of the program length as set forth in the State Curriculum Frameworks. However, students receiving veterans' educational benefits will only certify for 100% of their program hours.
- **GRADES:** Students in most programs must maintain an overall grade of "C". Health Science and Heavy Equipment Mechanics students must maintain an overall average of "B". A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. Remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion. The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%.

- **COMPETENCIES:** Students must complete 100% of the competencies and assignments in order to meet the minimum standard of achievement.
- **CONDUCT:** Veteran/eligible dependent should exhibit conduct that contributes to a cooperative spirit, promotes safety consciousness, and is consistent with policies and rules in the Student Conduct and Discipline Code and other ITECH policies.

Veteran/eligible dependent will receive an evaluation every month to keep him/her informed. A copy of the report will be placed in the student's permanent file. Additionally, veteran/eligible dependent's academic progress and attendance will be monitored monthly.

The veteran/eligible dependent who does not meet minimum standards of progress on a monthly basis will be placed on academic probation and counseled by the instructor. A student who does not agree with probationary status may present his/her concerns through the Grievance Policy. If the veteran/eligible dependent does not achieve satisfactory academic progress standards during the probationary period, the student will be terminated for unsatisfactory progress.

A veteran/eligible dependent whose educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one month has elapsed. The school may recertify the student only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

In accordance with Title 38 US Code § 3679 subsection (e), 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 Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. 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:

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

Out-of-State Tuition and Fee Waive for Military Affiliated Students

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

- Honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in the state of Florida while enrolled in the institution and who is NOT receiving educational assistance from the U.S. Department of Veterans Affairs
- Student who is entitled to and receiving educational assistance provided by the U.S. Department of Veterans Affairs (VA) and who physically resides in the state of Florida while enrolled in the institution. I acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for any term I do not elect to utilize VA educational assistance
- Individual using educational assistance from the U.S. Department of Veterans Affairs under Chapter 31, Veterans Readiness & Employment (VR & E) who physically resides in the state of Florida while

enrolled in the institution. I acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for any term, I do not elect to utilize VA educational assistance

- Active-Duty member of the Armed Forces of the United States residing or stationed OUTSIDE of the state of Florida

The Out-of-State Tuition and Fee Waiver for Military Affiliated Students form can be found under the Financial Aid tab at www.iTECH.edu and/or picked up from the financial aid office at iTECH.

TECHNICAL PROGRAMS

COMPUTER AND BUSINESS TECHNOLOGY

ACCOUNTING OPERATIONS

B070110

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Bookkeeper and Accounting Assistant. Students develop bookkeeping principles that emphasize classifying, recording, summarizing numerical data and making computations to compile and keep financial records. When registering, students must register for the complete program.

OTA0040 - Information Technology Assistant - (150 hours)

This course provides an overview of current business and information systems and trends and introduces students to the basic skills and foundations required in today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications.

ACO0040 -Accounting Clerk - (300 hours)

This course emphasizes double-entry accounting; methods and principles of recording business transactions; preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities and changes in equity; preparation of financial statements; voucher systems; cash receipts; petty cash; payroll records; and internal control systems.

ACO0041- Accounting Associate - (300 hours)

This course continues the application of accounting principles to various entities. The content includes methods for determining the cost of merchandise inventory, general ledger account analysis, the aging process, depreciation, and financial statement interpretation, analysis of transactions, correcting entries and tax forms.

ACO0042- Accounting Assistant - (150 hours)

This course provides a capstone of accounting principles with the use of commercial accounting software. The content includes the accounting cycle through proprietorships, partnerships and corporate accounting. Other areas of emphasis will include payroll, tax forms and investment management.

Career Opportunities: Accounting Clerks, Auditing Clerks, Bookkeepers, Inventory Clerks, Payroll Clerks, and Clerical positions in specialized areas such as law, medicine, engineering, real estate, government, education, and small business.

Program Length: 900 hours

Schedule: August, January, March, June

Specific Admissions Requirements: None

DOE Basic Skills Exit Requirements: Computation 10 and Communication 10 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

APPLIED CYBERSECURITY

Y100500

The content includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, and recovery. Specialized courses focus on database security, planning and analysis, software, and web security

CTS0018 – Cybersecurity Associate (600 hours)

This course includes knowledge, skills and applications of computer systems, operating systems, programing and underlying concepts included in computer system security.

CTS0019 – Information Security Manager (150 hours) OR

This course includes building knowledge and proficiency in computer risk management, disaster recovery and forensic analysis.

CTS0021– Data Security Specialist (150 hours) OR

This course includes building knowledge and proficiency in database design, structure operation and database recovery.

CTS0060 – Software Security Specialist (150 hours) OR

This course includes demonstrating and understanding how to recognize and prevent software breaches, while developing strategies for securing program information.

CTS0085 – Web Security Specialist (150 hours) OR

This course includes developing knowledge and proficiency in security services and protocols used for IP environments.

CTS0089 – Information Security Administrator (150 hours) OR

This course includes demonstrating and understanding policies and procedures, teamwork concepts, time management and organization abilities that are valuable to employment in the field of Cybersecurity.

Career Opportunities: Information Security Administrators, Web Security Specialist, Data Security, and Information Security Management. **Students prepare for Industry Certification Exams in Cisco, CCENT & CCNA, CompTIA A+ & Server+.**

Program Length: *750 hours

* This program is a planned sequence of instruction consisting of two occupational completion points (OCPs). To complete this program, students must complete OCP A (Cybersecurity Associate) plus one of the subsequent courses in OCP B.

Schedule: August, January, June

Specific Admissions Requirements: Successful completion of Computer Systems & Information Technology or prior industry certification(s), and/or experience with computer systems technology.

DOE Basic Skills Exit Requirements: Computation 10 and Communication 9 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

COMPUTER SYSTEMS & INFORMATION TECHNOLOGY

Y100200

Program content includes, but is not limited to, installation, programming, operation, maintenance and servicing of computer systems; and diagnosis and correction of operational problems in computers arising from mechanical, electrical, or electronic malfunctions. Preparation for CompTIA's A+ Certification and the NET+ certification exams are included in this program. When registering, you must register for the complete program.

CTS0082 – Computer Systems Technician (300 hours)

This course includes basic laboratory practices, electronic fundamentals, and basic math and science as they relate to electronic devices. It introduces fundamentals of software and hardware, customer relations, communication skills, and employability skills.

CTS0083 – Computer Network Technician (150 hours)

This course includes learning network fundamentals and installing, configuring, and troubleshooting network equipment systems.

CTS0084 – Computer Networking Specialist (150 hours)

This course includes configuring and troubleshooting computer systems and peripheral equipment.

CTS0069 – Computer Security Technician (300 hours)

Students will demonstrate and understanding of cybersecurity recognize various types of malicious codes, differentiate and explain access control models, recognize authentication methods, mitigate vulnerability, administer remote access, email security concepts, internet security concepts, file transfer protocols, wireless technology, intrusion detection, cryptographic algorithms, public key infrastructure, key management, physical security, security topologies, network system hardening, application hardening, disaster recovery, business continuity, privilege management, forensics, risk identification, and education and training for end users.

Career Opportunities: Data Processing Equipment Repairers and Computer Service Technicians. Upon graduation the student will be able to install, modify, and make minor repairs to microcomputer equipment and prepare systems for delivery. Graduates may also provide technical assistance or training to users. **Students prep are for Industry Certification Exams in Cisco, CCENT & CCNA, CompTIA A+ & Server+.**

Program Length: 900 hours

Schedule: August, January, June

Specific Admissions Requirements: None

DOE Basic Skills Exit Requirements: Computation 10 and Communication 9 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

DIGITAL MEDIA / MULTIMEDIA DESIGN

K100200

The Digital Media/ Multimedia Design program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster. Students will learn professional applications for many programs, including Adobe and digital video editing.

DIG0081 – Theory and Foundations of Design (150 hours)

Students will demonstrate knowledge of presentation productions issues, basic computer knowledge, proficiency in using illustration software, digital still photography, and photo editing software.

DIG0082 – Multimedia Digital Print Designer (300 hours)

Students will demonstrate proficiency in advanced design, understanding color modes, using various fonts for advanced design, and enhance their knowledge of design layout software.

DIG0083 – Multimedia Web Interactive Designer (300 hours)

Students will demonstrate proficiency in webpage design, understanding of HTML and CSS coding, authoring software for webpage designs, website animation and object-oriented scripting, along with interactive design software for webpage design, interactive presentations and banners.

DIG0084 – Multimedia Integrated Producer/Designer (300 hours)

Students will demonstrate proficiency in using presentation software and equipment to produce a complex presentation; using video editing software and equipment; authoring software, using all media to create an advertising campaign; participating in work-based learning experiences, and developing readiness for career planning and job seeking skills to meet personal and professional goals.

Program Length: 1050 hours

Schedule: August, January

Specific Admissions Requirements: None

DOE Basic Skills Exit Requirements: Computation 10 and Communication 10 (unless exempt)

Career Opportunities: Media Specialist, Web designer, Audio-Video Engineer

Certificate:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

HEALTH SCIENCE

PATIENT CARE TECHNICIAN H170694

This program provides advanced preparation to be an advanced cross-trained nursing assistant, with additional emphasis on training in Phlebotomy, EKG and geriatric care for acute and long-term care settings. Program content includes, but is not limited to, interpersonal skills; medical terminology; legal and ethical responsibilities; gerontology; nutrition; health and safety; basic nursing skills; and employability skills. Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified registered nurse instructor.

HSC0003 – Basic Healthcare Worker (90 hours)

This course is an introduction to the health professions and is a state mandated requirement for all health occupation programs. Emphasis is placed on communication skills as well as legal and ethical responsibilities for the health professional. Students learn to respond to emergency situations; infection control procedures including blood-borne pathogens; computer literacy; confidentiality issues; and employability skills. Specific training in HIV/OSHA blood-borne pathogens, domestic violence; and prevention of medical errors is provided.

HCP0121 – Nurse Aide and Orderly - Articulated (75 hours)

This course is designed to prepare students to assist residents/clients in health care facilities with vital signs, non-invasive procedures and activities of daily living. It includes classroom, lab, and clinical experiences.

HCP0332 – Advanced Home Health Aide (50 hours)

This course is designed to prepare students to assist people in their homes with activities of daily living. It includes classroom, lab and clinical/home care related experiences. Specific training in Alzheimer's care and assisting with medical self-administration is provided.

HCP0020 – Patient Care Assistant (75 hours)

This course is designed to prepare the student to go beyond basic nursing assistant and to receive training that enables them to work in a health care facility other than a nursing home. It includes caring for hospital equipment and supplies; performing nursing assistant skills related to the hospital setting; providing nursing assistant care for patients with acute care needs; and assisting professionally licensed health professionals with basic acute care therapies/procedures.

HSC0016 – Allied Health Assistant (150 hours)

This course is designed to provide additional skills for becoming a multi-skilled health care worker in clinical settings and the laboratory. It includes professional ethics, legislation and regulations; gaining knowledge specific to anatomic structure and function of body systems in relation to the allied health areas of: phlebotomy, electrocardiograph monitoring, and aging; skills and knowledge necessary to perform accepted testing and monitoring procedures; recognizing and identifying specific supplies and equipment; special handling of specimens; and advanced training in dementia care/therapies. It includes classroom, lab and clinical experiences.

MEA0580 – Advanced Allied Health Assistant (100 hours)

This course is designed to further advance the skills learned in Allied Health Assistant and provide practice and application of the skills in the clinical setting, under the supervision of the appropriate health professional. Most of this course takes place in sub-acute and acute clinical settings.

PRN0094 – Patient Care Technician (60 hours)

This course is designed to provide the students with the opportunity to integrate their advanced skills with concepts that focus on organizational skills and employability skills specific to the Patient Care Technician. Students further explore the role of unlicensed assistive personnel in health care settings; give and receive end-of-shift reports; follow chain of command; use effective communication skills; understand the characteristics of team member relationships; and learn ways to deal with conflict. This is a clinical rotation that takes place in an acute care setting such as a hospital. Clinical times are based on clinical site availability.

Program Length: 600 hours

Schedule: Varies - Clinical times are based on clinical site availability.

Career Opportunities: Patient Care Technicians find employment in hospitals, ambulatory care and outpatient facilities, long term care homes, clinics, physicians' offices, hospice care, rehabilitation centers and in home care settings with an agency or as private duty.

Specific Admissions Requirements:

- 18 years old and a high school diploma or GED
- Proof of current Immunizations and tuberculosis screening
- Florida Department of Law Enforcement (FDLE) – Level 2 Background Check and Drug Screen per iTECH policy. This policy is available upon request
- Current American Heart Association or American Red Cross affiliated Cardiopulmonary Resuscitation (CPR) card with Basic Life Support (BLS) for Health Care Providers. The course must be hands-on – no online courses accepted

Academic Expectations: Students must maintain an 80% academic grade average and attend at least 90% of scheduled class.

DOE Basic Skills Exit Requirements: Computation 10 and Communication 10 (unless exempt).

Basic Skills exempt students with Math scores below 9 will be required to complete the iTECH Medical Math Practice Packet and be tested.

Certificate:

A certificate is awarded to students who successfully complete the program's competencies. Successful completion of this program prepares students for certification for employment as a Nursing Assistant in a nursing home, in accordance with Chapter 464.203, Florida Statutes. Students who satisfactorily complete this program are eligible to apply to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 464.203, F.S. This program includes both Acute and Long-Term Care.

PRACTICAL NURSING (LPN)

H170607

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science arena. The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instructional and clinical experience in acute care, long term care, and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills; mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

PRN0098 – Practical Nursing Foundations 1 (300 hours)

This course introduces the students to the basic concepts of healthcare and nursing. Student's theoretical instruction, lab, and sub-acute clinical activities focus on: knowledge of the healthcare delivery system and health occupations; safety, security and emergency procedures; knowledge of blood borne disease, including HIV/AIDS; basic nursing care procedures; restorative activities; organizational functions; computer literacy; the ability to communicate and use interpersonal skills effectively; legal and ethical responsibilities; infection control procedures and aseptic technique; anatomy, structure and function of the human body; nutrition.

PRN0099 – Practical Nursing Foundations 2 (300 hours)

In this course the student learns in the classroom, lab and acute care clinical setting. Teaching and learning focuses on: human growth and development across the lifespan; performance of nursing procedures; pharmacology; mental health/biosocial support; healthy lifestyle; family education; and community awareness.

PRN0290 & PRN0291 – Medical Surgical Nursing 1 & 2 (600 hours)

Medical Surgical 1 & 2 – Students will learn how to care for medical and surgical patients with cardiovascular, respiratory, lymphatic, musculoskeletal, endocrine, or integumentary/sensory disease/disorder, gastrointestinal, neurological, urinary, reproductive or oncologic disease/disorders. Learning will take place through a combination of didactic, simulation, laboratory, and clinical settings.

PRN0690- Comprehensive Nursing and Transitional Skills (150 hours)

Through a combination of classroom theory, lab activities and clinical hands-on training in acute and sub-acute care settings, and a variety of clinical and care settings in the community, this course focuses on care for maternal/newborn patients and pediatrics patients, utilizing nursing principles; employability skills specific to practical nursing and leadership/management principles for the practical nurse student who is transitioning to graduate nurse.

Program Length: 1350 hours. The Florida Board of Nursing requires that 50% or more of course time be spent as clinical hours, in a variety of clinical areas (including clinical simulation labs) and sites.

Schedule: Fall and Winter – Clinical times vary, based on clinical site availability.

Specific Admissions Requirements: *

- 18 years old
- Accredited high school diploma or GED/High School Credential
- TEAS (Nursing Entrance) Test – limited to 3 attempts per year
- Writing Assessment
- Interview
- Physical Examination, with proof of current immunizations and Tuberculosis Screening

- Florida Department of Law Enforcement (FDLE) – Level 2 Background Check and Drug Screen per iTECH policy – this policy is available upon request
- Current American Heart Association or American Red Cross affiliated Cardiopulmonary Resuscitation (CPR) card with Basic Life Support for Health Care Provider. The course **MUST** be hands-on – no online courses are accepted

DOE Basic Skills Exit Requirements: Computation 11 and Communication 11 (unless exempt)

Career Opportunities:

Career opportunities for licensed practical nurses include employment in hospitals, clinics, extended care facilities, rehabilitation centers, doctor's offices, home healthcare agencies, Hospice, private duty and other healthcare settings.

Academic Progress and Program Completion:

Students must maintain an 80% academic grade average and attend at least 90% of scheduled class and clinical time. During the final semester, all students will enroll in and complete the Virtual ATI Review prior to being issued their completion certificates and registered for the NCLEX exam.

Certificate:

A certificate is awarded to students who successfully complete the program's competencies and the Virtual ATI review, at which point the student will be eligible to apply to take the national licensing examination (NCLEX). The Licensure Examination for Practical Nurses, CAT NCLEX-PN is a computer-administered examination that the nursing graduate must take and pass in order to practice as a Licensed Practical Nurse.

Articulation:

The Gold Standard Career Pathways Statewide Articulation Agreement guarantees the minimum award of course credits or a block of credit toward the above AS program is 10 hours of credit. This agreement does not preclude the awarding of additional credits by any college through local articulation agreements.

Due to COVID-19, the Department of Health Emergency Orders (EO) indicate that CTE Health Science Programs *can allow for substitution of remote live videoconferencing for didactic hours and simulation for all supervised clinical instruction hours.

PROFESSIONAL NURSING (PN to RN)

H170608

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

This program is designed to prepare students who currently hold a valid, unencumbered Licensed Practical Nurse (LPN) license issued by the Florida Board of Nursing, for employment as Registered Nurses (RN). The program must be approved by the Florida Board of Nursing in order for graduates to apply and take the examination to practice as Registered Nurses.

Program Structure

This program is a planned sequence of instruction consisting of 900 clock hours taking 52 weeks and one occupational completion point.

This program is comprised of a newly designed integrated pathway of nursing education called the Professional Nursing (LPN-RN) program. It serves as a dedicated bridge for Licensed Practical Nurses (LPNs) transitioning to Registered Nurses (RNs) through an accelerated hybrid delivery method. The program is structured to meet the requirements of the Florida Board of Nursing and complies with statutory regulations.

The design incorporates various learning strategies, considering the Patricia Benner framework of "Novice to Expert," the American Nurses Association (ANA) Scope of Practice (2023), the Quality and Safety Education for Nurses (QSEN) Competencies (2017), and the National Council of State Boards of Nursing (NCSBN) RN Practice Analysis and Activity Statements (2021) and Test Plan (2023), which prepare students for the Next Generation NCLEX-RN test. Additionally, it aligns with the National League for Nursing (NLN) Competencies and the Hallmarks of Excellence in Nursing Education Model (2020). The program is also designed to meet the standards of accrediting agencies recognized by the Florida Board of Nursing, as specified in Section 464.019(11) of the Florida Statutes:

(http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0464/Sections/0464.019.html).

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with section (s.) 1007.24(1), Florida Statutes (F.S.). They include curriculum and an organizational structure designed specifically for this fifty-two-week Professional Nursing (LPN-RN) program designed to bridge LPN to RN students in an accelerated hybrid format. Only nurses who hold a current, valid, unencumbered Licensed Practical Nurse (LPN) license issued by the Florida Board of Nursing may be accepted into the program. Career and Technical credit shall be awarded to the student on a transcript in accordance with s.1001.44(3)(b), F.S.

OCP	Course Number	Course Title	Length
	NSG0080	Nursing Transitions	111 hours
	NSG0081	Concepts of Geriatrics and Pharmacology in Nursing	102 hours
	NSG0082	Psychiatric Nursing	102 hours
	NSG0083	Medical Nursing	102 hours
	NSG0084	Surgical Nursing	102 hours

	NSG0085	Pediatric Nursing	102 hours
	NSG0086	Obstetric Nursing	102 hours
	NSG0087	Professional Nursing	91 hours
A*	NSG0089	Senior Practicum Intensive	86 hours

Program Length: 900 hours. The Florida Board of Nursing requires that 50% or more of course time be spent as clinical hours, in a variety of clinical areas (including clinical simulation labs) and sites.

- **Prerequisite Requirement:**

- Student must hold a current, valid, unencumbered LPN license issued by the Florida Board of Nursing to enter and remain in the Professional Nursing (LPN-RN) program.

- ***Specific Admissions Requirements:**

- 18 years old
- Accredited high school diploma or GED
- TEAS (Nursing Entrance) Test *(limited to 3 tries in one year)
- Writing Assessment
- Interview
- A Physical Examination, with proof of current immunizations and Tuberculosis Screening.
- Florida Department of Law Enforcement (FDLE) – Level 2 Background Check and Drug Screen per iTECH policy. This policy is available upon request
- Current American Heart Association or American Red Cross affiliated Cardiopulmonary Resuscitation (CPR) card with basic life support for Health Care Provider. The course must be hands-on – no online courses accepted.
-

- **Academic Progress and Program Completion:**

- Students must maintain an 80% academic grade average and attend at least 90% of scheduled class and clinical time.
- During the final semester, all students will enroll in and complete the Virtual ATI Review prior to being issued their completion certificates and registered for the NCLEX exam.

DOE Basic Skills Exit Requirements: Communications 11, Computation 11 (unless exempt).

Career Opportunities:

Career opportunities for Registered nurses include employment in hospitals, clinics, extended care facilities, rehabilitation centers, doctor's offices, home healthcare agencies, Hospice, private duty and other healthcare settings.

Academic Progress and Program Completion:

Students must maintain an 80% academic grade average and attend at least 90% of scheduled class and clinical time. During the final semester, all students will enroll in and complete the Virtual ATI Review prior to being issued their completion certificates and registered for the NCLEX exam.

Certificate:

A certificate is awarded to students who successfully complete the program's competencies and the Virtual ATI review, at which point the student will be eligible to apply to take the national licensing examination (NCLEX-RN).

PERSONAL AND HUMAN SERVICES

PROFESSIONAL CULINARY ARTS AND HOSPITALITY N100500

Students practice the skills for this program by working and learning in the iTOWN Café, which serves breakfast and lunch Monday through Friday on regular school days. It focuses on broad, transferable skills and stresses demonstration of the following elements of the Commercial Foods and Culinary Arts industry: cooking and baking techniques; planning; management; finance; technical and product skills; labor issues; community issues; and health, safety, and environmental issues.

HMV0100 – Food Preparation (300 hours)

Students will learn to use and care for commercial culinary equipment in the state-of-the-art iTOWN Café kitchen. They will follow state health and safety guidelines as they read, follow, and prepare recipes. Students will identify a personal career path as they demonstrate a positive work ethic, personal integrity, and employability skills such as punctuality, dependability, appropriate appearance, and maintaining positive relationships in the workplace.

HMV0170 – Cook, Restaurant (300 hours)

Students will apply the principles of nutrition as they demonstrate creativity and quality in menu planning, and in advanced cooking and baking techniques. Duties will include front-of-the-house tasks working with customers in the iTOWN Café. Back-of-the-house skills will expand to include food identification, selection, purchasing, receiving, storing, and inventory tasks. Students will use oral and written skills in creating, expressing, and interpreting information required in the food service industry.

HMV0171 – Chef/Head Cook (300 hours)

Students will demonstrate buffet food preparation skills which will include preparing for and serving food at day and evening events in iTECH's Conference Center. Specific skills for this course include the preparation of: fruit and vegetables; dairy, egg, and starchy products; stock, soups, and sauces; meat, poultry, and seafood; bakery goods and desserts.

HMV0126 – Food Service Management (300 hours)

Students will use information technology tools as they develop a business plan and demonstrate the ability to incorporate guidelines, laws, and regulations for the food service industry. They will focus on management skills that include: cost-control techniques to maximize profitability; analysis of work roles of teams, departments, and organization; comparison of restaurant menus; (d) development and preparation of menus for customers on special diets.

Career Opportunities: First-Line Supervisors of Food Preparation and Serving Workers, Cooks (Private Household), Cooks (Restaurant), Cooks (All Other)

Program Length: 1200 hours

Schedule: Fall, Winter and Summer

Specific Admissions Requirements: None

DOE Basic Skills Exit Requirements: Computation 9 and Communication 9 (unless exempt)

Certificates: A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

COSMETOLOGY

D500100

Students practice the skills for this program by working and learning in the classroom and in the iSalon, a new upscale salon that is open to the public on regular school days. Program content includes, but is not limited to, communication skills; leadership skills; human relations skills; employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of cosmetology and its related chemistry; and development of skill in performing the manipulative techniques required in the practice of cosmetology.

CSP0009 – Grooming/Salon Services, Facials & Nails (225 hours)

Students begin in the classroom learning about State Board of Cosmetology requirements, safety practices, and cosmetology laws and regulations. Throughout the program, students learn and practice competencies in employability, communication, math and science skills required to succeed in the industry. They gradually move to the iSalon setting for demonstrations and practice in the following: (a) manicuring and pedicuring (b) applying artificial nails and nail wraps; (c) facials and related massage; (d) makeup; (d) preparing hairpieces, wigs and hair attachments; and (e) performing haircuts on a mannequin or client.

COS0002 – Cosmetologist and Hairdresser 1 (300 hours)

Students identify shampoo/hair conditioners and scalp treatments; evaluate scalp and hair needs; and communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses. They demonstrate application of shampoo, manipulations, and rinsing. Students also identify and perform hair shaping (cutting); illustrate ways in which geometric shapes can be combined in performing haircuts on a mannequin or client; and practice communicating the strategies necessary to meet individual client needs.

COS0003 – Cosmetologist and Hairdresser 2 (300 hours)

Students perform “wet set” using principles of design (i.e., hair sculpturing, rollers, and finger waves). They set up equipment and perform thermal styling while utilizing knowledge of anatomy, angles, planes and laws of color in "combing-out" various hairstyles. Students also demonstrate hair braiding techniques, and they practice styling individual hairpieces and incorporating, attaching and blending hairpieces into the desired hairstyle.

COS0009 – Cosmetologist and Hairdresser 3 (375 hours)

Students study the analysis of hair and practice competencies in permanent waving/ reconstruction curl/chemical relaxing. They learn about all types of hair coloring and bleaching; the performance of predisposition test; and selection of correct supplies and equipment. As students approach program completion, they spend additional time in the classroom setting preparing for the Florida Board of Cosmetology Licensure Exam.

Career Opportunities: Cosmetologist, Nail Technician, Platform Artist, Instructor, Salon Owner or Manager, Color Specialist, Facial, Wax and Brow Specialist, Sales Representative, Makeup Artist, Manufacturer Educator, Special Effects Artist, Blow Dry Specialist, Braid and Wig Stylist

Program Length: 1200 hours; absences do not count toward the total hours required

Schedule: August, January, June

Specific Admissions Requirements: Students must be 16 years of age prior to acceptance into the program.

DOE Basic Skills Exit Requirements: Computation 8 and Communication 8 (unless exempt)

Certificates: A certificate is awarded to students who successfully complete the program’s competencies and satisfy basic skill requirements in accordance with state guidelines. Prepare for Florida State Board of Cosmetology exam.

EARLY CHILDHOOD EDUCATION

E300100

Students divide their time between the classroom and the Little Indians Preschool Labs, where they gain at least 480 hours of hands-on experience working with two, three and four year old's. Class time includes: (a) preparation for tests required of childcare workers, and documentation of the knowledge, experiences and skills required for Florida Child Care Center Staff-Credentialed employees; (b) preparation for the National CDA exam; and (c) documentation of the knowledge and skills required for the National CDA credential.

HEV0870 – Child Care Worker 1 (150 hours)

This course begins with principles of health and safety, characteristics of pre-school children, and methods of guiding their behavior. Students then move into the Little Indians Preschool Toddler and VPK classrooms to gain hands-on experience. When they are not working with Little Indians Preschoolers, students (a) prepare for two to three of the DCF-mandated tests and (b) begin compiling portfolios to document the knowledge and skills required for a CDA credential.

HEV0871 - Child Care Worker 2 (150 Hours)

Students prepare for and take the remaining DCF-mandated exams and continue to assemble portfolio items required for a Florida ECPC credential and for the national CDA credential. Students also experience the traditional teacher aide role by assisting the toddler and VPK teachers.

HEV0872 – Teacher Aide (150 Hours)

Students learn about curriculum development, lesson planning, and classroom management. They design a variety of developmentally appropriate activities and guide the preschoolers through the activities with teacher and/or peer group support.

HEV0873– Preschool Teacher (150 Hours)

This course prepares students to be preschool teachers. Students gain skill mentoring, motivating children, recognizing cultural differences, and differentiating instruction for children with special needs. Students also focus on continuing professional development as they finalize their portfolios and prepare for the CDA exam.

Career Opportunities: Child Care Worker, Child Care Center Instructor

Program Length: 600 hours; absences do not count toward the total required to earn the Florida ECPC credential or the CDA Certificate.

Schedule: Fall, Winter, and Spring

Specific Admissions Requirements: Students must be 18 years of age and have either a Standard High School Diploma or GED prior to admission.

DOE Basic Skills Exit Requirements: Computation 9 and Communication 9(unless exempt)

Certificates:

iTECH Career Education Certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. The ECPC Certificate is issued to students who meet DCF guidelines. The CDA Credential is issued to students who meet National Child Development Council requirements.

TRANSPORTATION AND INDUSTRIAL EDUCATION

MASTER AUTOMOTIVE SERVICE TECHNOLOGY I470608

This program focuses on broad, transferable skills and stresses understanding and demonstration elements of the automotive industry skills tested by the National Institute for Automotive Service Excellence (ASE). Shop and laboratory activities are an integral part of this program.

AER0014 – Automobile Service Assistor (300 hours)

This course includes equipment, skills and safety regulations; routine maintenance and consumer services; and math, communication, employability, and basic science skills as related to the automotive industry.

AER0110 – Engine Repair Technician (150 hours)

This course includes diagnosis and repair for the general engine, cylinder head and valve train, engine block, and lubrication and cooling systems.

AER0257 – Automatic Transmission and Transaxle Technician (150 hours)

This course includes operation and servicing of automatic transmission/transaxle; adjustment and in-vehicle transmission/transaxle repair, including oil pump and converter, gear train, shafts, bushings, case friction units and reaction units.

AER0274 – Manual Drivetrain and Axle Technician (150 hours)

This course includes general diagnosis and repair for drive train, clutch transmission, transaxle diagnosis, drive and half shaft universal and constant-velocity joint, rear axle, ring and pinion gears, differential case assembly and limited slip differential, drive axle shaft and four-wheel drive/all-wheel drive.

AER0453 – Automobile Suspension and Steering Technician (150 hours)

This course includes diagnosis and repair for general suspension and steering systems, front and rear suspensions, wheel alignment, adjustment, and miscellaneous service, wheel and tire.

AER0418 – Automotive Brake System Technician (150 hours)

This course includes operation and servicing of automotive brake systems, drum brake, operation of disc brake, operation of power assist units, wheel bearings, parking brakes, electrical, and antilock brake system.

AER0360 – Automotive Electrical/Electronic System Technician (300 hours)

This course includes diagnosis and repair for electrical/electronic components as related to power train, battery, starting system, charging system, lighting systems, gauges, warning devices, driver information systems, horn and wiper/washer and accessories.

AER0172 – Automotive Heating and Air-Conditioning Technician (150 hours)

This course includes diagnosis and repair for air-conditioning system, refrigeration system component compressor, compressor clutch, evaporator, receiver/drier, condenser, heating and engine cooling, air-conditioning operating systems and related controls, refrigerant recovery, recycling and handling.

AER00503 – Automotive Engine Performance Technician (300 hours)

This course includes diagnosis and repair of: computerized engine controls; ignition systems; fuel, air induction, positive crankcase ventilation and exhaust systems; intake air temperature controls; early fuel evaporation controls; and evaporative emissions controls.

Career Opportunities: Lube Technician, Assistant Mechanic, Brake Technician, Transmission Technician, Automotive Technician, Engine Repair Technician, Engine Performance Technician

Program Length: 1800 hours

Schedule: August, January

Specific Admissions Requirements: Bennett Aptitude Test – score of mid 20s or above

DOE Basic Skills Exit Requirements: Computation 10 and Communication 9 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

HEAVY EQUIPMENT SERVICE TECHNICIAN

T440100

This program is a planned sequence of instruction consisting of nine occupational completion points. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Heavy Equipment Industry: maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance. The course content also includes training in communication; leadership; human relations and employability skills; and safe, efficient work practices. Shop and laboratory activities are an integral part of this program.

DIM0101 – Diesel Engine Mechanic/Technician Helper (150 hours)

This course is designed to teach diesel engine entry-level job skills. Topics include diesel engine components, engine performance and cycle of operation, proper use of basic precision and special tools, engine systems lubricating oils, and diesel fuels. Special emphasis will be placed on safety procedures, accident prevention, and mathematics for diesel technicians, employability skills, and entrepreneurship.

DIM0102 – Diesel Electrical and Electronics Technician (300 hours)

This course is designed to teach the basic operation of all electrical components. Emphasis will be placed on Identifying, tracing, and troubleshooting basic electrical circuits; the theoretical and practical knowledge of lead- acid batteries, alternators, and starters; reading wiring diagrams; basic DC theory; and lighting systems. Special emphasis will be placed on electrical safety procedures and electrical shock prevention.

DIM0103 – Diesel Engine Preventative Maintenance Technician (150 hours)

This course is designed to teach entry-level skills on diesel engine maintenance, troubleshooting and maintenance procedures. Emphasis will be placed on checking the engine and components; the cab and the hood, including the instruments and controls; electrical and electronics; frame; and chassis. Special emphasis will be placed on safety and manufacturer's maintenance procedures.

DIM0104 – Diesel Engine Technician (300 hours)

This course is designed to teach entry-level job skills in the overhaul and repair of heavy-duty truck engines and the related components. Topics include the diagnosis and repair of the engine, cylinder head, valve train, lubrication system, cooling system, air induction and exhaust system, fuel system, and the brake system. Special emphasis will be placed on safety and manufacturer's overhaul procedures.

DIM0130 – Diesel Brakes/Fluid Technician (300 hours)

This course is designed to teach entry-level skills in the function and basic operations of a mechanical hydraulic brake system and the identification of the various values and components critical to effective system operation. Brake inspection, service, repair, and adjustments will be performed with special emphasis placed on manufacturer's safety procedures.

DIM0106 – Diesel Heating and Air Conditioning Technician (150 hours)

This course is designed to teach entry-level skills in the operation and repair of heavy-duty truck air conditioning and heating systems. Topics include A/C system performance checks; discharging, cleaning, and recharging vehicle; and cab heater system checks, functions, and operation. All safety procedures must be adopted when working with or around A/C systems and refrigerants.

DIM0107 – Diesel Steering and Suspension Technician (150 hours)

This course is designed to teach entry-level skills in the maintenance and repair of heavy-duty trucks and steering and suspension systems. Topics include servicing of wheels, bearing hubs, seals, and tire alignment, and procedures for tractors and trailers. Special emphasis will be placed on manufacturer's alignment procedures.

DIM0108 – Diesel Drivetrain Technician (150 hours)

This course is designed to teach entry-level job skills in the operation and maintenance of heavy-duty truck clutches, and standard and automatic transmissions. Topics include troubleshooting, diagnostic checks, removal, inspection, installation, and adjustments. All procedures are performed with special emphasis placed on manufacturer's safety procedures.

DIM0110 – Diesel Power Train Technician (150 hours)

This course is designed to teach entry-level job skills in the operation and maintenance of heavy-duty truck track systems. Topics include troubleshooting, removal, inspection, rebuilding, overhaul, and replacement drive shafts, universal joints, track assemblies, and differentials. All procedures are performed with special emphasis on safety and employment qualifications.

Career Opportunities: The program is structured to meet the needs of the industry in the Southwest Florida area; however, the skills attained will transfer to other areas of the state.

Program Length: 1800 hours

Schedule: August

Specific Admissions Requirements: Bennett Aptitude Test – score of 40 or above; standard high school diploma or high school credential; interview

DOE Basic Skills Exit Requirements: Computation 9 and Communication 9 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

BUILDING CONSTRUCTION TECHNOLOGY

I460401

This program is a planned sequence of courses of two occupational completion points that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and/or careers in the construction industry. The program provides technical skill proficiency, and includes applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills; work attitudes; general employability skills; technical skills; occupation-specific skills; and knowledge of all aspects of the construction industry.

BCV0400 – Building Construction Helper (450 hours)

This course includes instruction in the safe use of construction tools, machines, and equipment; basic carpentry; masonry; concrete; architectural plans; consumer information; employability skills; leadership skills; and materials and techniques. Students participate in activities designed to provide a foundation of knowledge and basic skills related to the CORE standards of the National Center for Construction Education and Research, plus students participate in activities that will provide them with a foundation of knowledge for health, safety and the environment.

BCV0401 – Building Construction Technician – 1 of 2 (300 hours)

This course is designed to provide a more in-depth program of study and hands-on activities related to the technology of designing, planning, and constructing a structure. The student learns to draw a plan of a construction project; estimate costs; and develop a basic understanding of ethics, state codes, and legal responsibilities. The student performs basic carpentry techniques; construction tasks relating to carpentry, electrical, plumbing, roofing, wall, and floor finishing; and expresses knowledge of heating and air conditioning systems.

BCV0402 – Building Construction Technician – 2 of 2 (300 hours)

This course is designed to have the student demonstrate the knowledge of previously learned material in activities involving the troubleshooting, repair, and installation of various areas of the building construction industry. The student acquires a basic knowledge of HVAC systems, plumbing, electrical, and construction site preparation.

The student also be expected to demonstrate the importance of employability and business skills.

Career Opportunities: Carpenter, Concrete Finisher, Electrician, HVAC Technician, Mason, Painter, Plumber, and Pipefitter

Program Length: 1050 hours

Schedule: August, January

Specific Admissions Requirements: Bennett Aptitude Test

DOE Basic Skills Exit Requirements: Computation 9 and Communication 9 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

MACHINING TECHNOLOGIES

J200100

The goal of this program is to prepare students for a career as a precision machinist whose primary responsibilities are to operate machine tools such as mills, lathes, grinders, & CNC equipment according to blueprint specifications while demonstrating strong academic and employability skills.

Precision machining begins in the classroom with a focus on equipment and safety regulations, employability and applied academic skills that are incorporated throughout all courses in the program.

PMT0020 – Machinist Helper (300 hours)

This course introduces the student to the skills required of a precision machinist operator. Machinist skills are discussed and studied. Basic shop skills are introduced, and mastery gained before advancing to more technical subjects.

PMT0022 – Machine Operator (300 hours)

The Machining Operator course is designed to build on the skills and knowledge students learned in the Machinist Helper course for entry into the machining industry. Students study the skills necessary to work in teams, using critical thinking skill to solve complex problems, advance mathematics, quality control and inspection methods, plan machining operations using a lathe and mill, use CAD/CAM processes for lathe and milling operations, and set-up and program a CNC machine for lathe and milling operations.

PMT0024 – Machine Setup Operator (600 hours)

This course builds on the knowledge gained from PMT0021 and progresses to more in-depth machine operations, including CNC mills & lathes; more advanced set-ups; inspection procedures; problem solving; job-related math problems; and blueprint reading. We introduce the student to other types of machining technology, including wire EDM, sink EDM, laser cutting, laser welding, and water jet cutting.

PMT0025 – Machinist (300 hours)

In this course, the student is introduced to metallurgy and heat treat processes. The student will be able to program, set up, and run CNC machines according to blueprint tolerances. The student is introduced to the Swiss lathe, a more complicated lathe that operates on different machining concepts. The student will perform more advanced lathe operations, including internal threading, cutting tapers, and knurling. More advanced operations on the mill and the surface grinders are studied. Employability skills, including resumes and the interview process, as well as different career paths for machinists, are discussed.

Career Opportunities: Machinists Helpers, Machinists, Milling and Planning Setters Operators, and Tenders; Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic Machinists

Program Length: 1500 hours

Schedule: August, January

Specific Admissions Requirements: Students must be 16 years of age and have either a standard high school diploma or high school credential; Bennett Aptitude Test – score of mid 30s or above

DOE Basic Skills Exit Requirements: Computation 9 and Communication 8 (unless exempt)

Certificate:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

CNC PRODUCTION SPECIALIST

J200300

The goal of this program is to offer a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster. The CNC Production Technician I & II provide competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, and occupation-specific skills needed for knowledge in all aspects of the manufacturing field.

PMT0026 – CNC Production Technician I (300 hours)

CNC Production Technician 1 prepares students for entry into the CNC machining industry. Students explore career opportunities and requirements of a CNC production specialist. Content emphasizes beginning skills key to the success of working in the CNC machining industry. Students study workplace safety and organization, job-related mathematics, basic blueprint information, metrology, the history of manufacturing and primary and secondary manufacturing processes, geometric dimension and tolerance, set up and operation of drill presses, CNC control panels, CNC machine systems, CNC lathe and mill operations, and maintenance and troubleshooting.

PMT0027 – CNC Production Technician II (300 hours)

CNC Production Technician 2 is designed to build on the skills and knowledge students learned in the CNC Production Technician 1 for entry into the machining industry. Students explore the importance of employability and entrepreneurship skills, leadership and teamwork skills; solve problems using critical thinking, creativity and innovation; demonstrate inspection methods, the techniques of CNC milling, perform advanced set up and operation of a CNC mill and lathe machine, and demonstrate basic computer-aided design/computer-aided manufacturing processes.

Career Opportunities: CNC Production, CNC Set-Up, & CNC Operations

Program Length: 600 hours

Schedule: August, January

Specific Admissions Requirements: Students must be 16 years of age and have either a standard high school diploma or high school credential; Bennett Aptitude Test – required

DOE Basic Skills Exit Requirements: Computation 10 and Communication 9 (unless exempt)

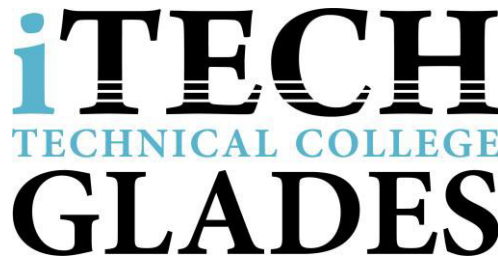
Certificate:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

EXTENSION CAMPUS

iTECH Glades

1030 Industrial Dr.
Moore Haven, FL 33471



TECHNICAL PROGRAMS

TRANSPORTATION AND INDUSTRIAL EDUCATION

HEAVY EQUIPMENT SERVICE TECHNICIAN

T440100

This program is a planned sequence of instruction consisting of nine occupational completion points. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Heavy Equipment Industry: maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance. The course content also includes training in communication; leadership; human relations and employability skills; and safe, efficient work practices. Shop and laboratory activities are an integral part of this program.

DIM0101 – Diesel Engine Mechanic/Technician Helper (150 hours)

This course is designed to teach diesel engine entry-level job skills. Topics include diesel engine components, engine performance and cycle of operation, proper use of basic precision and special tools, engine systems lubricating oils, and diesel fuels. Special emphasis will be placed on safety procedures, accident prevention, and mathematics for diesel technicians, employability skills, and entrepreneurship.

DIM0102 – Diesel Electrical and Electronics Technician (300 hours)

This course is designed to teach the basic operation of all electrical components. Emphasis will be placed on Identifying, tracing, and troubleshooting basic electrical circuits; the theoretical and practical knowledge of lead- acid batteries, alternators, and starters; reading wiring diagrams; basic DC theory; and lighting systems. Special emphasis will be placed on electrical safety procedures and electrical shock prevention.

DIM0103 – Diesel Engine Preventative Maintenance Technician (150 hours)

This course is designed to teach entry-level skills on diesel engine maintenance, troubleshooting and maintenance procedures. Emphasis will be placed on checking the engine and components; the cab and the hood, including the instruments and controls; electrical and electronics; frame; and chassis. Special emphasis will be placed on safety and manufacturer's maintenance procedures.

DIM0104 – Diesel Engine Technician (300 hours)

This course is designed to teach entry-level job skills in the overhaul and repair of heavy-duty truck engines and the related components. Topics include the diagnosis and repair of the engine, cylinder head, valve train, lubrication system, cooling

system, air induction and exhaust system, fuel system, and the brake system. Special emphasis will be placed on safety and manufacturer's overhaul procedures.

DIM0130 – Diesel Brakes/Fluid Technician (300 hours)

This course is designed to teach entry-level skills in the function and basic operations of a mechanical hydraulic brake system and the identification of the various values and components critical to effective system operation. Brake inspection, service, repair, and adjustments will be performed with special emphasis placed on manufacturer's safety procedures.

DIM0106 – Diesel Heating and Air Conditioning Technician (150 hours)

This course is designed to teach entry-level skills in the operation and repair of heavy-duty truck air conditioning and heating systems. Topics include A/C system performance checks; discharging, cleaning, and recharging vehicle; and cab heater system checks, functions, and operation. All safety procedures must be adopted when working with or around A/C systems and refrigerants.

DIM0107 – Diesel Steering and Suspension Technician (150 hours)

This course is designed to teach entry-level skills in the maintenance and repair of heavy-duty trucks and steering and suspension systems. Topics include servicing of wheels, bearing hubs, seals, and tire alignment, and procedures for tractors and trailers. Special emphasis will be placed on manufacturer's alignment procedures.

DIM0108 – Diesel Drivetrain Technician (150 hours)

This course is designed to teach entry-level job skills in the operation and maintenance of heavy-duty truck clutches, and standard and automatic transmissions. Topics include troubleshooting, diagnostic checks, removal, inspection, installation, and adjustments. All procedures are performed with special emphasis placed on manufacturer's safety procedures.

DIM0110 – Diesel Power Train Technician (150 hours)

This course is designed to teach entry-level job skills in the operation and maintenance of heavy-duty truck track systems. Topics include troubleshooting, removal, inspection, rebuilding, overhaul, and replacement drive shafts, universal joints, track assemblies, and differentials. All procedures are performed with special emphasis on safety and employment qualifications.

Career Opportunities: The program is structured to meet the needs of the industry in the Southwest Florida area; however, the skills attained will transfer to other areas of the state.

Program Length: 1800 hours

Schedule: August

Specific Admissions Requirements: Bennett Aptitude Test – score of 40 or above; standard high school diploma or high school credential; interview

DOE Basic Skills Exit Requirements: Computation 9 and Communication 9 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

Heating, Ventilation, Air-Conditioning/ Refrigeration (HVAC/R)

C400400

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

ACR000-Introduction to HVAC/R (250 hours)

This course is designed to provide an HVAC/R Technician with the entry levels skills such as health, safety, and environmental systems associated with the career. As well as basic understanding of the heating, air-condition and refrigeration industry.

ACR001- HVAC/R Fundamentals (250 hours)

This course is designed to provide an HVAC/R technician with knowledge of electrical wiring, electrical components, fluids, and electric motors as well as their components of a commercial heating and air-conditioning system.

ACR0012- HVAC/R Service Practices (250 hours)

This course is designed to provide an HVAC/R Technician with the knowledge to troubleshoot, diagnose, and make repairs in the field of residential Heating and air-condition systems, as well as installation materials, tools, and processes.

ACR0013- HVAC/R Intermediate Service Practices (250 hours)

This course is designed to provide an HVAC/R Technician with the knowledge to troubleshoot, diagnose, and make repairs in the field of commercial Heating and air-condition systems, as well as installation materials, tools, and processes.

ACR0044- HVAC/R Advanced Service Practices (350 hours)

This course is designed to provide an HVAC/R Technician with the knowledge of hydronic systems, properties of air, refrigeration cycles in a residential setting.

OR

ACR0045- HVAC/R Advanced Commercial and Industrial Service Practices (350 hours)

This course is designed to provide an HVAC/R Technician with the knowledge of hydronic systems, properties of air, refrigeration cycles, pneumatic control systems, calculating commercial heating and air-conditioning loads, as well as balancing air distribution and analyzing building management systems in a commercial setting.

Career Opportunities: The program is structured to meet the needs of the industry in the Southwest Florida area; however, the skills attained will transfer to other areas of the state.

Program Length: 1350 hours

Schedule: August and January

Specific Admissions Requirements: Bennett Aptitude Test; standard high school diploma or high school credential.

DOE Basic Skills Exit Requirements: Computation 10 and Communication 9 (unless exempt)

Certificates:

A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

PRACTICAL NURSING (PN) H170607

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science arena. The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instructional and clinical experience in acute care, long term care, and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills; mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

PRN0098 – Practical Nursing Foundations 1 (300 hours)

This course introduces the students to the basic concepts of healthcare and nursing. Student's theoretical instruction, lab, and sub-acute clinical activities focus on: knowledge of the healthcare delivery system and health occupations; safety, security and emergency procedures; knowledge of blood borne disease, including HIV/AIDS; basic nursing care procedures; restorative activities; organizational functions; computer literacy; the ability to communicate and use interpersonal skills effectively; legal and ethical responsibilities; infection control procedures and aseptic technique; anatomy, structure and function of the human body; nutrition.

PRN0099 – Practical Nursing Foundations 2 (300 hours)

In this course the student learns in the classroom, lab and acute care clinical setting. Teaching and learning focuses on: human growth and development across the lifespan; performance of nursing procedures; pharmacology; mental health/biosocial support; healthy lifestyle; family education; and community awareness.

PRN0290 & PRN0291 – Medical Surgical Nursing 1 & 2 (600 hours)

Medical Surgical 1 & 2 – Students will learn how to care for medical and surgical patients with cardiovascular, respiratory, lymphatic, musculoskeletal, endocrine, or integumentary/sensory disease/disorder, gastrointestinal, neurological, urinary, reproductive or oncologic disease/disorders. Learning will take place through a combination of didactic, simulation, laboratory, and clinical settings.

PRN0690- Comprehensive Nursing and Transitional Skills (150 hours)

Through a combination of classroom theory, lab activities and clinical hands-on training in acute and sub-acute care settings, and a variety of clinical and care settings in the community, this course focuses on care for maternal/newborn patients and pediatrics patients, utilizing nursing principles; employability skills specific to practical nursing and leadership/management principles for the practical nurse student who is transitioning to graduate nurse.

Program Length: 1350 hours. The Florida Board of Nursing requires that 50% or more of course time be spent as clinical hours, in a variety of clinical areas (including clinical simulation labs) and sites.

Schedule: Fall and Winter – Clinical times vary, based on clinical site availability.

Specific Admissions Requirements: *

- 18 years old
- Accredited high school diploma or GED/High School Credential

- TEAS (Nursing Entrance) Test – limited to 3 attempts per year
- Writing Assessment
- Interview
- Physical Examination, with proof of current immunizations and Tuberculosis Screening
- Florida Department of Law Enforcement (FDLE) – Level 2 Background Check and Drug Screen per iTECH policy – this policy is available upon request
- Current American Heart Association or American Red Cross affiliated Cardiopulmonary Resuscitation (CPR) card with Basic Life Support for Health Care Provider. The course MUST be hands-on – no online courses are accepted

DOE Basic Skills Exit Requirements: Computation 11 and Communication 11 (unless exempt)

Career Opportunities:

Career opportunities for licensed practical nurses include employment in hospitals, clinics, extended care facilities, rehabilitation centers, doctor's offices, home healthcare agencies, Hospice, private duty and other healthcare settings.

Academic Progress and Program Completion:

Students must maintain an 80% academic grade average and attend at least 90% of scheduled class and clinical time. During the final semester, all students will enroll in and complete the Virtual ATI Review prior to being issued their completion certificates and registered for the NCLEX exam.

Certificate:

A certificate is awarded to students who successfully complete the program's competencies and the Virtual ATI review, at which point the student will be eligible to apply to take the national licensing examination (NCLEX). The Licensure Examination for Practical Nurses, CAT NCLEX-PN is a computer-administered examination that the nursing graduate must take and pass in order to practice as a Licensed Practical Nurse.

Articulation:

The Gold Standard Career Pathways Statewide Articulation Agreement guarantees the minimum award of course credits or a block of credit toward the above AS program is 10 hours of credit. This agreement does not preclude the awarding of additional credits by any college through local articulation agreements.

***Due to COVID-19, the Department of Health Emergency Orders (EO) indicate that CTE Health Science Programs can allow for substitution of remote live videoconferencing for didactic hours and simulation for all supervised clinical instruction hours.**

NURSING ASSISTANT (Long-Term Care)

H170602

Program content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, gerontology, nutrition, health and safety, basic nursing skills in facilities and in homes and employability skills. Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified Registered Nurse instructor.

PRN0090 – Nurse Aide and Orderly (120 hours)

Students learn to respond to emergency situations, infection control procedures including blood borne pathogens, computer literacy, confidentiality issues and employability skills. Specific training in HIV/OSHA Blood borne Pathogens, Domestic Violence and Prevention of Medical Errors is provided. This course is also designed to prepare students to assist residents/clients in health care facilities with vital signs, non-invasive procedures and activities of daily living. It includes classroom, lab, and clinical experiences.

Program Length: 120 hours. Florida Board of Nursing requires 40 hours of clinical experience, with not less than 20 of those hours spent in a long-term care facility.

Schedule: Dates and times vary. Clinical times are based on clinical site availability.

Specific Admissions Requirements:

- Accredited high school diploma/ GED and/or “On-track” to graduate
- Proof of current Immunizations and Tuberculosis Screening
- Florida Department of Law Enforcement (FDLE) – Level 2 Background Check and Drug Screen per iTECH policy. This policy is available upon request
- Current American Heart Association or American Red Cross affiliated Cardiopulmonary Resuscitation (CPR) card with Basic Life Support (BLS) for Health Care Providers. The course must be hands-on – no online courses accepted
- Students must maintain an 80% academic grade average and attend at least 90% of scheduled class.

DOE Basic Skills Exit Requirements: None.

Career Opportunities:

People with certification as a Nursing Assistant find employment in long term care homes, clinics, physicians’ offices, hospice care, rehabilitation centers and in home care settings with an agency or as private duty.

Certificate:

A certificate is awarded to students who successfully complete the program’s competencies. Successful completion of this program prepares students for certification for employment as a Nursing Assistant in a nursing home, in accordance with Chapter 464.203, Florida Statutes. Students who satisfactorily complete this program are eligible to apply to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 464.203, F.S. This program includes both Acute and Long-Term Care.

PERSONAL AND HUMAN SERVICES

PROFESSIONAL CULINARY ARTS AND HOSPITALITY N100500

Students practice the skills for this program by working and learning in the Heartland Café, which serves breakfast and lunch Monday through Friday on regular school days. It focuses on broad, transferable skills and stresses demonstration of the following elements of the Commercial Foods and Culinary Arts industry: cooking and baking techniques; planning; management; finance; technical and product skills; labor issues; community issues; and health, safety, and environmental issues.

HMV0100 – Food Preparation (300 hours)

Students will learn to use and care for commercial culinary equipment in the state-of-the-art Heartland Café kitchen. They will follow state health and safety guidelines as they read, follow, and prepare recipes. Students will identify a personal career path as they demonstrate a positive work ethic, personal integrity, and employability skills such as punctuality, dependability, appropriate appearance, and maintaining positive relationships in the workplace.

HMV0170 – Cook, Restaurant (300 hours)

Students will apply the principles of nutrition as they demonstrate creativity and quality in menu planning, and in advanced cooking and baking techniques. Duties will include front-of-the-house tasks working with customers in the Heartland Café. Back-of-the-house skills will expand to include food identification, selection, purchasing, receiving, storing, and inventory tasks. Students will use oral and written skills in creating, expressing, and interpreting information required in the food service industry.

HMV0171 – Chef/Head Cook (300 hours)

Students will demonstrate buffet food preparation skills which will include preparing for and serving food at day. Specific skills for this course include the preparation of: fruit and vegetables; dairy, egg, and starchy products; stock, soups, and sauces; meat, poultry, and seafood; bakery goods and desserts.

HMV0126 – Food Service Management (300 hours)

Students will use information technology tools as they develop a business plan and demonstrate the ability to incorporate guidelines, laws, and regulations for the food service industry. They will focus on management skills that include cost-control techniques to maximize profitability; analysis of work roles of teams, departments, and organization; comparison of restaurant menus; (d) development and preparation of menus for customers on special diets.

Career Opportunities: First-Line Supervisors of Food Preparation and Serving Workers, Cooks (Private Household), Cooks (Restaurant), Cooks (All Other)

Program Length: 1200 hours

Schedule: Fall, Winter and Summer

Specific Admissions Requirements: None

DOE Basic Skills Exit Requirements: Computation 9 and Communication 9 (unless exempt)

Certificates: A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines. Students will also have the opportunity to test and earn additional industry and national credentials through the training program.

ADMINISTRATION and FACULTY

iTECH Main Campus

ADMINISTRATION

PAQUETTE, Aaron Director

Ed.S. Florida State University
M.Ed. Florida Gulf Coast University
B.S. Oakland University

BURTON, Eugenia Assistant Director

B.A. University of South Florida
M.Ed. University of South Florida

ALFARO, Julie Workforce Education Coordinator

M.Ed. Florida
M.S. Florida State
B.A. University of Florida

HANTZIS, Cynthia Coordinator of Health Science

MSN University of Phoenix
BSN University of Phoenix
ADN Miami Dade Community College

STUDENT SERVICES

DEAN, Laura Financial Aid

Fernandez, Marisol Advisor

GONZALEZ, Bobby Advisor

RANCY, Anicca Advisor

FACULTY

BRIDGES, Stephen Heavy Equipment Service Technician

GALINDO, Alma Business Administration

MOORE, Melinda Early Childhood Education

B.S. Dalton State University
Early Childhood Education Florida Certificate: Pre-K Early Childhood K –6 ESOL Endorsement

LEAVOR, James Health Science

B.A. Florida Gulf Coast University
B.S. Florida Gulf Coast University
A.S.N. Edison State College

LOZANO, Delia Cosmetology

Cosmetology License, State of Florida
Cosmetology Salon Business License
Cosmetology Certificate Sunstate Academy of Hair Design

MCMULLIN, Amy		Cybersecurity and Computer Systems Info Tech
	B.S. University of Central Florida	
	A.A. Edison State College	
MOORE, Tim		Construction Technologies
PORTER, Ross		Machining Technology
	NIMS Special Merit Certificate	
REUSS, James		Master Automotive Service Technology
RODRIGUEZ, Omar		Digital Media/Multimedia Design
	Immokalee Technical College	
	Adobe Certification	
RIVERA, Gloria		Early Childhood Lab: Teacher
	Early Childhood Professional Certificate	
	Child Development Associate-National Credential	
STEUBER, Nancy		Health Science
THOMAS, Candice		Health Science
HICKS, Terri		Professional Culinary Arts & Hospitality
	B.A. Florida Southwestern State College	
	A.S. Florida Southwestern State College	
YBARRA , Virginia		Early Childhood Lab: Teacher

**ADMINISTRATION and FACULTY
ITECH GLADES
BRANCH CAMPUS**

ADMINISTRATION

PAQUETTE, Aaron.....Director
Ed.S. Florida State University
M.Ed. Florida Gulf Coast University
B.S. Oakland University

BURTON, Eugenia.....Assistant Director
B.A. University of South Florida
M.Ed. University of South Florida

STUDENT SERVICE

COSBY, Jennifer.....Advisor

FACULTY

CLEWELL, Natalia.....Nursing Assistant
ELLIOTT, Shaun-Kay.....Professional Culinary Arts & Hospitality
ELMORE, Neil.....Heavy Equipment Service Technician
EVERETT, Javian.....Heating, Ventilation, Air Conditioning
HERNANDEZ, Bessie Jo.....Health Science