PINELLAS TECHNICAL COLLEGE

Clearwater Campus

Follow-Up Plan

Completers & Employers of Completers 2026-2027

PCS PINELLAS COUNTY SCHOOLS

Pinellas Technical College, Clearwater Campus

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Follow-Up Plan

Completers & Employers of Completers

The Mission of Pinellas Technical College-Clearwater Campus is to provide students the opportunity to develop national workplace competencies to fill the needs of business and industry. Pinellas Technical College-Clearwater Campus believes that an effective plan for following up on program graduates and completers with marketable skills is essential for accreditation and other mandated reports.

Responsibility and Coordination of Follow-up Activities

Program instructors, Student Services Personnel, and the COE Accreditation Office are responsible for the coordination of all follow-up activities.

Collection of Information from Completers and Employers of Completers

The collection of information from completers and employers of completers is accomplished by utilizing several collection methods. This information is gathered through the following methods:

1. When a completer exits a program, the instructor completes an electronic withdrawal form; the form contains the appropriate withdrawal code and employment data, if applicable, and submits it:
    a. to their Program Assistant Director for review. The Assistant Director then forwards the form to
    b. the Student Records Office to be entered into the Pinellas County Schools' Student Management System (FOCUS).
    c. the Curriculum Coordinator and other identified staff for their use in maintaining completion, placement, and certification data in the COE Accreditation files.
2. Graduate/Completer Follow-up Survey

    COE Accreditation Office: upon receiving a withdrawal form or COE Placement Update form containing program completion or employment information from the guidance office, the COE accreditation office enters the survey responses into Survey Monkey and data is shared with administration and instructors.
3. Employer Follow-up Survey
    a. COE Accreditation Office: upon receiving the withdrawal form or a COE Placement Update form containing employment information, a survey that includes the student's name and program attended, along with a self-addressed envelope, is sent via the US Postal Service to the employer.
    b. Returned and completed employer survey responses are entered into the employer survey in SurveyMonkey and populated. This data is then shared with the administrators, instructors, and Occupational Advisory Committee members.

Routine Follow Up of Graduate & Employment Placement with Instructors

1. Throughout the school year, the COE Accreditation Office creates completer and employer placement reports using the current placement data from the Student Management System (FOCUS)
   a. The reports are shared with the program instructors and administration for their review to identify any changes, additions, or deletions.
   b. Revisions and applicable documentation are submitted to the COE Accreditation Office and the Student Records Office to update the data in the Student Management System at the end of each school year. The instructors review the graduate/completer employment placement and if applicable, licensure data maintained in the Student Management System, to review for accuracy, their current placement/completion/licensure rates.

Evaluation of Follow-up Data & Availability

The results are a component in the planning and decision-making process to ensure continuous improvement of the program.

1. Final graduate completer and employer survey summary reports are created, forwarded to the administrative team and to the applicable instructor(s), and a copy placed in the COE files in the COE accreditation office. The COE Annual Report uses this data. As of 26-27, the COE now reviews the average completion and placement rates of all the programs for their institutional data requirement.
2. The administrative team reviews the graduate completer and employer follow-up survey results with the program instructors during program meetings
3. The program instructors share and discuss the survey results with their program advisory committee members and log into meeting minutes.

ACTIVITY	ACTION	TIMELINE
Student Management Advance Reports	At the request of the COE Accreditation Office, reports containing the status of the student i.e. graduate/completer and employment data are created from the student management system.	Ongoing
Completer Follow-up Survey	The survey is included as a part of the Application for Certificate and Request for Transcript form. Once received, this information is given to the COE accreditation office for tracking.	Ongoing
Employer Follow-up Survey	An employer follow-up survey is mailed to the student's employer as listed on the withdrawal form. Responses are logged into our tracking system.	Ongoing
Instructor Follow-up of Student	When a non-employed student graduate/completer leaves a program, instructors contact the students using various methods, such as email or phone call, to gather updated employment and other vital information. This information is shared with the COE Liaison for reporting.	After the student terminates enrollment from the program

Computer Updating	New or corrected completion, placement, licensure information is updated in the Student Management System when received from the instructor. The COE Accreditation Office maintains completion, placement, and licensure rates information and uses it to complete the COE Annual Report for completion, placement, and licensure rates.	Ongoing

PINELLAS TECHNICAL COLLEGE-CLEARWATER CAMPUS
STUDENT WITHDRAWAL FORM
Send to the Program Administrator and Randl Canfield

Student Name - First _____ Middle _____ Last _____

Student ID Number _____ EMAIL ADDRESS _____

NEW mailing address if student has moved _____ Telephone Number _____

Program Information _____

Last Date of Attendance Month ▼ Day ▼ 2027 ▼

Withdrawal Code _____

Reason for withdrawal: _____

Check all OCP's completed and check Program Completer if student has completed all coursework and has met TABE requirements.

☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G
☐ Met TABE Requirements
_____ Guidance

☐ Exempt by: Degree/Industry Certification/HSdiploma/Passed licensure Exam/Disability

Full Program Completer: ☐ Yes ☐ No
Industry Certifications Received: _____

Financial Aid Verified: ☐ YES

Dual Enrollment Student: ☐ YES

Comments: _____

Is Student continuing their training/education? ☐ Yes ☐ No
If so, at what school? _____

Is the Student presently employed? ☐ Yes ☐ No
Is the work related to your training? ☐ Yes ☐ No
Date Student Began Work: _____

What is the name of the Company the student works for? _____
Company Address _____
Work Phone Number _____
Student's Job Title _____
Supervisor's Name _____

Date _____ Instructor's Name _____ Modified 5-26

Revised 7/26

PTC-Clearwater
COE Annual Report - Placement Update Form
(Use only for completers, graduates, and other withdrawals)

Student Name:				
	Last	First		Middle
Student ID #:		Program Name:		
Date:		Program Number:		

A. Training Related Placement (select one):

☐ Student is entering military service
Branch: _____

☐ Student is continuing education/training
School: _____

☐ Student is employed related
Start Date: _____ Employer Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Work Phone: _____ Job Title: _____ Supervisor's name: _____

If needed, explain relationship to curriculum:

B. Unavailable to Attain Credential or be Employed (select one):

☐	Pregnancy	☐	W37: Child Care Problems
☐	Caring for ill family members	☐	W38: Family Related Problems
☐	Incarceration	☐	W39: Time/Schedule Conflict
☐	W35: Serious health-related issues (physical/mental/behavioral)	☐	W49: Address Change/Left Area
☐	W36: Transportation Problems	☐	Death
☐	Other (Specify):		

Note: Other reason must be approved by administration

C. Refused Employment (select one):

☐ Failed to keep interview appointments
☐ Refused employment offer in the field of related instruction
☐ Enrolled in the program of instruction strictly for personal use

Student Signature: _____
Date

For B and C, Please provide a brief description of the student's specific situation:

Documented By
Instructor's Name: _____
Date

Send to the Program Administrator and Randi Canfield

PINELLAS TECHNICAL COLLEGE
Opportunity starts here

PINELLAS TECHNICAL COLLEGE
APPLICATION FOR CERTIFICATE & REQUEST FOR TRANSCRIPT

Student Name (Please Print): Click or tap here to enter text.

Your name will appear on the certificate just as you have written it here.

Address: Click or tap here to enter text. City: Click or tap here to enter text. Zip: Click or tap here to enter text.

Email address: Click or tap here to enter text. Telephone #: Click or tap here to enter text.

Program Name: Click or tap here to enter text. Date Studies Completed: Click or tap to enter a date.

****

INSTRUCTOR DIRECTIONS: Please check which items the student is eligible to receive.
Instructor must sign below.

☐Certificate of Program Completion This certificate is awarded to a student who meets state literacy requirements and satisfactorily completes all required occupational completion points for a state identified career technology program.

☐ Certificate of OCP Completion This certificate is awarded to a student who is withdrawing from school and has not completed the entire program but has completed the following OCP's Click or tap here to enter text. State literacy requirements must be met for all completion points.

☐Certificate of Attendance This certificate is awarded to a student who is withdrawing from school and is requesting documentation of attendance.

☐Industry Certification(s) Earned Click or tap here to enter text.

Click or tap here to enter text.

Instructor's Signature: Click or tap here to enter text. Date: Click or tap to enter a date.
This form will not be accepted without the instructor's signature.

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STUDENT DIRECTIONS: Student must submit this form to the Counseling/Student Services Office to complete the process.

☐ Counselor: Student HAS ☐ HAS NOT☐ met the State of FL basic skills requirement. Code Click or tap here to enter text.

☐ Financial Aid: Student understands the responsibility for the repayment of student loan obligations from any institution of higher learning. No academic transcripts will be released if student is in default of student loan obligations or other school obligations. If Pell has been designated as payer of tuition, was all tuition deducted from Pell Checks? Yes☐ No☐ Does student owe money back to Title IV? Yes☐ No☐

PLEASE NOTE: Certificates are not printed until the withdrawal form is received in the Records Office and all paperwork is updated. The process includes verification of completion, tuition payments, financial aid release, printing, signatures, and mailing. This process can take up to four weeks.

Date Mailed: Click or tap to enter a date. Clerk: Click or tap here to enter text.

Federal law (FERPA) requires the student's signature to release any student information.

Student Educational Records Manual (Electronic Edition) c 2012, page 10 "Consent for the disclosure of student information must be provided in writing. The written consent should state the specific activity (e.g., access to, release of, transfer of education records), identify the records, and name the person or agency approved to receive the student information."

Student Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Reviewed 03/26

2026-2027 Program Completion Survey

Please scan QR code or click link below for program completion survey.

https://www.surveymonkey.com/r/NZ6M3K6