PINELLAS TECHNICAL COLLEGE

Clearwater Campus

Student Services Effectiveness Plan 2026-2027

PCS PINELLAS COUNTY SCHOOLS

Pinellas Technical College, Clearwater Campus

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Mission Statement

Provide updated and accurate information regarding the programs and procedures at Pinellas Technical College. School Counselors help guide individuals through the decision-making process with the goal of career employment and self-sufficiency. School Counselors prepare and guide students in making appropriate career and life choices that will help them meet or exceed the challenges of the 21st century.

Coordination of Services

The Department Head is responsible for managing and integrating resources for students among the various departments within student services. The Department Head also analyzes the effectiveness of the services provided, apprise administration of any proposed changes, maintains department records, and develops a system for effective problem solving of student issues that utilizes the full scope of resources available to promote academic success and positive social-emotional development among all students.

Career Guidance and Counseling Services

Counseling is a vital part of career and technical education. The goal is to match students with the most appropriate program available at PTC. Each career technical program has a designated School Counselor that assists students with academic and socio-emotional issues. School Counselors provide information and resources to students on a variety of topics ranging from career development to financial assistance. School Counselors help students explore their strengths, interests, and personality type to determine possible careers based on these traits. School Counselors monitor and track their student's academic performance. School Counselors work in conjunction with instructors to discuss the strengths and needs of students who need support to develop strategies and interventions using the Student Academic Support and Coaching (SASC)form, which is monitored over time to ensure student engagement and successful program completion.

Academic Testing

Students who enroll in a program offered for career credit of 450 hours or more are required to complete a basic skill assessment within the first six weeks after admission into the program. Students who do not achieve the minimum level of basic skills required for completion of their Career Technical program will not be awarded a Career Certificate of Completion upon completion of their program requirements. If a student does not meet minimum scores on one of the tests, he/ she may use another state approved test to meet the skill area requirement. It is acceptable to combine scores from more than one test. The purpose of the basic skill assessment is to determine whether a student has the basic skills necessary in their chosen CTE program. Students needing academic skill enhancement will be directed to services on-campus for remediation. For some programs, the basic skills assessment completion requirement is waived if a student passes an identified licensure examination or certification. The student could then be eligible to receive a Certificate of Program Completion. The basic skill requirements for CTE programs are **exit requirements**. Test scores are valid for two years. Students with disabilities who self-identify must provide documentation for testing accommodations.

Enrollment

Students who are at least (16) years of age and not currently enrolled in a secondary education program, are considered adult students. Most of our programs start five times per academic school year: August, October, January, March, and June.

As part of the general admissions process, prospective students meet with the Program Counselor, complete a program interview or shadowing, apply for financial aid and if applicable, take the basic skills assessment. Program Counselors are responsible for ensuring that all students enrolled in a Career Technical (CTE) program that is 450 hours or longer have taken the basic skill exit requirement either by eligible exemption or by examination within six weeks of initial enrollment.

Family Rights and Privacy Act (FERPA) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." More information can be found at their website. http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Dual Enrollment

Career Technical Education (CTE) dual enrollment allows students to try out different career paths with hands-on experience and the opportunity to earn industry certifications at no cost. This applies for public, charter, and home school students. In collaboration with the district's High School Counselors, the Program Counselor for dual elective enrollment works with rising juniors and seniors to enroll in postsecondary courses at PTC that provide weighted credit towards both high school graduation and a career technical program certificate. Rising juniors and seniors must meet the minimum unweighted grade point average of 2.0 or 2.5 for medical programs, to apply for dual enrollment.

Disability Services

PTC is an Equal Access/Equal Opportunity institution that complies with the Americans with Disabilities Act (ADA) and the Section 504 of the Vocational Rehabilitation Act of 1973. Procedures are in place to protect the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Students with disabilities are eligible to enroll into all PTC programs and can participate in services and activities without discrimination. Under ADA, PTC is not allowed to accept or request any information about a student's disability, students must self-identify the disability for which they are requesting accommodation and provide documentation in order to receive services.

Career Assessment and Placement Services

Career assessments are a systematic process of evaluating the career abilities, interests, and aptitudes of the students to aid in making informed decisions about their career choice. Career assessments, such as O*Net, are transparent and provide in-depth results to students. Pinellas Technical College staff members are responsible for implementation and coordination of placement and follow-up services. Current job listings are posted in Student Services; students can also access job opportunities via Career Rocket, which is an internal online career development system specific to Pinellas Technical College, that enrolled students may use.

Evaluation

Pinellas Technical College Student Services utilize surveys to evaluate the effectiveness of student services which includes admissions, academic support services, school counseling, career services, the bookstore and financial aid. Enrolled students who have completed their CTAE program are required to submit a Program Graduate/Completer Follow-Up Survey when they apply for their certificate of completion and request a transcript. Students also participate in an online student satisfaction survey. Both surveys provide an opportunity for students to give feedback on the effectiveness of PTC-CLWTR Student Services and help to identify areas of improvement. Survey results are shared with PTC-CLWTR staff and Institutional Advisory Committee (IAC) at faculty and IAC meetings.