PINELLAS TECHNICAL COLLEGE

- 2026-2027 CATALOG | ST. PETERSBURG

PCS PINELLAS COUNTY SCHOOLS

ST. PETERSBURG CAMPUS

901 - 34th Street South
St. Petersburg, Florida 33711
(727) 893-2500 • Fax (727) 893-2776
Pinellas Technical College
www.myptc.edu

Dr. Jason Shedrick, Campus Director

A message from the Director. . .

At Pinellas Technical College, we are committed to providing our local community with high-quality, affordable education and training that prepares individuals for success in today's workforce. Whether you're looking to start a new career, advance in your current field, or gain specialized skills, Pinellas Technical College has a wide range of programs designed to meet your needs. Our hands-on career training programs are designed to provide real world practical skills in a variety of fields. In addition, our flexible scheduling options include day, evening, and online programs to accommodate your personal and professional commitments. Many of our programs lead to industry certifications, giving our students a competitive edge in the job market. We have strong ties to our employers, ensuring that our training programs align with the current job market and community needs. We focus on producing skilled professionals who are ready to contribute to the growth and success of the workforce. Let's take the first step toward a brighter future together.

The School Board of Pinellas County, Florida

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Dywayne B. Hinds. Sr., Ed.D.
Area Superintendent, Area 3, EAS, and CTAE

The mission of the Pinellas County School Board is to provide the best opportunities for all students to succeed by adopting policies that ensure continual improvement of highest student achievement, safe learning environment and effective, efficient operation.

Federal guidelines require that states have a zero-tolerance law regarding substance abuse, guns and crime.

Florida Statute 1006.13 mandates that "each school district shall adopt a policy of zero tolerance for crime and substance abuse…." That law further requires that expulsion be recommended for any student at school or at a school function with a firearm or weapon, as defined in Chapter 790 or any student making a threat or false report as defined by state statute 790.162 and 790.163. In fulfilling this statutory requirement, we have incorporated the specified legal definitions into the language of Pinellas County Schools' Code of Student Conduct for Postsecondary Career, Technical, and Adult Education (CTAE). In complying with the law, the Pinellas County School Board defines **zero tolerance** to mean that certain kinds of misconduct will always lead to a disciplinary consequence. For certain misconduct, administrators have discretion as to discipline and penalties and for others the School Board has mandatory penalties. All of these policies have been enacted to ensure that the student is safe and has every opportunity to benefit from instruction.

Pinellas County Schools (PCS) is an equal opportunity institution for education and employment. It is the policy of the School Board of Pinellas County that each student, regardless of race, color, creed or religion, sex, marital status, national origin, age, disability, or sexual orientation has the right to an opportunity for an education.

Paula Texel, Chief Human Resources Officer, Human Resources (Office of Equal Opportunity)
301 4th Street, SW, Largo, FL 33770; (727) 588-6000

This publication can be made available in large print or audio tape versions to persons with disabilities. Requests should be made to Pinellas Technical College -St. Petersburg, 901 34th Street S, St. Petersburg, FL 33711 (727) 893-2500. Please include your name, address and telephone/ TDD number with your request.

Opportunity starts here

St. Petersburg Campus
901 - 34th Street South
St. Petersburg, Florida 33711
(727) 893-2500 • Fax (727) 893-2776
www.myptc.edu

Vision
Our communities' first choice for technical training.

Mission
Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.

Pinellas Technical College-SP is accredited by the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898 or 1 (800) 917-2081, FAX (770) 396-3790. www.council.org.

As part of the Pinellas County School district, Pinellas Technical College-SP is accredited by Cognia. Cognia is the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and School Council on Accreditation and School Improvement (SACS CASI).

Pinellas Technical College -SP is alliance member of the Commission on International and Trans-Regional Accreditation (CITA).

Most Pinellas Technical College programs are further accredited by a professional accrediting body and/or approved by a licensing or certifying agency. These program accreditation, licensing, and certifying agencies include:

- American Dental Association, Commission on Dental Accreditation
- American Welding Society (AWS)
- Automotive Service Excellence (ASE)
- Commission on Accreditation of Allied Health Education Programs Florida
- Florida Department of Business and Professional Regulation
- Florida Department of Highway Safety and Motor Vehicles
- Florida State Board of Cosmetology
- Florida State Board of Nursing
- International Association of Healthcare Central Service Material Management (IAHCSMM)
- International Collision Auto Repair (ICAR)
- National Commission for Certifying Agencies (NCCA)

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The announcements, information, policies, rules, regulations, and procedures set forth in this catalog are for information only and are subject to review and change without notice.

GENERAL INFORMATION

School Profile

The Pinellas County School System, which has enjoyed a positive leadership role in the state of Florida in the area of technical training, has two top-quality area campuses.

The St. Petersburg campus, originally known as the Manpower Development Training Center, was located at Bayboro Harbor. It was moved to the vacated Gibbs Junior College campus in 1967

and called the City Center for Learning. In 1977, the current facility was completed and named St. Petersburg Vocational Technical Institute.

In 1990, the two campuses became known jointly as the Pinellas Technical Education Centers (PTEC). Both campuses are full-service institutions providing quality, comprehensive services to students for career preparation and continuing education for career skills.

In August 2014, the school board of the Pinellas County School district voted to change the name of Pinellas Technical Education Centers to Pinellas Technical College (PTC).

Pinellas Technical College students are expected to be active members in SkillsUSA, a career technical student organization (CTSO). SkillsUSA encourages community service and professional development of leadership and technical skills. Skill and leadership contests are held annually beginning at the local level and continuing through international competition for selected events. Other CTSO organizations are available for student participation in addition to SkillsUSA.

Pinellas Technical College alumni are in demand in the local job market. Business and industry continue to request Pinellas Technical College graduates because of their quality technical skills. The PTC Alumni Association mission statement is to actively recruit prospective and former students, to promote academic scholarship and workplace readiness, to improve student retention through mentorship, and to facilitate social and professional networking that fosters life-long engagement in campus initiatives.

Pinellas Technical College offers numerous technical programs and short-term training. Evaluating the needs of industry is a continuous process, and programs are established to satisfy industry's training requirements. The college campus is a public, co-educational and equal opportunity facility legally authorized by the School Board of Pinellas County and the Florida State Department of Education to provide occupational education beyond high school. Pinellas Technical College is committed to providing quality educational opportunities that meet the changing labor force needs of business and industry.

Institutional Advisory Committee (IAC)

The Pinellas Technical College Institutional Advisory Committee (IAC) is composed of representatives of business and civic and community organizations; the campus directors; an instructor, a staff member, and student representatives elected by their peers from each campus. The majority of the members are persons who are not employed by the school district. The composition of the IAC is mandated by the Florida State Statute, Title XLVIII, Chapter 1001.452 to be reflective of the community the school serves. The IAC aids in the annual process of needs assessment, data review, and development of improvement objectives that focus on preparation of students to fill jobs in demand in the community.

In addition to the IAC, each training program has an occupational program advisory committee or apprenticeship committee comprised of professionals working in the specific training program. Input from these committees ensures that desirable, relevant, and current practices are taught for each program.

The SAC and program committees are an extremely important element of Pinellas Technical College's success, bringing the expertise of more than 250 business and professional organizations to the Pinellas Technical College career education mission.

St. Petersburg Campus

Monday – Thursday 7:00 a.m. – 9:00 p.m.
Friday 7:00 a.m. – 4:00 p.m.

2026-2027 Calendar

Tuesday, August 11 ..... *Classes begin – Term 1
Monday, September 7 ..... Labor Day Holiday – school closed
Monday, October 12..... School closed for students
Monday, October 13 ..... *Classes begin – Term 2
Wednesday, November 11..... School closed for students
Monday - Friday, November 21 – 29 ..... Thanksgiving Holidays – school closed
Monday, December 19 – Friday, January 3..... Winter Holiday – school closed
Monday, January 4.....School closed for students
Tuesday, January 5 ..... * Classes begin – Term 3
Monday, January 18..... Martin Luther King, Jr. Day Holiday – school closed
Monday, February 15..... School closed for students
Monday-Friday, March 13 - 21..... Spring holidays – school closed
Monday, March 22.....*Classes begin – Term 4
Monday, March 26 ..... School closed for students
Friday, April 23..... .... School closed for students
Monday, May 31.....Memorial Day Holiday – school closed
Tuesday, June 1.....*Classes begin – Term 5
Monday, June 7.....Four-day week begins
Thursday, Julye 15 .....Last day for summer classes (pending board approval)

***Some programs due to licensure requirements, off-site locations, and other extenuating circumstances necessitate alternative scheduling. Please see a Professional School Counselor in the Student Services department for specific program start dates.**

ADMISSION

Enrollment

Students, who are at least 16 years of age and not currently enrolled in a secondary education program, are considered adult students. Students are expected to enroll on a full-time basis each fee period. With documentation and administrative approval, a student may be eligible to enroll on a half-time basis.

1. All students must be registered by the 3rd day of the term. Anyone not registered by the 3rd day of the term will have to request an exception from an administrator. Only continuing students are eligible for a fee extension.
2. Students enrolling after the first day of the term will be charged from the first day of the term, and fees will not be prorated. Students will also be counted absent for days missed since the start of the term.
3. Program and schedule changes need administrator approval.
4. These deadlines and processes apply to most Pinellas Technical College full-time programs. Programs with articulation expectations among programs or which otherwise require students to move among programs at times other than term start dates are exempt from these deadlines and processes.

Admissions Policy

Individuals 16 years of age or older, including those who have not earned, or are committed to earn, a high school diploma or equivalent, and have the desire to complete a technical education, may be admitted to Pinellas Technical College. Pinellas Technical College complies with the Americans with Disabilities Act (ADA) regarding students with disabilities who provide official documentation. Reasonable accommodations are made for special needs students. Pinellas Technical College is committed to the principles of competency-based education and strictly adheres to Pinellas County Schools' Nondiscrimination Policy.

The curriculum in each training program is developed to meet state and industry standards.

Dual-Enrollment

The Dual-Enrollment Program enables students to earn credit for graduation by participating in academic classes in their home high school part-time and participating in technical training at Pinellas Technical College, or their home high school campus if available part-time. Dual-enrollment is available to juniors and seniors at least 16 years of age with a minimum 2.0-weighted grade point average (GPA) or 2.5 GPA for medical-related programs. Some high schools start this technical training in sophomore year. The process for admission to the Dual-Enrollment Program begins with a meeting between the high school student and high school counselor, as well as completing a dual-enrollment application.

Residency for Tuition Purposes

State Board Rule 6A-10.044 establishes consistent policies for the classification of students as residents for tuition purposes in accordance with criteria set forth in Section 1009.21, F.S. Students are classified as residents, nonresidents, or foreign nationals for the purpose of assessing tuition fees. The burden of providing clear and convincing documentation that justifies the institution's classification of a student as a resident for tuition purposes rests with the student or, if the student is a dependent, his or her parent. For documentation to be "clear and convincing," it must be credible, trustworthy, and sufficient to persuade the institution that the student or, if that student is a dependent, his or her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for at least twelve (12) consecutive months prior to classification - SBR 6A-10.044(3). To establish legal residency in the state of Florida, the applicant must provide two forms of documentation for proof of residency (with an issue date of a year earlier) – for example:

- Driver's License or State Issued ID

- Vehicle Registration
- High School Transcript
- Voter Registration Card

For a complete list contact us.

General Admission Process

- Meet with a Professional School Counselor to discuss program interests and requirements.
- Take the state basic academic skills test or provide a qualifying exemption.
- Interview or shadow with program of interest.
- Apply for financial aid.
- Confirm your residency status by providing two forms of documentation for proof of residency (driver's license, state issued ID, voter registration card, vehicle registration, utility bill, etc.).
- Choose a program.
- Complete specific program requirements.
- Register and pay for classes.
- Begin classes.

Registration

Pinellas Technical College offers career and technical training programs for students to obtain entry-level employment related to their chosen field and continuing education classes to update or enhance students' current skills.

Career and technical training programs are divided into occupational completion points (OCPs). OCPs are courses or career ladders within programs. Students obtain competencies associated with job titles and employment opportunities that exist in training areas. Programs that contain multiple OCPs provide options for students who may not complete the entire program but would exit with marketable skills leading to employment. The more OCPs students obtain within their program, the more opportunities exist for employment advancement and earning potential.

Continuing education classes are scheduled throughout the day and evening hours. They range from short-term classes intended to enhance skills to longer blocks of instruction that cover an entire OCP within the career and technical training programs. Pinellas Technical College can create and tailor continuing education and technical training courses to meet the requirements of businesses and professional organizations.

General Education Development (GED) and Adult Basic Education (ABE) classes are available both day and evening at various times to those students who have made a commitment to enter a career technical program. Online GED instruction is also available to accommodate students' varied work schedules and specific learning needs.

Readmission Procedures

For readmission after a student withdraws from a program, students must meet with the program's school counselor who will assist with registration forms and literacy testing. A meeting with the instructor may be required before re-entering a program.

Distance Education

Pinellas Technical College offers distance education (online) courses and programs that fall into two major categories: programs and courses that are completely online and can be completed 50% or more off-campus, and programs and courses identified as partially online or hybrid. A hybrid program can have up to 99% percent of the curriculum available online which is designed to be completed off-campus. Each student is responsible for having a computer or access to a computer, software programs required for the course/program, and Internet access.
Online learning offers a flexible, convenient format while maintaining the same standards of instructional quality as our traditional programs. In addition, all online Career Technical Education (certificate) programs have the same accreditation, transfer, and articulation as traditional programs. Financial aid is available to eligible students enrolled in distance education programs with the exception of students eligible for veterans Chapter 35(VA) educational benefits. Please refer to the Financial Information section of the catalog for further clarification on this topic.

So how does online education work? Online education means that you complete your work within a specific timeframe. While there will be deadlines and due dates, you are largely on your own when it comes to setting up a study schedule, a format that works well for some but creates trouble for those prone to procrastination. Each week there are a number of required assignments and weekly self-reporting of your active participation. Engagement with classmates and your instructor will take place on-line. Some programs may require class time a multiple times a month.

At Pinellas Technical College, online learning is about more than using Internet tools. Distance education students have access to the same full range of services as traditional students including academic and career advising, financial aid, and job placement. The distance education faculty and staff recognize the unique needs and circumstances of online students from at-home parents to full-time workers to out-of-area learners. Pinellas Technical College's distance education department strives to help students be successful in their online learning experience to meet their educational, personal and career goals.

Each program's distance education status can be found on the program's page on the school's website and in their program description in the school's catalog.

Each student is responsible for having a computer or access to a computer, software programs and keyboarding skills as required for the course/program, and the following minimum information technology (IT) requirements:

- High speed Internet connection, latest
- Latest version of an Internet browser such as Internet Explorer, Firefox, or Google Chrome (preferred for Blackboard)
- Latest version of Adobe Acrobat Reader (free)
- Latest version of JAVA software (free)

Course Intent/Definition

Programs are comprised of a planned sequence of instruction consisting of one or several courses. This structure allows students to complete specified portions of the program for employment or continue for advanced training. A student who completes the applicable competencies at any

occupational completion point (OCP) may either continue with the training (working toward a Certificate of Program Completion) or become an occupational completer. The intent for all career technical students is to be employed in a job-related field within the first six months after completion.

Career Technical Certificate Program

Students who complete all required courses for a state identified job preparatory program and meet state basic academic skills requirements, as assessed by a state approved basic skills assessment, will be awarded a Certificate of Program Completion. Students receive grades, transcripts and certificates. Upon request, students who exit prior to program completion may be given a certificate to verify courses mastered, pending all financial obligations are met.

State basic skills requirements must be met for all completers of terminal occupational completion points. When a program branches with multiple specialties, a terminal OCP - as identified by the Florida Department of Education (FLDOE) - counts as full program completion. In this case, the student must also meet the basic skill level requirement.

The goal of Pinellas Technical College's career and technical programs is an industry-recognized credential or professional license. Where certifications or licenses are linked to a career, Pinellas Technical College's goal is to prepare graduates of that career technical program for the certification or license exam. In some cases, Pinellas Technical College proctors the exams. Specific certification and license requirements are available from Pinellas Technical College counselors and program instructors.

Fee-Based Instruction

Short courses are designed to provide students with instruction that does not result in a career technical certificate. The content may vary as a result of industry and student needs. Instruction in these courses is for students training for license or certificate renewal, new or expanding businesses, retraining of employees whose occupations are changing so rapidly because of the products or services the employers offer, or for students who are enhancing occupational skills necessary to maintain current employment, cross train, or upgrade employment. Students who require confirmation for employment must submit their request in writing to the Records Office while still enrolled in the course. Records will verify completed courses and issue official documentation. Fee-based instruction courses are noncredit, non-transferable and no transcripts are maintained by the school.

The intent of the course/instruction determines whether a student is enrolled as a career and technical certificate student or a fee-based instruction student.

Transfer Policy

The programs offered at Pinellas Technical College are primarily designed to prepare students for entry into the job market or to give students the opportunity to improve skills and prepare for advancement in their current employment. An incoming student who has previously attended another accredited postsecondary institution may provide an official transcript for credit evaluation. Acceptance of credit completed at another institution will be appropriately awarded provided it occurred during the past three (3) years. A student must present an official transcript

from an accredited postsecondary institution and have the credits accepted toward the current program prior to enrollment in order to determine the appropriate length of the program.
Additionally, credit may be given for work experience after evaluation and documentation of skills. Documentation of work experience that occurred during the past three (3) years must be done prior to enrollment. Documentation of work experience can take many forms and is best if clearly related to and identified with course objectives. The following are examples of acceptable documentation:

- Current license in the field of enrollment, supported by performance standards for acquiring the license.
- Current certification in the field of enrollment.
- Samples of work produced.
- Evidence of training undertaken and completed with description of objectives achieved and learning outcomes.
- Documented and validated volunteer work.

Students may transfer between programs within Pinellas Technical College after consultation with a counselor and completion of new registration form. The Counselor's recommendations may include computerized assessments, shadowing, and/or an instructor interview to help the student make the appropriate choice.

Student Orientation

The orientation provides students general information about the policies, functions, and personnel of the institution. Orientations are held at the beginning of each term. Specific program information is provided by the instructor.

STUDENT SERVICES

Mission Statement

The mission of Student Services is to provide updated and accurate information regarding the programs and procedures at Pinellas Technical College. The staff helps guide individuals through a decision-making process with the goal of career employment and self-sufficiency. They prepare and guide students in making appropriate career and life choices that will help them meet or exceed the challenges of the 21st Century.

Career Guidance and Counseling Services

Counseling is a vital part of career and technical education. Counseling is an on-going process aimed at assisting students with the gathering of information about careers as well as themselves, their aptitudes, interests and abilities. The goal is to match the individual with the most appropriate career program available at Pinellas Technical College. Students and prospective students are encouraged to use a variety of resources (public libraries, Internet, and catalogs) to research information about careers.
Counselors are also available to assist students with academic and personal counseling issues. Counseling services focus on the needs of the total individual bringing together the resources of the school and the community to achieve the desired goals. Students may request to see counselors on an appointment or walk-in basis.

Career Assessment

Career assessment is a systematic process of evaluating the career abilities, interests, and aptitudes of the student to provide assistance in making informed decisions about a career choice.

Career planning services enable students and prospective students to receive personalized support in selecting career paths which will maximize their chances for success.

Academic Testing

Career and technical certificate students must be tested within the first six weeks of program enrollment, unless they are exempt.

A state approved assessment of basic academic skills is the instrument used to process new applicants. It is a standardized academic achievement test measuring achievement in reading and mathematics. The purpose of the basic skills test requirement is to determine the need for academic skill enhancement to ensure success in a chosen career path. Students needing academic skill enhancement will be directed to services on-campus, so they will meet the academic proficiency exit requirement for their career program.
Students must meet State literacy requirements for reading and mathematics on the basic skills assessment, as well as program specific requirements to receive either a certificate of program completion or terminal completion points.

Fee-based instruction students, apprentices, and students enrolled in programs less than 450 hours are not required to take the basic skills assessment.

Testing Services

Testing centers are located on both campuses with day and evening hours available. Please call Student Services for the testing schedule and to find out what tests may be required to enter your chosen program.

The following tests are given in the Testing Center:

- Florida Ready to Work – tests for rating in three work skill categories: Reading for Information, Applied Mathematics, and Locating Information
- National Healthcare Association (NHA) certification exam for Certified Billing and Coding Specialist (CBCS)
- Comprehensive Adult Student Assessment Systems (CASAS)
- Test of Essential Academic Skills (TEAS) – entrance exam for the Practical Nursing program
- Test of Essential Academic Skills (TEAS) V for Allied Health – entrance exam for all allied health programs
- Surgical Technology PSI
- National Center for Construction Education and Research (NCCER)
- ESCO – HVAC and Electricity

Employability Skills

Employability skills along with job knowledge and job skills are provided to students as part of their training program. Students are instructed in job-seeking and job-keeping skills and appropriate work habits and attitudes.

Employment Assistance

Employers seeking to hire students provide information on positions available to our Placement Coordinator through an online job board called Career Rocket, that is then forwarded to instructors via the school network and posted on bulletin boards.

Technical program instructors, in conjunction with advisory committee members and business community contacts, also assist with job placement by referring students to potential employment opportunities. In addition, Pinellas Technical College partners with CareerSource Pinellas to assist in the placement of Pinellas Technical College graduates. CareerSource Pinellas, a local agency and part of Workforce Florida, Inc., develops strategies to target the needs of employers and matches them to job seekers. Student placement rates are available at **www.fldoe.org/Fetpip**.

Articulation with High Schools and Colleges

Pinellas Technical College articulates with Pinellas School District high schools and select colleges in various programs. Articulation agreements assist students in making a smooth transition from one level of education to another, develop a career path between institutions, and avoid duplication of coursework. More information on articulation agreements is available on the website or from the program instructor.

Commencement Exercises

Pinellas Technical College conducts commencement and GED exercises annually. All students who complete technical programs throughout the school year are highly encouraged to participate in the ceremonies. Caps and gowns and other graduation items are available for purchase in the bookstore. Friends and relatives of graduates are invited to attend the ceremonies.

Students with Disabilities

Adults with disabilities are eligible for enrollment into all Pinellas Technical College programs/courses. Reasonable accommodations are available to students with documented disabilities. Contact the appropriate program counselor for additional information.

Pinellas Technical College complies with the Americans with Disabilities Act (ADA), which protects United States citizens who possess physical or mental disabilities.

Services for the Hearing Impaired

The sign language interpreter services office provides an interpreter upon request to facilitate communication for students who are deaf/hearing impaired. The interpreter is present during orientation, testing, counseling, and classes to accommodate the student and staff members.

Bookstore

Textbooks and other supplies may be purchased through the online bookstore. Every attempt is made to have all required and recommended texts available the first day of registration. The

bookstore does not sell all program specific tools. The program instructor will assist and advise students regarding locations to purchase required tools.

Food Service

A vending area is available at each campus for beverages, sandwiches, and assorted snacks. The St. Petersburg campus offers hot food 2-3 days a week, prepared by the culinary students.

Academic Resources

The Technical Resource Center (TRC) provides support services for Pinellas Technical College's training programs. Adult students who have decided on a technical goal but lack the necessary basic academic skills may enroll in classes. The TRC provides continuing instruction once students are enrolled in technical training.

TRC offers flexible scheduling for busy adults; day and evening classes are available. Enrollment is open-entry, open-exit. All instruction is individualized and self-paced.

The Applied Academics for Adult Education Program (AAAE) is designed to upgrade and develop the job-related academic skills of the institution's technical students. The program's major objectives are to enhance the potential of the institution's students to be successful in their technical programs and in the workforce as well as to ensure compliance with the Florida legislature's academic competency requirements for exiting a career technical program as a completer.

Students enrolled in AAAE must maintain attendance and satisfactory academic standing consistent with the requirements for terminal completion points and program completion. For information on flexible online AAAE scheduling, see a counselor.

FINANCIAL INFORMATION

Fees/Expenses

Tuition for programs offered is established by the Florida Legislature and Pinellas County School Board. Current tuition rates are as follows:

Career Technical Certificate

$2.92 per hour for residents and $11.71 per hour for nonresidents/foreign students

Adult General Education (with or without diploma or GED)

Pinellas Technical College's adult education programs include a range of instruction that helps adults get the basic skills they need to be productive workers, family members, and citizens. The major program areas are Adult Basic Education, GED® Preparation, and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult education programs also help adult learners gain the knowledge and skills they need to enter and succeed in postsecondary education.

$45 for six months/$90 for a full year

Fee-Based Instruction

The fees for these classes will be based on the actual cost of each course and will be determined by the facility offering the course or CTAE administration for courses offered at all facilities.

Pinellas Technical College tuition and fees are collected upon initial registration and subsequent fee periods. Cash, personal checks, credit card (Visa and MasterCard), or money orders are accepted. Financial aid is available to those who qualify.

Fee Assessment

In addition to tuition, Pinellas Technical College programs and courses are subject to the following fees:

- Nonrefundable application/processing fee
- ID card
- Parking decal
- Books, tools, and supplies
- Career Technical Student Organizations (membership fees)
- Laboratory fees
- Equipment and facility usage fees
- Graduation fees
- Uniforms (as required by program)
- Certification or licensure exam assessments (as required by program)

Registration/Fee Payments

- Fee periods are identified on the school calendar.
- ALL students must come to Student Services Bookstore to pay fees **EACH TERM** - payment does not happen automatically.
- Tuition, lab fees, and facility fees are due by the first day of class of each term.
- If being funded by an outside agency, students must make sure the agency has all necessary paperwork in a timely manner. Pinellas Technical College does not send this information to the agency. Billing by each term may vary based on agreement with PTC-SP and the outside agency.

For FL Prepaid, please bring your card to each registration. Currently, only tuition fees are covered. Other fees such as lab, facility, ID Application, etc., should be paid out of pocket or through another type of financial aid.

Parking Facilities

Parking facilities are provided for student vehicles with a Pinellas Technical College parking permit, which is purchased as part of the enrollment process. Permits are valid from July 1 to June 30 within the same school year. Disabled parking is conveniently available at both campuses.

Student Identification

Students must purchase a photo ID as part of the registration process. Each student is required to always wear his/her ID badge while on campus as a method of student identification and attendance verification.

Refund Policy

- If a student withdraws for active military service, the student is given two options.
    - The student is given a full refund or credit and the withdrawal is noted for active military duty.
    - The student is given the opportunity to complete the course(s) at a later date without academic or financial penalty.
- A student may cancel an enrollment at any time before the commencement of a class and shall be entitled to a refund of tuition.
- Students who withdraw from their career technical programs qualify for a refund of tuition and lab fee (see Fees and Expenses). The withdrawal must occur within the first 10 class sessions or first 50 enrollment hours, whichever one occurs first. Notice of withdrawal must be submitted to the records office. See Teachers' Handbook for additional information. The withdrawal period begins with the entry date on the class registration form.
- Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines the student has withdrawn.
- Refunds will be issued for incorrect fee charges, classes that are closed due to low enrollment, or following an administrative decision to refund the student's program fees.
- The application fee, facility fee, parking permit and ID fee are nonrefundable.
- Tuition paid by Title IV funding (Pell Grant) will be refunded to the grant according to the Title IV policy.
- Agency scholarships and other student sponsors who provide financial funding to a student for the purpose of tuition and other institutional fees may request a refund if there is a credit balance remaining on the students' account after graduation, or a withdrawal within the 10-day refund period. The request must be in writing at the time the funding is sent to the College. If a request for credit refund is not on file, remaining credit balances will be refunded and disbursed to the student.
- Students enrolled in Fee-Based Instruction classes are not entitled to a refund once the class has commenced.

Note: Refunds, when due, are made without requiring a request from the student.

Financial Assistance

Financial aid, which consists of grants and scholarships, is available to eligible students and is used to help students meet their educational expenses. A comprehensive guide of available grants and scholarships and eligibility criteria is available in the Financial Aid office at each campus.

Verification

Student aid reports may be subject to verification of information either as directed by the U.S. Department of Education or the financial aid specialist. Students are responsible for providing requested documentation before financial aid is disbursed. Documentation required may be financial such as tax returns or personal such as social security cards and selective service registrations.

Financial Aid Appeal Process

All students are afforded the right to appeal eligibility determination as set forth in the Florida State Board of Education rule 6A-20.0371 as recorded in the Florida Administrative Code, under the authority of 1009.42(1) Florida Statute.

Veteran's Benefits

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

Veterans can attend 100% online, but their benefits will reflect this option.

Applicants' previous training and/or experience will be evaluated by the school to determine placement. Should hours be accepted, the training time will be reduced accordingly.

When the applicant has completed the enrollment procedures and begins classes, the Veteran Certifying Official will notify the VA by forwarding appropriate forms.

Veteran's Attendance Policy

Time missed due to early departures, class cuts, tardies, etc., for any portion of a class period will proportionately reduce the student's overall grade in the end of fee period calculation when determining satisfactory academic progress. Academic progress is calculated by dividing Standard Hours Completed by Enrolled Class Hours. Attendance is calculated by dividing Hours Attended by Enrolled Class Hours.
Veteran students must maintain a minimum of **80% attendance each calendar month** to remain in good standing. Students exceeding **20% absenteeism in a calendar month will have their VA benefits terminated** for unsatisfactory attendance.
Minimum attendance standards vary by program. If program attendance standards are greater than 80%, students must adhere to the higher standard. The following program standards are greater than 80%:

Practical Nursing: Minimum Attendance Requirements = 90%
Emergency Medical Technician: Minimum Attendance Requirements = 94%

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Veteran's Satisfactory Academic Progress Policy

Satisfactory progress is evaluated after each fee period. A probationary period begins the fee period following an unsatisfactory report for academics and/or attendance.

The Department of Veterans' Affairs will be notified by the school's Certifying Official if the veteran is placed on academic probation. If the VA student's academic progress is unsatisfactory at the end of the probationary period, the student's educational benefits will be terminated.

Veteran's Appeal Process

Students may appeal the denial status of their financial aid by submitting a written request to the Financial Aid Office detailing the student's personal mitigating circumstances. Some circumstances such as medical problems, illness or death in the family, or divorce shall be considered for an appeal. Appeals must be accompanied by documentation from a third party such as a family physician or lawyer. All appeals will be reviewed by the financial aid supervisor and an administrator. The student will receive a response to the appeal within ten days from the date the financial aid office receives all documentation. If the student finds this decision unsatisfactory, the student may appeal to the campus director. The campus director's decision on the appeal will be final.

Types of Financial Assistance

Federal Pell Grant - This aid is based on financial need and is available only to students who have not received a bachelor's degree or its equivalent. Students must have a standard high school diploma or GED. Unearned aid received must be returned as required under the Federal Return of Title IV Funds provisions (Title IV refers to the law that authorizes Pell Grant funds).

Scholarships - There are many scholarships available to students seeking a postsecondary education. The organization offering the scholarship establishes the eligibility criteria, which is usually based on financial need and/or academic achievement. Some agencies give preference to certain fields of study, minority students, and students from specific geographic locations. For high school students, contact your high school counselor for available scholarships.

Satisfactory Progress Requirements for Financial Aid Students

Students on financial aid follow the institution's qualitative and quantitative guidelines.

Return of Title IV Funds

Title IV funds (Pell Grant funds) are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a recipient of Title IV grant funds withdraws from school prior to the point when he/she was scheduled to complete 60.01% of the scheduled hours in the payment period for which assistance was awarded, the amount of Title IV grant assistance awarded to the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, post-withdrawal disbursement of the earned aid

that was not received will be requested. Examples of the Return of Title IV Funds policy are available in the Financial Aid office.

Gainful Employment

The U.S. Department of Education for Title IV federal student aid eligibility defines a Gainful Employment (GE) program as an educational program offered by an eligible institution that prepares students for gainful employment in a recognized occupation. Please see the individual program pages for program length, completion time, tuition costs, earning potential, field of employment, and certification/licensure information at https://stpete.myptc.edu/programs/st-petersburg-full-time-programs.

STUDENT INFORMATION

Academic Policies

A system has been developed whereby students must make sufficient progress toward meeting the requirements of a program. These requirements will assist students to achieve the necessary knowledge, skills, and attitudes to be successfully employed in their chosen career.

Attendance

Attendance is the priority to achieve success in the school and work environment. Students are expected to have regular and punctual attendance and to complete all assigned work in their program. Students must maintain good standing regardless of absences. Failure to remain in good standing may result in a student's loss of financial support and/or withdrawal.

Specific attendance policies may be required by individual programs to comply with Veteran benefits guidelines, State board rules, financial aid guidelines, and/or program standards. Students should refer to their program syllabus for specific attendance requirements. Students cannot be more than 15 minutes late to class. A student who is more than 15 minutes late to class will be turned away and marked absent for that day.

Other than official breaks, students who are absent for six consecutive school days will be withdrawn on the seventh day. Official breaks are those approved by the Board and include time off for Thanksgiving, winter, spring, and summer breaks.

Campus Safety and Security

Pinellas Technical College employs full-time armed School Safety Officers (SSOs) and can request the response of state certified School Resource Officers through the Pinellas County Schools Police Department as needed. While on campus the SSO is responsible for the safety and security of the campus from an active threat. Should an emergency occur law enforcement officers from local agencies will immediately respond to assist the SSO and Campus Police. The SSO, Campus Police, and private security services will be used to provide school-based security and maintain peace on School Board property.

Certificate of Attendance

This certificate is awarded upon request to a student who satisfactorily masters a required series of tasks but has not yet completed an occupational completion point (OCP), or to a student that has completed all OCPs but has not met the basic skills requirements.

Certificate of Completion Point

This certificate is awarded to a student who does not complete all program OCPs - courses. State literacy requirements must be met for all completers of terminal completion points.

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.

Code of Student Conduct for Postsecondary Career, Technical, and Adult Education

Enrollment into Pinellas Technical College is voluntary. Upon admission to the school, the student has the obligation to adhere to the standards established by the school as long as there is no conflict with his or her legal rights. Pinellas Technical College students are expected to conduct themselves in a manner compatible with the lawful mission of a public institution. The *Code of Student Conduct for Postsecondary Career, Technical, and Adult Education* applies to all students enrolled in Pinellas Technical College: https://www.pcsb.org/Page/43477

Crisis Plan

In the event of an extreme, dangerous, or emergency situation, a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, first call "911", if appropriate, and notify your instructor or an administrator if possible. During some periods of the day, there may be a security officer available on the campus. When an officer is available, the officer can be reached by dialing "0" for the switchboard from any school telephone. Request the assistance of the security officer.

Drug Free School Act

Federal legislation has been passed to convey to students receiving federal funds the health risks that exist for those who abuse alcohol or drugs. State law prohibits the consumption and possession of alcoholic beverages for persons under the age of 21. Possession or use of a controlled substance or possession or use of an alcoholic beverage on School Board property is prohibited and may result in disciplinary action up to and including termination and/or referral for prosecution consistent with local, state, and federal law.

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.

Grades

Within each facility, specific programs may adopt more stringent policies relative to grading that are consistent within the individual technology. The following grading system is used:

A - 90 to 100
B - 80 to 89
C - 70 to 79
D - 60 to 69
F - 0 to 59

Students are responsible for consistent progress, maintaining a "C" grade to satisfactorily complete program requirements. To earn a Certificate of Program completion, and employability skills, students must meet all other program requirements. Grading is based on both qualitative and quantitative criteria.

If a student is not progressing, the teacher will recommend appropriate measures to assist. We reserve the right to withdraw adult students not maintaining satisfactory progress in their program. All students are required to follow PTC rules and regulations. Failure to comply with the school's code of conduct may result in withdrawal of the program.

Qualitative criteria may range from 70% to 100% and is the required grade/criteria for mastery of an assignment.

Quantitative criteria consist of a maximum timeframe in which a student must complete his or her educational program. Students must complete a minimum of 67% of the required number of competencies within the time frame, as defined by the individual's program guidelines for the evaluation period, to be on target for graduating within 150% of the program length of time. Students are allowed 150% of the scheduled clock hours to complete their program but may only be provided financial aid for 100% of the program hours. Students are responsible for every hour they are enrolled in the program whether or not they are present. A student may repeat any area of study until the required competency level is met but must do so within the maximum timeframe allowed. Partial credit will be given at the end of a grading period for work in progress. If a student withdraws during a grading period, the required progress hours are determined by the number of hours a student was enrolled.

Students are expected to have regular and punctual attendance and to complete all assigned work in their program during their scheduled hours. A grade report is run for all students withdrawing after the first ten class sessions of each fee period (Exception: Automotive Service Technology students must maintain a minimum of attendance and grades for each 150-hour increment). Students enrolled fewer than ten (10) school days during a fee period will receive No Grade (NG). To remain in good standing, a student must satisfy both the qualitative and quantitative requirements. A probationary period occurs the fee period following an unsatisfactory progress report for qualitative and/or quantitative criteria. After two consecutive unsatisfactory progress

reports, or the third cumulative, the student will be withdrawn from the program and will not be permitted to re-enroll in the same program at Pinellas Technical College for a minimum of 6 months.

During any probationary period, should a student on probation withdraw themselves after the first ten days of the grading period in good standing, they shall be considered to have met satisfactory fulfillment of probation. If a student is dismissed from a program under the above rule and conditions, they may enroll into another program under probation for the first grading period. If a student is unsatisfactory for either academics or attendance at the time of withdrawal, that status remains in effect when the student re-enters any program. Any student on probation who withdraws after the first ten days of the grading period and is not in good standing has not satisfied the probation requirement.

Students who have been withdrawn for unsatisfactory progress may be readmitted only after counseling and on a space-available basis. Any student wishing to appeal a determination of unsatisfactory progress must follow the established grievance procedure as described in the *Code of Student Conduct for Postsecondary Career, Technical, and Adult Education*. Academic and attendance policies may vary for some programs due to specific program standards or accreditation requirements.

Graduation Requirements

Pinellas Technical College maintains certain requirements which must be met before a Certificate of Completion is granted. These requirements relate to State-established objectives and outcomes, program standards, literacy requirements, and required related subjects. Some programs require pre-and post-technical competency assessments. Instructors, career counselors, and administrators are available to help students understand requirements for individual programs. They can assist in developing a plan to meet these requirements, but the student is responsible for fulfilling them. Attendance, dress code policies, disciplinary actions and procedures are explained thoroughly in the *Code of Student Conduct for Postsecondary Career, Technical, and Adult Education*.

Grievance Procedures

A student is encouraged to resolve any issue at the lowest organizational level possible. Ideally, any concerns will be resolved at the classroom level with the instructor. The next level of possible resolution is with the department chair (if applicable), then with the guidance department. If those levels of review fail to resolve the problem, students should bring the issue to the administration, first their program administrator, second, the school director for grievance procedures, see the *Code of Student Conduct for Postsecondary Career, Technical, and Adult Education*. If a satisfactory solution is not reached in those levels of appeal, the student can address the issue to Pinellas Technical College's accrediting agency, The Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898 or 1 (800) 917-2081, FAX (770) 396-3790, website **www.council.org** COE will ask the student to verify he or she has exhausted all local levels of appeal.

The student may also contact the College's state authorizing agency, The Florida Department of Education-Division of Career and Adult Education, 325 West Gaines Street, Suite 734, Tallahassee, Florida 32399-0400, Phone: 850-245-0446, Fax: 850-245-9052 Email: CareerandAdultEd@fldoe.org; http://www.fldoe.org/policy/cie/file-a-complaint.stml.

Literacy Requirements for Postsecondary Career and Technical Education

Literacy levels are determined by the State Department of Education and are identified for each career and technical education program. Students who do not meet the literacy requirements necessary for terminal completion points or program completion are enrolled in the AAAE Program for review and remediation. This is for a minimum of one hour each day until the required reading, math and language levels are met, or the student can elect to complete the work via distance education. Attendance is required in the AAAE Program.

Standards of Progress

Students are expected to adhere to the attendance policy and maintain satisfactory academic progress in the career technical programs. In order to remain in good standing, a student must satisfy both the qualitative and quantitative requirements.

Student Procedures for Reporting Alleged Cases of Discrimination

Any student who believes he or she has been the subject of discrimination and/or sexual, racial, religious or national origin harassment should proceed with the following steps:

The complaint must be presented to an administrator, PCS Director of School Operations, or the Office of Equal Opportunity and will include the precise nature of the complaint. These statements must be signed and identified in such a way that proper replies will be possible. In the event the allegations are against a Pinellas Technical College Director, the complaint shall be presented to the Executive Director of Career, Technical and Adult Education.

All complaints will be handled confidentially. In no event will information concerning a complaint be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the individual who files a complaint, to encourage the reporting of incidents of discrimination and/or sexual harassment, and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment.
Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation.

For those complaints presented to a Pinellas Technical College Director or designee, the complainant may request an additional review be conducted by the Office of Equal Opportunity, Associate Superintendent, Human Resources, Paula Texel, 301 Fourth Street SW, Largo, Florida 33779, 727.588.6198.

After receiving this request for additional review, the Office of Equal Opportunity will conduct an investigation. The parties involved will be notified of the results of the investigation.

Withdrawal

The withdrawal of a student within a fee period does not excuse the student from being accountable for the number of hours for which he/she is enrolled. If the student self withdraws or was withdrawn due to unsatisfactory progress and/or excessive absences/tardies, he/she will re-enter on probation.

Work-Based Learning

Work-based learning incorporates the advantages of concentrated and structured workplace experiences to link and strengthen school-based learning. Students will complete basic competencies in class and then through the use of a detailed training plan, continue to complete their programs through on-the-job work experiences such as internships, externships, job shadowing and cooperative education experiences.

STUDENT ORGANIZATIONS

Career Technical Student Organizations (CTSO)

CTSO activities are an integral part of the curricula for Pinellas Technical College's career preparation programs. The organizations are designed to expand and enrich leadership development, teamwork, and technical skills.

National Technical Honor Society (NTHS)

The National Technical Honor Society is an honor organization for outstanding students enrolled in occupational, or career and technical programs. Qualification for membership shall be based upon demonstration of the following characteristics which must be regularly exhibited by the candidate and observed by the instructor(s): a desire to pursue a career in his/her course of study, scholastic achievement, honesty, dependability, pride in work performed, responsibility, cooperation and ability to work well with others, interest in learning, initiative, leadership, and citizenship. At least 50 percent, or two fee periods, of the program must have been completed with competency/grade point average of not less than 3.5 and an attendance record of at least 85 percent.

SkillsUSA

SkillsUSA is an organization for students enrolled in trade, industrial, technical, and health occupations in high school, career technical centers and community colleges. SkillsUSA promotes high standards in work ethics, craftsmanship, scholarship, and safety, while it fosters a deep respect for the dignity of work. In addition, the precepts of SkillsUSA help students relate school experiences to their search for meaning, identity, and achievement. A great deal of emphasis is placed on the functions of labor and management organization, their interdependence and importance. An integral part of SkillsUSA is the series of leadership and technical competitions beginning locally, and progressing to regional, state, and national competition. Some competition categories have international competitions.

PROGRAMS OF STUDY

Automotive Collision Technology Technician

1400 Hours

Mission: The mission of this program is to prepare students for employment as automotive body repairers, painters, repairer helpers, and painter helpers.

Automotive Collision Repair and Refinishing Helper/Assistant - Course ARR0140 (150 hours) – Content includes basic vehicle and industry knowledge, shop and safety skills, business management skills, and preparation of vehicles for repairing and refinishing.

Automotive Collison Refinishing Technician Course - ARR0141 (450 hours) – Students study safety precautions, surface preparation, spray gun and related equipment operation, paint mixing, matching and applying, paint defects, and final detailing.

Non-Structural Damage Repair Technician - Course ARR0312 (300 hours) - Students study outer body panel repairs, replacements, and adjustments; metal finishing and body filling, movable glass and hardware; plastics and adhesives; electrical and brakes.

Damage Analysis and Estimating - Course ARR0022 (75 hours) - Students study damage analysis, estimating, vehicle construction and parts identification, and customer relations and sales skills.

Automotive Collision Welding, Cutting, and Joining - Course ARR0112 (75 hours) - Students study basic welding skills specifically related to automotive collision and repair, safety precautions, metal welding, cutting and joining.

Structural Damage Repair Technician - Course ARR0295 (350 hours) - Students study frame inspection and repair, unibody and unitized structure inspection, measurement, and repair; fixed glass, steering and suspension, heating and air conditioning; cooling systems; drive train, fuel, intake and exhaust systems, and restraint systems.

Distance Education: Not available currently.

Industry Certification(s): S/P2 Collision Safety
S/P2 Collision Pollution Prevention

ICAR Certification
Students are prepared and trained for the National Institute for Automotive Service Excellence (ASE) testing. Upon completion of the 1400-hour program, students receive the equivalent of a year of industry experience toward the two years of work experience necessary to take the following ASE Collision Repair and Refinishing Technician certification exams:

- Mechanical and Electrical Components (B5)

- Non-structural Analysis and Damage Repair (B3)
- Painting and Refinishing (B2)
- Structural Analysis and Damage Repair (B4)
- Damage Analysis and Estimating (B6)

Program graduates are also eligible to become certified through the Inter-Industry Conference on Auto Collision Repair (I-CAR). Automotive Service Technology

Barbering

900 hours

Mission: The mission of the Barbering program is to prepare students for employment as a Restricted Barber or Barber with eligibility for Florida State Certification.

Program I120403 consists of a planned sequence of courses.

Barber 1A – Course COS0160 (320 hours) Students will learn to use safe sanitary and efficient work practices. Students will learn to identify, prepare and perform hair shaping (cutting), student will also learn correct procedures for shampooing, conditioning and scalp treatments.

Barber 2A – Course COS0161 (150 hours) Students will identify and perform hairstyles. Identify Prepare and perform mustache and beard designs. Identify Prepare and perform clients with wet sets, thermal styling and braided styles.

Barber 3A – Course COS0162 (300 hours) Students will identify, prepare, and perform. Identify prepare and perform hairpieces, wigs and hair attachments. Student will demonstrate knowledge of professional development (employability skills), student will demonstrate knowledge of Florida Law and State Board requires.

Barber 4A – Course COS0163 (130 hours) Student will identify and prepare hair pieces and hair attachments. Students will identify and perform permanent waving/reconstruction and 52 curl/chemical relaxing. Identify and apply temporary /semi-demi permanent and permanent color. Identify and apply lighteners and specialty color techniques.

Distance Education: Not available currently.

Industry Certification(s): Barber, Florida Department of Business and Professional Regulation (DBPR)

Services Available: All work is performed by Barbering students. To discuss cost and details, please call the program instructor: (727) 893-2500 ext. 2349

Building Trades and Construction Design Technology

900 Hours

Mission: The mission of this program is to provide students with the knowledge and skills needed to obtain a successful career in the building trades and construction design technology industries.

Program C100100 consists of a planned sequence of courses.

Building Construction Assistant - Course BCV0080 (450 Hours) - Content includes safety practices and following distaster plans; identification and use of basic hand tools; identification and proper use of power tools; construction components, materials, hardware, and characteristics; the construction industry and related occupations; the importance of employability and entrepreneurship skills; rough and finish carpentry skills; masonry skills; painting and decorating skills; core academic knowledge and skills; and the built, natural and green built environments.

Carpentry and Masonry Technician - Course BCV0081 (150 Hours) - Content includes laws applicable to the construction industry; and construction contracts, drawings, documents and specifications, and how they apply to the construction process.

Electrical and Plumbing Technician - Course BCV0082 (150 Hours) - Content includes electrical rough in skills; finish electrical skills; plumbing rough in skills; finish plumbing skills; heating, ventilation and air conditioning (HVAC) rough in skills; and, finish HVAC skills.

Building Maintenance Technician - Course BCV0083 (150 Hours) - Content includes the design of a capstone project using skills learned throughout the program.

Distance Education: Not available at this time.

Industry Certification: NCCER

Child Care Center Operations

45 Hours

Mission: The mission of this program is to prepare students to meet the requirements for the state administrator credential coursework which includes the areas of organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals, and collaboration of programs with families and community resources.

Program V200206 consists of the following course.

Child Care Center Director - Course HEV0160 (45 hours) - Students learn to analyze the leadership role of the program administrator in creating and sustaining an effective organizational structure in a child care and education setting; develop effective personnel policies and procedures; develop a system for staff recruitment; develop a system for financial planning, budgeting and marketing strategies; demonstrate an understanding of legal obligations/responsibilities of a child care facility including those related to tax laws, insurance, and licensure; apply knowledge of

program elements needed to implement and sustain a culturally sensitive, non-discriminatory and inclusive environment based upon principles of child development and professional standards; maintain a system for ongoing assessment and documentation related to children within the child care center program; develop a system for monitoring child care facility practices related to health, safety, and nutrition; create policies that promote alliances with families and collaboration among programs, families, and community resources.

Special Admission Requirements: This course can be used to obtain a Foundational Level Director Credential. Students must possess a high school diploma or a GED, have completed the Department of Children and Families Introductory 40 clock hour training, and possess an active Florida staff credential in order to apply for the Director Credential. There is no pre-requisite for taking this course.

Distance Education: Not currently available

Industry Certification(s): Graduates of the program are eligible to apply for the Level 1 Florida Child Care Education Director Credential

Commercial Class B Driving

150 Hours

Mission: The mission of this program is to prepare students for employment as Florida Class "B" Licensed Truck Drivers.

Program I490251 consists of one course.

Truck Driver Heavy Florida Class "B" – Course TRA0084 (150 hours) - This program consists of one course and includes four weeks of driving range/classroom, and 200 miles of hands-on road driving on a variety of roads and conditions. Content includes D.O.T. safety regulations, understanding and complying with vehicle operation regulations, cargo handling and trip planning, vehicle inspection, maintenance and servicing, basic vehicle control procedures and basic vehicle maneuvers. Upon satisfactory completion of all requirements, students will be tested on-site for their Class "B" Commercial Driver's License (CDL). Those passing will obtain their license from the Department of Motor Vehicles office.

Special Admission Requirements: Students must have a safe driving record, meet background criteria consistent with industry standards, be at least 19 years of age and comply with state and federal licensing requirements. Students will submit to a drug screening.

Additional Training/Testing Offered: Please call 727-893-2500, extension 2555 for specific dates and times.

- "Train the Trainer" – for industry personnel to acquire a third-party CDL Testers Certificate issued by the Department of Highway Safety and Motor Vehicles (Tallahassee, FL) – 50 hours
- Third-party testing for license classes "A", "B", "C", and Passenger Endorsement

Distance Education: The Commercial Class "B" Driving program is a combination of academic theory, driving experience on the campus driving range, and driving experience on the road. The majority of the academic theory part of this program is delivered online through our school's current learning management system (LMS) and equals 50 hours of classroom content. Distance education is an option for the academic theory portion of the program only, at the discretion of the instructor(s).

Industry Certification(s): Class B Commercial Driver's License (CDL)

Commercial Vehicle Driving

320 Hours

Mission: The mission of this program is to help individuals reach their potential by providing cost-effective education and training for employment in the trucking industry.

Program I490205 consists of the following course.

Tractor Trailer Truck Driver – Course TRA0080 (320 hours) - This program consists of one course and includes classroom, five weeks of range driving, and 1,000 miles of hands-on road driving on a variety of roads and conditions. Content includes D.O.T. safety regulations, understanding and complying with vehicle operation regulations, cargo handling and trip planning, vehicle inspection, maintenance and servicing, basic vehicle control procedures and basic vehicle maneuvers. Upon satisfactory completion of all requirements, students will be tested on-site for their Class A Commercial Driver's License (CDL). Those passing will obtain their license from the Department of Motor Vehicles office.

Special Admission Requirements: Students must have a safe driving record, meet background criteria consistent with industry standards, and comply with state and federal licensing requirements. Most employers require employees to be at least 21 years of age. Prospective students between 19-21 years of age will be required to show proof of employment prior to enrollment in the program. Proof of employment in the trucking industry must be a letter (on company letterhead) of intent to hire the individual. Students will submit to a drug screening and background check.

Additional Training/Testing Offered: Please call 727-893-2500, extension 2555 for specific dates and times.

- "Train the Trainer" – for industry personnel to acquire a third-party CDL Testers Certificate issued by the Department of Highway Safety and Motor Vehicles (Tallahassee, FL) – 50 hours
- Third-party testing for license classes "A", "B", "C", and Passenger Endorsement

Distance Education: The Commercial Vehicle Driving (CVD) program is a combination of academic theory, driving experience on the campus driving range, and driving experience on the road. The majority of the academic theory part of the CVD program is delivered online through our school's current learning management system (LMS), and equals 86 hours of classroom content. Distance

education is an option for the academic theory portion of the program only, at the discretion of the instructor(s).

Industry Certification(s): Class A Commercial Driver's License (CDL)

Computer-Aided Drawing and Modeling
1200 hours

Mission: The mission of this program is to provide students the opportunity to develop the knowledge and technical skills necessary to prepare them for careers in computer-aided drawing and modeling.

Program C100300 consists of a planned sequence of courses.

CAD & Modeling 1 – Course TDR0301 (450 hours) – Content includes basic Computer-aided drawing skills, mathematic skills, multi-view drawings, auxiliary drawings, basic dimensioning, pictorial drawings, preparing basic computer-aided architectural drawings, demonstrate basic electrical/electronic literacy, two dimensional architectural multi-level drawings, plot plans, landscaping plans, mechanical working drawings, three-dimensional mechanical drawings, foundation and electrical plans, basic HVAC and isometric plumbing plans and employability skills.

CAD & Modeling 11 – Course TDR0302 (450 hours) – Content includes computer-aided 3D architectural drawings using building information modeling (BIM) tools, preparing an advanced three-dimensional site plan drawing, advanced landscape plan, advanced wall section, electrical and foundation plan using BIM, and prepare an advanced HVAC and plumbing plan.

Building Information Modeling CAD Technician – Course TDR0303 (300 hours)
Students will prepare computer-aided 3D architectural commercial drawings using building information modeling tools.

OR

Civil/Geographic Information Systems CAD Technician – Course TDR0306 (300 hours)
Students will demonstrate an understanding of basic civil drawings, computer-aided map details, surveying and mapping procedures, and prepare advanced map drawings.

OR

Mechanical CAD Technician – Course TDR0305 (300 hours)
Students will prepare advanced mechanical drawings, production drawings using 3D CAD techniques, and engage in project planning activities to expedite the completion of mechanical drafting projects.

Distance Education: Not available currently.

Computer Systems and Information Technology

900 Hours

Mission: The mission of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

Program Y100200 consists of a planned sequence of courses.

Computer Systems Technician - Course CTS0082 (300 Hours) - Training includes proficiency with personal computer hardware, operating systems, and software; troubleshooting operating systems, including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications; and customer relations, communication skills, and employability skills.

Computer Network Technician - Course CTS0083 (150 Hours) - Training includes networking protocols, understanding the Open Systems Interconnection (OSI) model, implementing a Wireless Local Area Network (WLAN), and hardware and software security devices.

Computer Networking Specialist - Course CTS0084 (150 Hours) - Training includes basic routing concepts; and implement, verify, and troubleshoot Network Address Translation (NAT) and Access Control Lists (ACL) in a medium-size enterprise branch office network.

Computer Security Technician - Course CTS0069 (300 Hours) - Training includes an understanding of cybersecurity, the terminology used, its history and culture, and trends, dealing with threats, viruses and malware.

Distance Education: Not available currently.

Articulation Agreement(s):
St. Petersburg College Cybersecurity, A.S. Degree
St. Petersburg College Computer Information Technology, A.S. Degree

Industry Certification(s): Students have the option to prepare and sit for the CompTIA A+, CompTIA Network+, and CompTIA Security+ certification exams.

Computer Systems & Information Technology (CSIT)-IET

Instructional Service Center - Clearview Adult Education Center

900 Hours

Mission: The mission of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

Program Y100200 consists of a planned sequence of courses.

Computer Systems Technician - Course CTS0082 (300 Hours) - Training includes proficiency with personal computer hardware, operating systems, and software; troubleshooting operating systems, including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications; and customer relations, communication skills, and employability skills.

Computer Network Technician - Course CTS0083 (150 Hours) - Training includes networking protocols, understanding the Open Systems Interconnection (OSI) model, implementing a Wireless Local Area Network (WLAN), and hardware and software security devices.

Computer Networking Specialist - Course CTS0084 (150 Hours) - Training includes basic routing concepts; and implement, verify, and troubleshoot Network Address Translation (NAT) and Access Control Lists (ACL) in a medium-size enterprise branch office network.

Computer Security Technician - Course CTS0069 (300 Hours) - Training includes an understanding of cybersecurity, the terminology used, its history and culture, and trends, dealing with threats, viruses and malware.

Distance Education: Hybrid

Articulation Agreement(s):
St. Petersburg College Cybersecurity, A.S. Degree
St. Petersburg College Computer Information Technology, A.S. Degree

Industry Certification(s): Students have the option to prepare and sit for the CompTIA A+, CompTIA Network+, and CompTIA Security+ certification exams.

Cosmetology

1200 Hours

Mission: The mission of the Cosmetology program is to prepare students for employment as cosmetologists with eligibility for Florida State Licensure.

Program D500100 consists of a planned sequence of four courses.

Grooming and Salon Services Core, Facials and Nails – CSP0009 (225 Hours) – Content includes the practice of performing manicures, pedicures, and applying artificial nails/nail wraps; performing facials, applying make-up, hair removal, and artificial lash application.

Cosmetologist and Hairdresser, 1 of 3 - COS0002 (300 Hours) – Identify shampoo/hair conditioners and scalp treatments; and identify and perform hair shaping (cutting).

Cosmetologist and Hairdresser, 2 of 3 - COS0003 (300 Hours) – Identify and perform hairstyles; and identify and prepare hairpieces, wigs, and hair attachments.

Cosmetologist and Hairdresser, 3 of 3 - COS0009 (375 Hours) – Identify and perform permanent waving/reconstruction and curl/ chemical relaxing; identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques.

Completers may be eligible to take the Cosmetology State Examination. Those passing the exam receive the title Cosmetologist and a state license.

Distance Education: Not available at this time.

Industry Certification(s): Florida Licensed Cosmetologist

Dental Assisting

1230 Hours

Mission: The mission of this program is to prepare students for employment as dental assistants and dental auxiliaries and to take the Dental Assisting National Board Examination.

Program H170106 consists of a planned sequence of courses.

Introduction to Dental Assisting - Course DEA0725 (90 hours) – Instruction covers an introduction to the dental assisting profession, basic dental health care and safety procedures, legal and ethical responsibilities of the dental health care worker, employability, communications, and interpersonal skills, computer literacy, CPR, and First Aid.

Dental Infection Control Assistant – Course DEA0726 (210 hours) – Content includes dental and general anatomy and terminology of clinical dentistry, pathology, infection control procedures, dental business office procedures, the proper use of dental instruments and equipment, and an introduction to clinical procedures.

Dental Assisting, 1 of 2 – Course DEA0727 (465 hours) **–** Content includes patient information and assessment, functions of pharmacology and anesthesia as they relate to dentistry, and dental office emergencies and their prevention, dental materials, dental laboratory skills, radiology, oral health and preventive dentistry, an introduction to specialty procedures, and participation in clinical activities.

Dental Assisting, 2 of 2 – Course DEA0728 (465 hours) – Content includes dental specialty procedures, assisting in comprehensive dental care, and expanded functions for the State of Florida.

SPECIAL ADMISSION REQUIREMENTS: A high school diploma or a GED is required for this program. Specific health occupations admission guidelines (immunizations, drug screening, background check, etc.) are available in Student Services.

Distance Education: Not available currently.

Articulation Agreement(s): St. Petersburg College Dental Hygiene, A.S. Degree
Pinellas County Schools Centers for Wellness and Medical Professions

Statewide Industry Certification – Certified Dental Assistant to Dental Assisting Technology and Management, A.A.S./A.S. Degree

Program Accreditation: The Dental Assisting program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: www.ada.org/coda

Industry Certification(s):
Florida Expanded Duties
Graduates are eligible to take the Dental Assisting National Board Examination to become a Certified Dental Assistant (CDA)

Digital Media/Multimedia Design

900 Hours

Mission Statement: Students will learn about the digital media production industry while mastering the operations of all aspects of studio and field equipment and workflows.

Program K100200 consists of a planned sequence of courses.

Theory and Foundations of Design (DIG0081) - 150 hours. Upon completion of this course, students will be able to demonstrate knowledge of multimedia/design foundations, basic computer skills, photo and video editing software, digital image composition, camera movements and color modes.

Multimedia Digital Designer (DIG0082) - 300 hours. Upon completion of this course, students will be able to demonstrate knowledge in fonts, illustration software, design layout software, advanced design processes, presentation software and equipment to produce complex digital video productions.

Multimedia Integrated Producer Designer (DIG0084) - 300 hours. Upon completion of this course, students will be able to demonstrate knowledge in audio fundamentals, using audio recording/editing software, using studio and field cameras to capture a variety of video shots, studio and field lighting techniques, video editing software and equipment, and become content creators for a variety of screens.

Multimedia Web/Interactive Designer (DIG0085) - 150 hours. Upon completion of this course, students will be able to demonstrate knowledge of key production principles, a variety of camera operations, understand HTML and CSS, preliminary webpage design, SEO, CODECS for optimizing playback experiences and platforms, apply job readiness, career planning, and job seeking skills.

Distance Learning: Not available at this time.

Industry Certifications

Students in the program are provided with personal Adobe Creative Cloud accounts and access. They learn from an instructor with a 15 year professional relationship with Adobe as a trainer, mentor and Adobe Education Leader.

Students are equipped and given opportunities to certify in Adobe Creative Cloud products: Premiere, Photoshop, Illustrator, After Effects and more. Finish the program with Adobe Certified Professional certifications and a professional portfolio of your productions.

Electricity

1200 Hours

Mission: The Electricity program is the technical class of the future where employers seek student graduates with quality concepts including electrical technical skills, leadership skills, adaptability, and citizenship awareness, adding value to the economy as well as the community.

Program I460312 consists of a planned sequence of courses.

Electrician Helper - Course BCV0603 (300 hours) – Content includes basic safety and code, tools, basic circuits, diagramming, and employability skills.

Residential Electrician - Course BCV0640 (450 hours) – Students are instructed in electrical math, all phases of residential wiring, circuits, and installation.

Commercial Electrician - Course BCV0652 (450 hours) – Instruction includes all phases of commercial wiring, circuits, and installation.

Distance Education: No distance learning available at this time.

Industry Certification(s):
Hilti Powder-Actuated Tool Certification
Occupational Safety and Health Administration (OSHA) 10-hour Safety Certification
NCCER Electrical 1-4

Early Childhood Education

600 Hours

Mission: The mission of this program is to prepare students for employment in the early childhood education industry and understand developmentally appropriate practices for children birth through age eight. Graduates will be eligible for the DCF Staff Credential.

Program E300100 consists of a planned sequence of courses.

This program is approved by the Florida Department of Children and Families (DCF) as meeting the training requirements for childcare personnel/ preschool teachers, 65C-22.001(6), F.A.C. Students who complete all courses in this program and meet additional requirements, including the 480-hour

work experience requirement, can be awarded the Florida Department of Education (FDOE), Early Childhood Professional Certificate (ECPC) and will be eligible for a DCF Staff Credential.

Child Care Worker 1 - Course HEV0870 (150 hours) – This course includes competencies on child care rules and regulations, safe learning environments, stages of child development, developmentally appropriate practices, and communication skills, principles of child nutrition and technology use; as well as competencies from the DCF 40-hour Introductory Child Care Training coursework.

Child Care Worker 2 - Course HEV0871 (150 hours) – This course includes competencies on professionalism, community resources, the importance of relationship skills and communicating with children's families, history of school-age care, infant-toddler developmentally appropriate guidance activities, and observing and recording methods; as well as competencies from the DCF 40-hour Introductory Child Care Training coursework.

Teacher Aide (Preschool) - This course includes competencies in developing lesson plans, child development theories, factors that affect the development of a child, and developmentally appropriate practices and activities for infants/toddlers, preschoolers. Also covered are components on working with students with special needs, classroom management techniques and creating optimum environments for all children; as well as competencies from the DCF 40-hour Introductory Child Care Training coursework.

Preschool Teacher - Course HEV0873 (150 hours) – In this course students will acquire competence in the areas of creating a successful developmentally appropriate curriculum, mentoring, developing the ability to motivate children, recognizing cultural differences when planning activities, including children with special needs, recent trends and issues in early childhood education, and professionalism, as well as competencies from the DCF 40-hour Introductory Child Care Training coursework. This program requires students to obtain 480 hours of direct work experience with children 5 years old or younger while enrolled in the program to be awarded the Early Childhood Professional Certificate (ECPC).

Distance Education: Hybrid

Industry Certification(s): Florida Department of Education (FDOE), Early Childhood Professional Certificate (ECPC) and eligible for a DCF Staff Credential.

Emergency Medical Technician

300 Hours

Mission: To prepare a diverse student population for careers in emergency services, providing competent and compassionate care. This will be accomplished through a comprehensive program that provides quality education and training, laying the foundation for self-directed, life-long learners, who are committed to skills development, community service and professional growth.

Program W170212 consists of the following course

Emergency Medical Technician - Course EMS0110 (300 hours) – Instruction covers the didactic, lab, personal learning and hospital and field rotations needed to become an Emergency Medical Technician. This program meets the Department of Health trauma score card methodologies and Sudden Unexpected Infant Death Syndrome (SUIDS) training education requirements. This program also meets the Department of Health's education requirements for HIV/AIDS, Domestic Violence and Prevention of Medical Errors.

Distance Education: Not available currently.

Industry Certification(s): Upon completion of this course students will be able to sit for the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Technician (EMT) certification exam. This qualifies individuals for certification as an NREMT and State of Florida EMT.

Facials Specialty

220 Hours

Mission: The mission of the Facials Specialty Program is to provide professional Esthetics training for each student to develop their skills, knowledge and confidence for preparation of successful employment in the Skincare Industry.

Program I120425 consists of a planned sequence of instruction.

Facials Specialist – Course CSP0266 (220 hours) – The content includes, but is not limited to career ready practices, safe and efficient work practices, performing facials and hair removal, applying make-up, and the proper procedure and application of chemicals.

Distance Education – Not available at this time.

Industry Certification(s): Program graduates are eligible to apply for a Florida Facial Specialist Registration

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1

750 Hours

Mission: The mission of the Heating, Ventilation, Air-Conditioning/Refrigeration 1 program is to provide sequential, task specific courses of study which will result in broad industry related knowledge, skills, and behavior that the individual will need to secure employment in the Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) industry. Students are encouraged to become lifelong learners.

Program C400410 consists of a planned sequence of courses.

Introduction to HVAC/R - Course ACR0000 (250 hours) -Training includes the areas of safety, employability, tools and accessories of the heating, air conditioning, and refrigeration industry, history and concepts of heating, air-conditioning and refrigeration.

HVAC/R Fundamentals - Course ACR0001 (250 hours) - Training includes troubleshooting heating, air-conditioning and refrigeration electrical control systems, components for commercial heating and air conditioning systems, analyze fluids, pressures, refrigerants and related codes, fabricate and service the piping, tubing and fittings used in the heating, air-conditioning & refrigeration industry.

HVAC/R Service Practices - Course ACR0012 (250 hours) - Training includes mechanical components of heating, air-conditioning and refrigeration systems, operate solid stare electronics as used in HVAC systems, operate mechanical refrigeration servicing and testing equipment, assist in the installation of a residential heating and air-conditioning system and determine start-up procedures, use combustion type heating servicing and testing equipment, troubleshoot combustion gas valves and regulators as used in heating, air-conditioning, refrigeration and ventilation systems.

Distance Education: Hybrid option available.

Industry Certification(s): Environmental Protection Agency (EPA) Refrigerant Handling Certification (Section 608)
ESCO Workplace Readiness Certification, NCCER Certifications

Master Automotive Service Technology 1

1050 Hours

Mission: Our mission is to train students for industry using proven, innovative, and accepted practices combined with related knowledge and skills. The program will encourage students who possess the drive and desire to succeed, to develop a rewarding career opportunity in the transportation industry.

Students must complete Automotive Service Technology 1 or demonstrate mastery of the program outcomes prior to enrollment in Automotive Service Technology 2.

This program consists of a planned sequence of courses that is based on the Automotive Service Excellence (ASE) certification. Student owned hand tools are required, and safety is stressed.

Automotive Services Assistor - Course AER0014 (300 Hours) – Instruction includes introduction to the history, present day and the future of modern automobiles. The understanding of automotive terms and systems including their functions in motor vehicles. The students will be introduced to common shop tools, equipment and the safe proper use of them. They will learn to perform vehicle maintenance, inspections, and light vehicle repairs along with wheel and tire services. The students will also be introduced to electrical system basics, wiring schematics, meter usage and fundamentals of troubleshooting electrical circuits. As part of this course students will have a better understanding of OSHA, proper handling and disposal of chemicals or hazardous materials used in a shop environment. Heavy focus on personal and shop safety procedures includes the use of PPE (personal

protective equipment). Students will increase their proficiency in soft skills with employability skills emphasized.

Automotive Brake System Technician - Course AER0418 (150 Hours) – Instruction includes theory, operation, diagnosis and service of hydraulic braking systems, drum brake, disc brake, anti-lock brakes, and power assist systems. Lab work includes demonstrations, hands-on practice to provide a working knowledge of diagnosis and repair of the hydraulic systems, drum and disc brake systems, power assist units and associated systems. Included will be coverage of wheel bearings, parking brakes, related electrical circuits, and proper use of on-car and off-car brake lathes.

Automobile Suspension and Steering Technician - Course AER0453 (150 Hours) – Instruction includes the fundamentals of the chassis, including basic and power steering systems, variable effort power steering systems, suspension systems (both basic and computer controlled), geometric centerline alignment, thrust line alignment, and total four-wheel alignment as the focus of this course. Proper procedures in diagnosis of steering and suspension systems, replacing components along with basic frame, and body measuring for correct locations are also covered. Lab work includes steering and suspension repair, tire balancing and alignment on computerized alignment equipment, and computerized wheel balancing utilizing school training aids.

Automotive Electrical/Electronic System Technician - Course AER0360 (300 Hours) – Instruction includes information on electrical circuits, instrumentation, electronic climate controls, cruise control, advanced lighting systems, air bags, multiple types of sensors, multiplexing, and motorized seatbelts. This material will include automotive and light truck electronic applications. The course is an in-depth study of electronic components and how they work. Also, to be covered is the use of digital multi-meters, scan tools, oscilloscopes, and diagnostic charts for computerized management systems. This course will instruct how these devices help in troubleshooting electrical problems.

Engine Repair Technician - Course AER0110 (150 Hours) – Instruction in the principles of four-stroke engine designs is the foundation for this study. This introduction to automotive engines includes theory, construction, and overhaul procedures, including cylinder heads, blocks, bearings, pistons, rods, crankshafts, valve trains, and gaskets. Proper use of hand tools, precision tools, special engine tools, and equipment is demonstrated. Lab work includes application of diagnosis, and overhaul and repair procedures on training aids.

Distance Education: Not available currently.

Industry Certification(s): National Institute for Automotive Service Excellence (ASE) – various levels

Master Automotive Service Technology 2

750 Hours

Mission: Our mission is to train students for industry using proven, innovative, and accepted practices combined with related knowledge and skills. The program will encourage students who

possess the drive and desire to succeed, to develop a rewarding career opportunity in the transportation industry.

Students must complete Automotive Service Technology 1 or demonstrate mastery of the program outcomes prior to enrollment in Automotive Service Technology 2.

This program consists of a planned sequence of courses that is based on the Automotive Service Excellence (A.S.E.) certification. Student owned hand tools are required, and safety is stressed.

Automotive Engine Performance Technician - Course AER0503 (300 Hours) – Instruction includes skills in basic engine performance on gasoline four stroke engines. Diagnosis and repair of these systems and components are stressed: ignition and related electrical circuits, vehicle communication circuits, sensors, fuel systems, air induction, and computer and emission systems. Demonstrations and hands-on work on vehicles will provide a working knowledge of diagnosis using test equipment ranging from timing lights, compression testers, cylinder leakage testers, and vacuum gauges to engine analyzers with oscilloscopes, and four-gas analyzers.

Automatic Transmission and Trans-axle Technician - Course AER0257 (150 Hours) – Instruction includes principles of hydraulic systems, planetary gear sets, torque converters, electronic control systems, and basic transmission components which are the basis for this course. Diagnosis, servicing, and adjustments of various automatic transmissions and transaxles are covered. Lab work includes disassembly, inspection, reassembly, and adjustment on training aids. Lab projects include diagnosis, repair or overhaul of transmissions in late model vehicles, and demonstration of special tools and techniques.

Manual Drive Train and Axle Technician - Course AER0274 (150 Hours) – Instruction includes examining the basic construction, operating principles, and power flow of the manual drive train system. Students will study diagnosis and overhaul of clutch assemblies, four-speed and five-speed transmissions and transaxles, four-wheel drive components, and front- and rear wheel drive shafts. Integral and removable ring and pinion replacement and setup will be discussed and performed by the students. Lab projects include disassembly, inspection and reassembly on late model vehicles and equipment.

Automotive Heating and Air-Conditioning Technician - Course AER0172 (150 Hours) – Instruction includes a study of design characteristics and principles of vehicle air conditioning, including basic system operation, heat transfer, proper handling of refrigerants, effects of refrigerants on the environment, component location, and system components. Lab work includes assignments to develop the skills and knowledge required to perform heating and air conditioning service, diagnosis and repair, and recovery and recycling of R12 & 134A. Basic electrical system principles, use of a digital multi-meter, and automatic climate control diagnosis will be studied. All students are expected to achieve the Mobile Air Conditioning Society (MACS) Section 609 certification as part of the coursework.

Distance Education: Not available currently.

Articulation Agreement(s): Statewide Automotive Service Management Technology, A.A.S./A.S. Degree

Program Accreditation: ASE Education Foundation

Industry Certification(s): National Institute for Automotive Service Excellence (ASE) – various levels

Medical Coder/Biller

1110 Hours

Mission: The mission of this program is to provide students with the best quality training in order for them to achieve their career goals in the health care industry.

Program H170529 consists of a planned sequence of courses.

Introduction to Health Information Technology - Course HIM0009 (90 hours) – Students will learn safety procedures, employability skills, communication skills, interpersonal skills, basic mathematics, science, computer literacy, the profession of health information management, and basic health information technology.

Medical Coder/Biller, 1 of 3 - Course HIM0091 (350 hours) – Students will achieve a high level of knowledge and comprehension of medical terminology, human anatomy and physiology, and the fundamentals of the disease process.

Medical Coder/Biller, 2 of 3 - Course HIM0092 (350 hours) – Students will demonstrate proficiency in the use of ICD and CPT coding systems, the utilization of medical coding references, and will be able to explain the basics of health information services.

Medical Coder/Biller, 3 of 3 - Course HIM0093 (320 hours) – Students will demonstrate the following: ethical and legal principles regarding the use of medical records, computer skills, safety and security specific to health information, and an understanding of medical billing.

Distance Education: Medical Coder/Biller program in an online format only. Prospective students should have proficient computer skills to enroll in this program. Students are expected to complete a required number of online lessons every week. Please refer to the distance education section of the catalog for more information about this educational format.

Articulation Agreement(s): St. Petersburg College Health Information Technology, A.S. Degree

Industry Certification(s): Graduates are prepared and eligible to sit for the National Health Career Association (NHA) Certified Billing and Coding Specialist (CBCS) certification exam as well as the Certified Professional Coder (CPC) through the American Academy of Professional Coders (AAPC).

After three years of work experience, individuals may sit for the AHIMA Certified Coding Specialist (CCS) certification exam (professionals skilled to work in a hospital setting)

Graduates with work experience and expertise in physician-based settings may also obtain the title of Certified Professional Coder (CPC)-by sitting for these certification exams offered through the American Academy of Professional Coders (AAPC)

Nails Specialty
180 Hours

Mission: The mission of this program is to prepare students for employment as Florida registered manicurists and pedicurists.

Manicure and Pedicure Specialist – Course CSP0016 (180 hours): The content includes, but is not limited to, communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nails specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

Distance Education: Not available currently.

Industry Certification(s): Program graduates are eligible to apply for a Florida Nail Specialist Registration

Plumbing
1080 Hours

Mission: The mission of the program is to prepare students for employment or advanced training in the plumbing industry. The program prepares students for employment as a plumber's helper and/or apprentice.

Program C500500 consists of a planned sequence of courses.

Helper, Plumber, Pipefitter - Course BCV0508 (360 hours) – Includes training in the areas of safety, history of plumbing, use and care of basic plumbing tools, terms used in the plumbing trade, pipes, fittings, materials, and equipment related to the plumbing industry.

Residential Plumber - Course BCV0540 (240 hours) – Includes training in the area of safety, pipe and fittings, pipe joining methods, valve size and type; and materials and application. Activities include measuring, marking, and cutting different types of pipe, reading and interpreting blueprints and specifications, laying out a job on site underground, installing building drains, laying out a job on site for the first floor, installing hangers and supports, cutting openings in walls and floors, distributing and placing fixtures, testing and inspecting first rough, testing and inspecting second rough.

Commercial Plumber - Course BCV0562 (240 hours) – Includes training in the areas of safety, trim-out and installing job site fixtures, appliances, and equipment, which include closet flanges,

supply stops on water pipes, lavatory, water closets, showers, kitchen sinks, garbage disposal, ice makers, dishwashers, and water heaters. Activities include explaining the basic theory of hot water heating and identifying the equipment and materials needed for the job in accordance with job specifications and plumbing codes.

Plumbing Applications- Course BCV0596 (240 hours) **–** Includes training in the areas of safety, troubleshooting and diagnosing plumbing systems, repairing and replacing water service and sanitary lines, water closets, ball cocks, flush valves, floats, lift rods, ball stoppers, and trip levers, repairing water heaters, and repairing and replacing fixture water supply pipes. Identify systems and components of solar thermal systems, spas and swimming pools, and gas systems.

Distance Education: Not available currently.

Apprenticeship: Available – refer to St. Petersburg Campus Apprenticeship section

Practical Nursing

1350 Hours

Mission: Our mission is to educate and empower competent nursing students with the ability and opportunity that will enhance holistic quality health care to people of all cultures in various health care settings to support the Florida State Board of Nursing approved program. The purpose of this program is to prepare students for employment as Licensed Practical Nurses.

Program H170607 consists of a planned sequence of courses.

Practical Nursing Foundations 1 – Course PRN0098 (300 hours) – Instruction covers basic health care for the patient and safety procedures, communications, computer literacy, legal and ethical responsibilities, infection control, geriatric nursing, patient rehabilitative activities, nutrition and body structure and function. Includes simulation, laboratory and clinical settings.

Practical Nursing Foundations 2 – Course PRN0099 (300 hours) - Instruction includes human growth and development, pharmacology, biological-psychological-social support, responsibilities for healthy lifestyle/maintenance, family wellness and community health awareness. Includes simulation, laboratory and clinical settings.

Medical/Surgical Nursing 1 – Course PRN0290 (300 hours) – Content includes theoretical instruction and simulation, laboratory and clinical settings in medical and surgical areas of Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine and Integumentary disease/disorder (including diagnostic tests, medications, nutritional needs, and psychological distress).

Medical/Surgical Nursing 2 – Course PRN0291 (300 hours) - Content includes theoretical instruction and simulation, laboratory and clinical settings in medical and surgical areas of Gastrointestinal, Neurological, Urinary, Reproductive and Oncologic disease/disorder (including diagnostic tests, medications, nutritional needs, and psychological distress).

Comprehensive Nursing – Course PRN0690 (150 hours) - Content includes theoretical instruction and simulation, laboratory and clinical settings in maternal/newborn care, knowledge of SIDS/SUIDS, pediatric care, transitional and employability skills.

Special Admission Requirements: A high school diploma or GED is required to enter the program. Applicants are required to take and pass the Test of Essential Academic Skills (TEAS). Specific health occupations admission guidelines (immunizations, drug screening, background check, etc.) are available in Student Services.

Distance Education: Hybrid and Traditional options. Pinellas Technical College offers the Practical Nursing program in an online format. The online program is exactly like the traditional on-site program with two exceptions: (1) The **majority** of the 675-hour academic theory part of the program is delivered via computer (with a few scheduled campus-based activities) as opposed to having face-to-face classroom instruction and, (2) The remaining 675 clinical hours are scheduled as much as possible on week-ends and evenings at various locations in our immediate and surrounding counties. The clinical and lab hours are spread throughout the program with the majority occurring in the second half of the program. The Pinellas Technical College Practical Nursing program is unable to accommodate students who want to participate in clinical at sites other than those approved for use locally.

Articulation Agreement(s): Statewide Registered Nursing, A.A.S. /A.S. Degree
St. Petersburg College Nursing R.N., A.S. Degree
Pinellas County Schools Centers for Wellness and Medical Professions

This program is approved by the Florida State Board of Nursing

Industry Certification(s): Certified Nursing Assistant (CNA)
Licensed Practical Nurse (LPN)

Professional Culinary Arts & Hospitality

1200 Hours

Mission: Through trained professional instructors, multi-media and classroom studies, as well as demonstrational and practical application in the kitchen and bakery, this department will offer the best training for application in today's marketplace.

Program N100500 consists of a planned sequence of courses. Students must complete the Servsafe® course as part of their classroom training to work in the kitchen lab.

Food Preparation - Course HMV0100 (300 hours) – This course includes instruction in the food service industry, food sanitation and kitchen safety, kitchen math, equipment, an introduction to

nutrition, reading and following recipes, food science and basic cooking principles, and includes an introduction to the kitchen. All students must become Servsafe® certified in safety and sanitation.

Restaurant Cook - Course HMV0170 (300 hours) – This course includes front-of-the-house and back-of-the-house duties, proper receiving and storage of food, and application of basic nutrition to menus and recipes. Content also includes the study of basic ingredients, and the preparation of fruits and vegetables in stocks, soups, salads and sandwiches, and an introduction to the bakery.

Chef/Head Cook - Course HMV0171 (300 hours) **–** This course is a combination of classroom and hands-on instruction in the selection, purchasing and preparation of entrée items including meats, fish and poultry. Students will also examine career and advancement opportunities in professional cooking and baking.

Food Service Management - Course HMV0126 (300 hours) – This course includes the study of purchasing, use, and maintenance of all food service equipment and tools; applying advanced cooking and baking techniques in the classroom and kitchen; the study of international and ethnic cuisine; and the application of math and food science skills.

Distance Education: Not available currently.

Articulation Agreement(s):
St. Petersburg College Hospitality and Tourism, A.S. Degree
St. Petersburg College Food and Beverage Management, Certificate
St. Petersburg College Rooms Division Management, Certificate
Culinary Institute of America

Industry Certification(s): Servsafe® certification

Public Works

450 Hours

Mission: The mission of this program is to build a more qualified workforce by providing training to current and potential public works employees.

Program I470304 consists of a planned sequence of courses.

Public Works Cadet I - Course ETC0003 (150 hours) - Content includes training in introduction to Public Works, exploration of careers in water systems, exploration in Public Works, employability skills and computer literacy. Training includes the theory and operation of wastewater systems and plant operations, water distribution systems and plant operations. Skills are also obtained through hands-on training in storm water systems, park maintenance, procurement of a Class "B" commercial driver's license permit and an internship.

Public Works Cadet II - Course ETC0004 (150 hours) - Content includes training in the exploration of careers in Public Works operations, demonstrating people skills as an intern, and procurement of a Class "B" driver's license.

Public Works Cadet III - Course ETC0005 (150 hours) - Content includes training by performing an internship, employability skills, and entrepreneurship studies.

Special Admission Requirements: This program requires an applicant to be at least 18 years of age, possess a high school diploma or GED, and a valid Florida driver's license.

Additional Industry Training/Testing Offered: Please call the Public Works Department at 727-893-2500, extension 2587 – for specific dates and times

- Intermediate Maintenance of Traffic (FDOT)
- Forklift Certification
- OSHA Certification
- Confined Space Entry
- Trench and Excavation Safety
- Personal Protective Equipment
- FEMA Emergency Management (Various)
- Defensive Driving
- CPR/AED/First Aid
- Pinellas County Landscape Best Management Practice

Distance Education: Not available at this time.

Industry Certification(s): Class B Commercial Driver's License (CDL)
Florida Department of Transportation (FDOT) Intermediate Maintenance of Traffic (MOT)

School Age Professional Certificate

120 Hours

Mission: The mission of this program is to prepare students for employment in the school age industry. Graduates earn a School Age Professional Certificate (SAPC) and are prepared to oversee after-school children in group care.

Program V200310 consists of a planned sequence of courses.

Child Care Worker - Course HEV0112 (40 hours) – Students learn the laws and rules that govern the state and local community in which they are employed. Planning and establishing a safe, clean, and healthy learning environment is also included. Students also gain skills in observation and recording methods, communication skills, as well as recognizing developmentally appropriate practices and guidance techniques.

School Age Care Professional - Course HEV0190 (80 hours) – Professionalism, creating a safe, healthy environment and use of materials to enrich the classroom are covered. Guidance techniques to assist with children's social and emotional development are studied. Ways to enhance creative and cognitive skills are also included. Students will work on individual portfolios and prepare a resource file. Graduates from the program will be prepared to oversee children in a school age environment.

On-the-job or cooperative training is a critical element of the program; classes are held at various locations in Pinellas County.

Special Admission Requirements: This program requires a high school diploma or GED for entry and a person must be at least 18 years old.

Distance Education: This program is offered online only.

Industry Certification(s): School Age Professional Certification

Surgical Technology

1440 Hours

Mission: The mission of this program is to provide training for employment in the surgical area of the health care industry. The surgical technologist works under the supervision of surgical and nursing personnel to facilitate the safe and effective administration of invasive procedures.

Program H170211 consists of a planned sequence of courses.

Sterile Processing Technician - Course STS0016 (410 hours) – Instruction covers healthcare delivery systems and health occupations, wellness and disease concepts, emergency situations, and sterile processing skills.

Surgical Technologist 1 of 3 - Course STS0010 (343 hours) – Consists of legal and ethical responsibilities, basic sciences related to surgical technology, pharmacology and math calculation principles, and safety measures in the surgical environment.

Surgical Technologist 2 of 3- Course STS0011 (343 hours) – This course provides the student with an introduction to anatomy and basic physiology, microbiology, the biomedical sciences, and pharmacology, an introduction to operating room theory with a practical application of the skills to be performed by the surgical technologist; principles and concepts of aseptic technique and their relation to the surgical suite; proper use of instrumentation, sutures, needles, and surgical counts; all other techniques associated with the surgical technologist's role; and a review of anatomy and the various specialties.

Surgical Technologist, 3 of 3 - Course STS0012 (344 hours) PRACTICUM– This course includes legal and ethical responsibilities; clinical application; and a continuation of the study of anatomy and specialty areas.

The Pinellas Technical College Surgical Technology program is unable to accommodate students who want to participate in clinicals at sites other than those approved for use locally. Only day hours are available. **Note**: Schedule will vary during clinical experience hours; see the instructor or counselor for more information.

Special Admission Requirements: Specific health occupations admission guidelines (immunizations, drug screening, background check, etc.) are available in Student Services.

Distance Education: Traditional and hybrid formats available.

Articulation Agreement(s): Pinellas County Schools Centers for Wellness and Medical Professions

Program Accreditation: The Tech in Surgery-Certified (NCCT) Surgical Technology certification program has earned accreditation from the National Commission for Certifying Agencies (NCCA), the accrediting arm of the Institute for Credentialing Excellence (ICE).

Industry Certification(s): After completion of course HSC003 and course STS0015, students are eligible to sit for the Certified Sterile Processing and Distribution Technician (CSPDT) exam
After graduation, students are eligible to sit for the National Center for Competency Testing (NCCT) exam to become a Tech in Surgery Certified (TS-C).

Welding Technology

1050 Hours

Mission: The mission of this program is to prepare students for employment as welders in the fabrication and repair industry, as well as the construction industry.

Program J400400 consists of a planned sequence of courses.

Welder Assistant 1 – Course PMT0070 (150 hours) – The Welder Assistant 1 course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices.

Welder Assistant 2 – Course PMT0071 (150 hours) – The Welder Assistant 2 course is designed to build on the skills and knowledge students learned in Welder Assistant 1 for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding (SMAW).

Welder, SMAW 1 – Course PMT0072 (150 hours) – The Welder SMAW 1 course prepares students for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study basic shielded metal arc welding (SMAW), Carbon Arc Gouging (GAC) principles, and visual examination skills.

Welder, SMAW 2 – Course PMT0073 (150 hours) – The Welder SMAW 2 course is designed to build on the skills and knowledge students learned in Welder SMAW 1 for entry into the welding

industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study employability and welding careers, and intermediate shielded metal arc welding (SMAW).

Welder – Course PMT0074 (450 hours) – The Welder course builds on the skills and knowledge students learned in the Welder Assistant and Welder SMAW courses. Students explore career opportunities and requirements of a professional welder. Content emphasizes skills key to the success of working in the welding industry. Students study basic and intermediate Gas Metal Arc Welding (GMAW), basic and intermediate Flux-Core Arc Welding (FCAW), basic and intermediate Gas Tungsten Arc Welding (GTAW), and a basic understanding of pipe welding.

After completing all competencies, students are encouraged and eligible to take the American Welding Society (AWS) certification test. Upon passing, the student earns a certification card from AWS. Pinellas Technical College St. Petersburg campus is an AWS accredited testing facility.

Distance Education – Not available at this time.

Industry Certification(s): American Welding Society (AWS) Certified Welder

Welding Technology – Advanced

750 Hours

Mission: The mission of this program is to prepare students for employment as welders in pipe fitting technique and advanced GTAW skills with an emphasis on advanced welding techniques key to being successful in the welding industry.

Program J400410 consists of a planned sequence of courses.

Advanced Welder 1 – Course PMT0075 (600 hours) – The Advanced Welder 1 course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes advanced skills key to the success of working in the welding industry. Students study intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques, and advanced Gas Tungsten Arc Welding (GTAW) skills.

Advanced Welder 2 – Course PMT0076 (150 hours) – The Advanced Welder 2 course is designed to prepare advanced welders for entry into emerging welding industries. Students explore career opportunities and requirements of a professional welder. Content emphasizes advance skills key to the success of working in the welding industry. Students study emerging technologies directly related to geographically relevant welding needs of business and industry.

Special Admission Requirements: Students must successfully complete the basic Welding Technology program or demonstrate mastery of the skills in that program prior to enrollment in the Welding Technology - Advanced program. Demonstration of mastery is proof of welding certification

on GTAW (tig) and GMAW (stick) **OR** successful completion of welding skills demonstrated using GTAW (tig) and GMAW (stick) **OR** a combination of welding certification and skills demonstration.

Distance Education – Not available currently.

Industry Certification(s): American Welding Society (AWS) Certified Welder

Apprenticeships

Apprenticeships are formalized career training programs that offer a combination of structured on-the-job training and related technical instruction to employees to train them in occupations that demand a high level of skill. Apprenticeship training standards are industry-driven; an industry or program sponsor determines the skill requirements needed to build and sustain a quality workforce. Florida Statute 1009.25 states that a student enrolled in an approved apprenticeship program will be exempt from any requirement for the payment of tuition and fees, including lab fees, for adult basic, adult secondary, or career-preparatory instruction.

Apprenticeships can last from one to five years, depending on the occupational training area. During this time, apprentices work and learn under the direction of experienced journey workers. Over time, apprentices are provided the diversity and complexity of training that leads to becoming highly skilled in their chosen occupations. As they gain skill, they are compensated through an increase in wages.

To register for any apprenticeship program a student must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to the job site and evening classes. Apprentices must be recommended to this program by a participating employer. Other special admission requirements may apply. Contact individual coordinators directly at their phone extensions.

Every Apprenticeship Program:

- Each year has 2,000 hours of on-the-job-training (OJT)
- Each year has a minimum of 144 hours of related classroom training
- Students earn one occupational completion point on the anniversary of their indenture/enrollment date.

Early Childhood Education

V20021R

Mission: The mission of this program is to provide comprehensive training for early childhood teachers that will certify them as Child Care Development Specialists.

Length: 2 Years

Description: Students may receive credit for experiential learning for up to one year. Apprentices learn the laws and rules that govern the state and local community in which they are employed; how to plan and establish a safe, clean and healthy learning environment; skills in observation and recording methods; communication skills; how to recognize developmentally appropriate practices

and guidance techniques; professionalism, how to identify community needs and resources; and how to take an active role as part of the child care center staff.

Distance Education: Pinellas Technical College also offers the Early Childhood Education (Child Care) Apprenticeship program in an online format. The online program is exactly like the traditional onsite program with one exception; the 144 hours of academic theory is delivered via computer as opposed to having face-to-face classroom instruction. Students with proficient computer skills may opt for enrollment into the online apprenticeship program. On-the-job training of 2000 hours is a requirement with a Child Care Coordinator visiting students periodically throughout the length of the program.

Articulation Agreement(s): Statewide Early Childhood Education, A.A.S./A.S. Degree
St. Petersburg College Early Childhood Education, A.S. Degree
Statewide Industry Certification – Child Development Associate to Early Childhood Education, A.A.S./A.S. Degree

Industry Certification(s): Child Care Development Specialist

Contact Information:
Victoria Cribb
(727) 893-2500, ext. 2381; Cell – 727-638-2069
cribbv@pcsb.org

Ana Cabezas
(727) 538-7167, ext. 2133
Cell 727-403-6488
cabesasa@pcsb.org

Fire Fighting
P43020R

Mission: To establish and maintain an organized and planned system of apprenticeship conducted as a joint labor and management undertaking. The committees' goal is to improve the quality and quantity of training, while maintaining the highest standards of professionalism, efficiency, and effectiveness.

Length: 3 Years

Description: Apprentices in the Fire Fighting Apprenticeship program shall be trained in the use, care and effective handling of all equipment commonly used in connection with fire protection. During the term of apprenticeship, apprentices will be given the instruction and experience necessary to develop the skill and knowledge of fire prevention and suppression. The training of apprentices will include a definite schedule that will outline the training and work experience required. The term of apprenticeship is 6,000 hours, 36 months of continuous on-the-job training (OJT) employment consistent with training requirements established by industry standards. The employer agrees to provide the apprentice adequately supervised instruction and

work experience of which a record will be kept and periodically evaluated in accordance with the work process outline.

Special Admission Requirements: To be accepted into the City of St. Petersburg Fire Fighting, the City of Pinellas Park Fire Fighting, or the Hernando County Fire Rescue apprenticeship program, the apprentice shall possess the following qualifications listed in the *Standards of Apprenticeship* for the St. Petersburg Fire and Rescue Department, the Pinellas Park Fire Department, or the Hernando County Fire Rescue Department. These include:

1. Be employed by the St. Petersburg Fire and Rescue Department, the Pinellas Park Fire Department, or the Hernando County Fire Rescue Department
2. Be at least 18 years of age
3. Be physically capable of performing the work of the trade
4. Possess a Florida Driver's License
5. Meet the requirements of Florida Statute 633.34, Firefighter Qualifications for Employment; and Florida Statute 112.011(2)(b), Felons, Removal of Disqualification for Employment Exceptions
6. Possess a high school diploma or equivalent
7. Be a non-user of tobacco for at least a year prior to date of application

Industry Certification(s): To enter the City of St. Petersburg Fire and Rescue Department, the Pinellas Park Fire Department, or the Hernando County Fire Rescue Department, apprentices must have the State of Florida Firefighter certification and the State of Florida Emergency Medical Technician (EMT) certification; upon completion of the program, apprentices receive their Firefighter Journeyman's certificate from the state.

Contact Information:
Darrin Anderson
(727) 893-2500, ext. 2346
andersondar@pcsb.org

Industrial Machinery Maintenance

(Plant Maintenance Mechanic)
I47031R

Mission: The mission of this program is to build a more qualified workforce by providing training to current public works employees.

Length: 4 Years

Description: Apprentices will learn how to use various tools, including hand tools, shop tools and portable jobsite tools. The technical skills involve aspects of maintenance of complicated facilities, encompassing the operation of water and wastewater pumping and treatment; reading of blueprints, manufacturer's operating and maintenance manuals, and shop drawing and schematics (both electrical and mechanical); processing data for a Maintenance Management System; and making calculations to complete tasks such as the alignment of machinery. The physical skills include the

hands-on maintenance of all equipment such as conveyor systems, compressors, electrical systems, gearboxes, generators, pumps, piping systems, valves and other associated processes; metal joining (welding, gas and electric, soldering and brazing); pipe fitting; rigging skills; and the use of various measuring devices.

Industry Certification(s): National Safety Council (NSC) Forklift certification
Occupational Safety and Health Administration (OSHA) 10 Hour Safety Certification

Contact Information:
Rashad Fennell
(727) 893-2500, extension 2302
fennellr@pcsb.org

Industrial Pipefitter

I46053R

Mission: This program encompasses four separate apprenticeship programs: Meter Repairer (three years), Water Pipefitter (four years), Wastewater Pipefitter (four years), and Stormwater Pipefitter (four years). The mission of this program is to prepare apprentices for employment or advanced training in one of these four areas.

Length:
Meter Repairer – 3 Years
Water, Wastewater, and Stormwater Pipefitter – 4 Years

Description:
Meter Repairer Apprenticeship
This apprenticeship program includes training in small and large water meter repair; backflow assembly testing and repair; reclaimed water inspection for compliance with city and state laws and regulations; and water quality response.

Water Pipefitter Apprenticeship
This apprenticeship program includes training in the installation of new water services, the installation and maintenance of irrigation systems, and the installation of meters, valves, hydrants and backflow devices.

Wastewater Pipefitter Apprenticeship
This apprenticeship program includes training in the construction and repair of sewer pipes and manholes, the investigation of wastewater collection, and cleaning wastewater lines.

Stormwater Pipefitter Apprenticeship
This apprenticeship program includes training in surface maintenance, pipeline accessories, stormwall construction, pavement construction, forestry maintenance, and pipeline construction.

Special Admission Requirements: A person must be at least 18 years old, have a class B Commercial Driver's License (CDL) and a high school diploma or GED, be currently working in a related job, and have the ability to flex schedules. You must be recommended by your employer.

Industry Certification(s): The Wastewater and Stormwater Pipefitter apprenticeship programs prepare apprentices for the "C" and "B" Florida Water Pollution Control Operator certification exams The Water Pipefitter apprenticeship program prepares apprentices for Levels 3, 2, and 1 Water Distribution certification exams

Contact Information:
Rashad Fennell
(727) 893-2500, extension 2302
fennellr@pcsb.org

Plumbing Technology
I46052R

Mission: The mission of this program is to prepare students for employment and advanced training in the plumbing industry.

Length: 4 Years

Description: This program includes training in the areas of safety; the history of plumbing; use and care of basic plumbing tools; terminology used in the plumbing trade; and pipes, fittings, materials and equipment related to the plumbing industry. Apprentices also learn to identify the following: pipe and fittings, pipe joining methods, valve size and type; and materials and application. Activities include measuring, marking, and cutting different types of pipe; reading and interpreting blueprints and specifications; laying out a job on site underground; installing building drains; laying out a job on site for the first floor; installing hangers and supports; cutting openings in walls and floors; distributing and placing fixtures; testing and inspecting first rough; and testing and inspecting second rough.

Apprentices also learn the following: trim-out and installing job site fixtures, appliances and equipment, including closet flanges; and supplying stops on water pipes, lavatory, water closets, showers, kitchen sinks, garbage disposals, ice makers, dishwashers and water heaters. Activities include explaining the basic theory of hot water heating and identifying the equipment and materials needed for the job in accordance with job specifications and plumbing codes; troubleshooting and diagnosing plumbing systems; repairing and replacing water service and sanitary lines, water closets, ball cocks, flush valves, floats, lift rods, ball stoppers and trip levers; repairing water heaters; and repairing and replacing fixture water supply pipes.

Special Admission Requirements: A person must be 18 years old, have a high school diploma or GED, be currently working in a related job, and have the ability to flex schedules. You must be recommended by your employer.
Industry Certification(s): Apprentices are prepared to take the Pinellas County Construction Licensing Board (PCCLB) exam to become a Journeyman Plumber

Contact Information:
Rashad Fennell
(727) 893-2500, extension 2302
fennellr@pcsb.org

Licensed Practical Nurse Apprenticeship

H17061R

Mission: Our mission is to educate and empower competent nursing students with the ability and opportunity that will enhance holistic quality health care to people of all cultures in various health care settings to support the Florida State Board of Nursing approved program. The purpose of this program is to prepare students for employment as Licensed Practical Nurses.

Length: 1 Year

Description: This program includes 2,000 hours of on-the-job training (OJT) and 478 related classroom instruction. Apprentices work on-the-job during the regular work week earning OJT hours while gaining hands-on clinical experience under the supervision of licensed healthcare professionals. Classroom instruction supports the development of foundational nursing knowledge and skills aligned to industry standards and licensure requirements.

Apprentices will learn essential nursing skills including patient care, vital signs monitoring, medication administration, infection control, and documentation. Instruction also includes anatomy and physiology, pharmacology, medical-surgical nursing, and professional communication.
A Practical Nurse apprentice's duties include providing basic bedside care; assisting patients with activities of daily living; monitoring patient health; administering medications as directed; and working collaboratively with the healthcare team to support patient outcomes.

Industry Certification(s): Graduates are prepared to sit for the NCLEX-PN (National Council Licensure Examination for Practical Nurses) to become a Licensed Practical Nurse (LPN).

Contact Information:
Kristen Corning
727-893-2500
mailto:corningk@pcsb.org

Roadway Technician

I46049R

Mission: The mission of this program is to prepare students for entry level employment as road maintenance employees who perform duties within road right-of-way (streets and sidewalks), parking lots and walkways.

Length: 2 Years

Description: This program includes 4000 hours of on-the-job training (OJT) and 312 hours of related classroom instruction. Apprentices work on-the-job during the regular work week earning OJT hours and attend school one day a week (five hours) during the regular school year for related classroom instruction.

Apprentices will learn how to maintain highways, municipal and rural roads, and other rights-of-way; repair road base materials; perform concrete forming and finishing using various asphalt mixes

and equipment; and repair road drainage systems. Apprentices will also learn to use maps and DOT road standard documents; grade stakes; and perform surveys.

A roadway technician's duties include patching small and large sections of broken or eroded pavement; installing and repairing guard rails; installing and maintaining drainage catch basins and swales; and erosion control. These duties may also include mowing or clearing brush from along roads; plowing snow; or sweeping streets with mechanical sweeping equipment.

Industry Certification(s): Florida Department of Transportation (FDOT) Intermediate Maintenance of Traffic (MOT)
Program completers are eligible to earn the Florida Department of Environmental Protection (FDEP) Qualified Stormwater Management Inspector certification

Contact Information:
Rashad Fennell
(727) 893-2500, extension 2302
fennellr@pcsb.org

Surgical Technology Apprenticeship

Mission: The mission of this program is to prepare students for entry-level employment as Surgical Technologists who assist in surgical operations and ensure safe, effective operating room procedures.

Length: 1 Year

Description: This program includes 2,000 hours of on-the-job training (OJT) and 288 related classroom instruction. Apprentices work on-the-job during the regular work week earning OJT hours while gaining hands-on experience in surgical settings under the supervision of licensed surgeons and surgical staff. Classroom instruction supports the development of technical knowledge and skills aligned to industry standards and certification requirements.

Apprentices will learn how to prepare operating rooms, sterilize instruments, maintain aseptic technique, and assist during surgical procedures. Instruction includes anatomy and physiology, microbiology, surgical procedures, instrumentation, patient safety, and sterile processing.

A Surgical Technology apprentice's duties include preparing surgical instruments and supplies; ensuring proper sterilization; assisting the surgical team during procedures; maintaining a sterile field; and supporting patient care before, during, and after surgery.

Industry Certification(s): Graduates are prepared to sit for the Certified Surgical Processing and Distribution Technician (CSPDT) exam and National Center for Competency Testing (NCCT).

Contact Information:
Sarah Horelle
727-893-2500
horelles@pcsb.org

PINELLAS TECHNICAL COLLEGE ADMINISTRATION

Campus Director
Dr. Jason Shedrick
Ed.D., National Louis University
M.Ed., National Louis University
B.S., Florida State University

Assistant Administrators

Bingham, Dawn
M.Ed., University of South Florida
B.S., University of South Florida

Ann-Marie Clarke
M.Ed., University of Florida
B.S., University of South Florida

Nicole Wilson
M.Ed., Argosy University
B.S., Florida A&M University

PINELLAS TECHNICAL COLLEGE FACULTY

- A –
Ashwood, Cheri – College and Career Counselor
B.A., Florida Agricultural and Mechanical University
M.Ed., Florida Agricultural and Mechanical University

- B –
Ball, Charles - Computer-Aided Drawing and Modeling Instructor
A.S., I.T.T. Technical Institute
Autodesk AutoCAD Certification
Blackwell, Christopher E. – Office of Workforce Innovation Recruiter
B.A., Midland University
Bench, Dan – Electricity (PT)
Career and Technical Certification
Licensed Journeyman Electrician,
Nationally Certified Apprenticeship Instructor,
OSHA & MSHA Certified Safety Instructor
Bolt, Billy
A.S., Technical College of Lowcountry
B.S., Everglades University
M.S., Everglades University

- C –

Cabezas, Ana – Early Childhood Apprenticeship Coordinator
MS., Early Childhood Education Administration and Leadership
Youth Mental Health First Aid, Certification
Circle of Security, Registered Trainer
Florida Staff Credential, DCF
Advanced Directors Credential, DCF
Diversity, Equity and Inclusion in the Workforce, USF MUMA College of Business Certification

Capra, Bonnie – Medical Coder/Biller Instructor
NHA Certified Billing and Coding Specialist (CBCS)
NHA Certified Electronic Health Record Specialist
AAPC Certified Professional Coder (CPC)
AAPC Certified Professional Coder Instructor (CPC-I)

Corning, Kristen
BSN, Chamberlain College of Nursing
B.S., University of Wisconsin Parkside
Licensed Registered Nurse - Florida

Cribb, Victoria – Early Childhood Apprenticeship Coordinator
M.Ed., St. Leo University
B.S., University of South Florida
A.A., St. Petersburg College
ESOL Certified
Reading Endorsement Certificate
National Child Development Associate

Crum, Tenise – Cosmetology Instructor
Career and Technical Certification
Florida Cosmetology License

Culbreth, Shelia - Child Care Center Operations and School Age Professional Certificate Instructor
M.Ed., St. Leo University
B.S., University of South Florida
A.A., St. Petersburg College
ESOL Certified
Reading Endorsement Certificate
National Child Development Associate

-D –

Dammiller, Melissa – Professional Culinary Arts & Hospitality Instructor
Master of Science in Hospitality, Florida International University
Certified Executive Pastry Chef, American Culinary Federation

Desseau, Shakitha – Cosmetology Instructor
Florida Licensed Cosmetologist

- E –

- F –

- G –

Garcia, Dawn – Dental Assisting Instructor
Dental Assisting Certificate of Completion,
PTC, Certified Dental Assistant (C.D.A.)
Florida Expanded Duties Certified
B.S., East Coast Polytechnic Institute (ECPI), University in Virginia Beach

Greene, Rayford – Emergency Medical Technician Instructor
Career and Technical Certification

- H –

Hales, Kevin - Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 Instructor
ESCO Certified, various levels
Trane Certified, various levels

Harper, Lauren
Licensed Nail Technician - Florida

Horelle, Sarah
A.S., Central Florida Institute
A.S., St. Petersburg College
National Certification in Surgical Technology, National Board of Surgical Technology and Surgical Assisting (NBSTSA)

- I -

- J –

Jackson, Al – Commercial Vehicle Driving Instructor
Career and Technical Certification

Jackson, Dallas – Public Works Instructor
Ed.D., Nova Southeastern University
Ed.S., Nova Southeastern University
M.Ed., National-Louis University
B.A., Southern University and A&M College

Johnston, Ronald - Automotive Collision Technology Technician Instructor
A.S.E. Certified, Master Collision Repair/
Refinishing Technician
A.S.E., Collision Repair Estimator
I-CAR Certified in Unibody Repair

- K –

Kershaw, Rebekah – Curriculum Coordinator
Career and Technical Certification
B.A. Business Administration University of Phoenix
M.B.A. University of Phoenix

- L -

Lambert, John - Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 Instructor
State Certified Class "A" Air Conditioning Contractor
Refrigeration Service Engineer Society Certified Universal
ESCO Certified, various levels
Trane Certified, various levels
American Standard Certified Accuclean Air Filtration
Department Chairperson of Construction Trades, Network Support Services, Industry Services, and Fire Fighting Apprentice

Lowe, Jennifer – Surgical Technology Instructor
Career and Technical Certification
Surgical Technology Certificate of Completion, Worcester Technical Institute

Lucas, Ronette – Commercial Vehicle Driving Instructor
Career and Technical Certification
CDL Class A License

- M -

Maristany, Keith – Professional Culinary Arts & Hospitality Instructor
A.A Culinary Arts from Southeastern Culinary Institute, Kissimmee FL 2001
ServSafe Food Manager Health and Sanitation Certification since 2004
US Marine Corps Veteran

Minkin, Brian – Professional Culinary Arts & Hospitality Instructor
Bachelor of Science in Hospitality Management, Florida International University
Certified NRAEF ServSafe Instructor and Proctor
Certified NRAEF Manage First Instructor

Moore, Anthony
BSN, Chamberlain University
MSN, Chamberlain University
Licensed Registered Nurse - Florida

Murillo, Juan - Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 Instructor
HVAC Certificate, PTC Clearwater
Certified Class "A" Air Conditioning Contractor
Universal EPA Certification
OSHA 500 Certification

- N –

- O -

O'Keefe, Mary – Commercial Vehicle Driving Instructor
CDL Class A License
FL DHSMV, Third Party CDL Tester
Smith System Driver Trainer

Ortiz-Figeroa, Lymari – Office of Workforce Innovation
Career and Technical Certification

- P –

Parham, Scott
Navy C-1 Welding School graduate
Journeyman Millwright and Iron Worker
GTAW 6G stainless steel 2" SCH 80 pipe , carbon steel 2" SCH80 pipe and Aluminum 3" SCH80 pipe.
SMAW 6G Carbon steel 2" SCH 80 pipe
GMAW 6G Carbon steel 2" SCH 80 pipe
FCWA 6G Carbon steel 3" SCH 40 pipe

Passley, Leo – Commercial Vehicle Driving Instructor
Career and Technical Certification
CDL Class A License
Patterson, Gregory – Plumbing Instructor
Plumbing Technology Certificate of Completion, Pinellas Technology Education Centers
State of Florida Plumber's License
Medical Gas Certified
Patton, Kendyl
A.S., Johnson & Wales University
District Culinary Certification
Peak, Robert – Public Works Instructor
B.A., American Baptist College
Public Works Certification
Florida Stormwater Association

- Q –

- R -
Randolph, Nancy – College and Career Counselor
M.A., University of South Florida
B.S., Buffalo State College
Reyes, Silvio - Computer Systems & Information Technology (CSIT)-IET Instructor
M.S Mathematics, City College Of New York
M.S Computer Science, City College Of New York
M.E Electrical Engineering, City College Of New York
B.S Electronic Engineering, Universidad Del Cauca, Colombia South America
CompTIA Security+ Certification
Cisco Certified Network Associate Certification
CompTIA Pen Test+ Certification
CompTIA Linux+ Certification
Robinson, Kyesha - Office of Workforce Innovation
B.S., University of Central Florida
Youth Mental Health First Aid Certification
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Credentialed Specialist

- S -
Santiago, Angela
A.A., College of Staten Island

A.S., College of Staten Island
Licensed Registered Nurse - Florida
Schlensker, Jeremy - Master Automotive Service Technology 1 and 2 Instructor
Career and Technical Certification
Slate, Danielle – Jewelry Design and Repair I and II Instructor
B.S., Florida State University
Solomon, Shereka - Facials Specialty Instructor
B.S., Florida State University
Florida Licensed Cosmetologist
Florida Licensed Full Specialist

- T –
Thorbin, Patricia
RN Suffolk Community College- Selene, N.Y.
BS Health Care Administration- St Joseph College- Patchogue, N.Y.
Certified Health Care Compliance
Certified Health Care Quality

- U -

- V –
Vrakas, Nicholas - Master Automotive Service Technology 1 and 2 Instructor
ASE certified Auto Mechanic
Mitsubishi Triple Diamond Certified
Toyota Certified

- W –

Walker, Crystal
Licensed Cosmetologist - Florida
Whiteley, Keith - Master Automotive Service Technology 1 and 2 Instructor
A.S., Hudson Valley College, Automotive Service Education Program (GM)
Toyota Master Diagnostic Technician
Lexus Certified Technician
General Motors Certified Technician
Saturn Certified Technician
A.S.E Master Technician
L1 Automobile Advanced Engine Performance
L3 Light Duty Hybrid/Electric Vehicles
A1 Engine Repair
A2 Automatic Transmission/Transaxle
A3 Manual Drive Train & Axles
A4 Suspension & Steering
A5 Brakes
A6 Electrical/Electronic Systems
A7 Heating & Air Conditioning
A8 Engine Performance

Certification in Air Conditioning
Williams, Samantha
A.S., Galen College of Nursing
Licensed Registered Nurse - Florida
Wright, Steve
Wastewater Class 1, 2 and 3
Water Distribution Level 3
Technical Teaching Certificate
- X -

- Y –
Young, Brian – Electricity Instructor
Career and Technical Certification
Florida State Electrical Contractor
NCCER Certified Electrical/Core Instructor and Certified Proctor
OSHA 10 Certified
Young, John
Licensed Paramedic
ACLS Certified
PALS Certified
CPR Certified

- Z –
Zachem, Steve - Computer Systems and Information Technology Instructor
B.A., Stetson University
Computer Related Crimes Investigation, St Petersburg College
CompTIA A+ and Security+
Microsoft Certified Professional
ITIL Foundations
HDI
HP Self-Maintainer

PINELLAS TECHNICAL COLLEGE PART-TIME FACULTY

St. Petersburg Campus

- A -

Ayuso, James
Career and Technical Certification

- B -

Bench, Daniel
Career and Technical Certification

- C -

- D –
Dowdell, Deja
Career and Technical Certification

- E -

- F -
Faz-Rivera, Luis
Career and Technical Certification

- G –

Green, Carlton
Career and Technical Certification

- H –
Hart, Linda
Career and Technical Certification
Harlan, Dawn
Career and Technical Certification

Henderson, Chris
Career and Technical Certification
Emergency Medical Technician
Howard, Charles
Career and Technical Certification

- I -

- J -
Johnson, Leo
Career and Technical Certification
Jones, Christopher
Career and Technical Certification
Joseph, Anita
Career and Technical Certification

- K -

- L -

- M -
Maristany, Sarah
Career and Technical Certification
Mojado, Janine

Career and Technical Certification

- N -

- O –

- P -
Prime-Sayles, Judy
A.S., Lansing Community College
Florida Registered Nurse License

- Q -

- R –
Ray, Katrina
Florida Registered Nurse License
Richardson, Abra
Career and Technical Certification
Richardson, Devin
Career and Technical Certification
Rose, Carolyn
Career and Technical Certification

- S -
Shaw, Alvina
Career and Technical Certification
Sherwood, Mark
Career and Technical Certification
Smith, Halle
Career and Technical Certification
Stabile, Dolores
Career and Technical Certification
Stepanovsky, Nerina
Career and Technical Certification
Emergency Medical Technician

- T –
Terramagra. Philip
Career and Technical Certification
Thompson, Deborah
Career and Technical Certification

- **U -**

- V –

- W -

- X -

- Y -

- Z -

ONLINE COURSES

Pinellas Technical College offers many short courses in an online format. Online courses offer a flexible, convenient learning format, assisting individuals to meet their educational, personal, and career goals. Courses are available in a variety of areas such as: entrepreneurship, computer applications, health care and fitness, personal development, and many more. For more information, go to www.myptc.edu or contact the Distance Education Department at (727) 538-7167.

SPECIALIZED SERVICES

OFFICE OF WORKFORCE INNOVATION

The Office of Workforce Innovation (OWI) is a specialized department created out of the need to increase public awareness of Pinellas Technical College (PTC) programs and services available to local businesses and community members. The general mission of the department includes responsibility for ongoing marketing of the Technical College, recruiting student learners and engaging in community outreach.

The OWI team strategically approaches its mission from three directions. OWI Business and Industry Specialists focus on building relationships with local business leaders, as well as coordinating, hosting and attending various events to build county-wide brand recognition of PTC. Student Recruiters focus on maintaining a healthy PTC presence in Pinellas County high schools, middle schools, and adult education centers by sharing information on the myriad programs available. Marketing Professionals create a variety of internal and external promotional materials to support the efforts of OWI and the Technical College. Collectively, OWI is helping to usher in the renaissance of Technical Colleges in Pinellas County, Florida and the United States.

We are committed to finding innovative solutions to the unique problems of new, expanding organizations and businesses in transition. Our centrally located campuses are also the perfect host site for professional meetings and conferences.

Housed under the Office of Workforce Innovation, ***BUSINESS AND INDUSTRY SERVICES*** is a specialized division with a presence on both the Clearwater and St. Petersburg campuses. This department offers customized training for business and industry. A wide range of business courses includes the highly technical and specialized areas of medical, automotive, electronics, construction, manufacturing and information technology. Additional courses and training programs can be developed to meet the goals of individual industries.

Training enhancement may be offered at an industry site or at one of the Pinellas Technical College campuses. Each phase of the training process is managed by one of our education

professionals. For further information, please contact the Office of Workforce Innovation on the St. Petersburg Campus (727-893-2500) to schedule a consultation. For a current list of offerings refer to our website: **www.myptc.edu**.

ADULT BASIC EDUCATION

These classes are intended for persons 16 years of age or older who wish to upgrade their basic skills for entry into a technical program or to enroll in the General Education Development (GED) preparatory program. ABE provides open-entry/open-exit enrollment, self-paced instruction, and flexible scheduling.

GENERAL EDUCATION DEVELOPMENT

This is available to non-high school graduates who are at least 16 years old. Instruction is provided in writing skills, social studies, science, literature, and mathematics in order to prepare students for the General Education Development (GED) examination. The program features open-entry/open-exit enrollment, self-paced instruction, and flexible scheduling. Both campuses also offer GED online through our website: **www.myptc.edu**.

APPLIED ACADEMICS FOR ADULT EDUCATION

The Applied Academics for Adult Education Program (AAAE) is designed to upgrade and develop the job-related academic skills of the institution's technical students. The program's major objectives are to enhance the potential of the institution's students to be successful in their technical programs and in the workforce as well as to ensure compliance with the Florida legislature's academic competency requirements for exiting a career technical program as a completer.

Students enrolled in AAAE must maintain attendance and satisfactory academic standing consistent with the requirements for terminal completion points and program completion. For information on flexible online AAAE scheduling, see a counselor. AAAE is one of the services offered in each campus Technical Resource Center (TRC).

INDUSTRY SERVICES

Pinellas Technical College – Clearwater and St. Petersburg – offer custom training for business and industry in the highly-technical and specialized areas of medical, automotive, electronics, construction, manufacturing, information technology, and a wide range of business courses and applications. Additional courses and training programs can be developed to meet customer needs.

Training enhancement may be offered at the industry site or at one of the Pinellas Technical College campuses to meet the goals of individual industries. Each phase of the training process is managed by one of our education professionals. Contact Clearwater Campus, 727-538-7167 or St. Petersburg campus, 727-893-2500 to schedule a consultation.

We are committed to finding innovative solutions to the unique problems of new, expanding organizations and businesses in transition. Our centrally located campuses are also the perfect host site for professional meetings and conferences.