Miami Lakes Educational Center & Technical College

Catalog

2023-2024*

*Revised 1/30/24

5780 N.W. 158th Street
Miami Lakes, Florida 33014
Tel: (305) 557-1100
Fax: (305) 557-7391
Website: miamilakes.edu
Twitter: @mlectechcollege

Miami Lakes Educational Center and Technical College is accredited by

The Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, Georgia 30350

Telephone: (770) 396-3898 (800)917-2081

Fax: (770) 396-3790

Master Certified by the National Automotive Technician Education Foundations, Inc. (NATEF)

Advanced Automotive Service Technology (T-TEN)

Automotive Collison Service Technician

Automotive Service Technology

Diesel Systems Technician

Approved by the Florida State Board of Nursing

Practical Nursing

Accredited by Professional Service Association

Major Appliance and Refrigeration Technician

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Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 - no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or comm unity group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07(Florida Statutes), which stipulate categorical preferences for employment.

In Addition:
School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director /Tit le IX Coordinator
155 N.E. 15t h Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995 -1 58 0 TDD: (305) 995 -2400
Email: crc@dadeschools.net Website: http://crc.dadeschools.net

Rev: 08/2017

HISTORY

On October 31, 1970 the State Board of Education authorized the Miami-Dade County School Board to establish a second Vocational Center to meet the increasing demands for post-secondary technical education. This action resulted in the construction of Miami Lakes Technical Education Center.

The Center's first director, Dr. M. Gene Stansell was appointed in 1971 and opened the school in February of 1976 with an enrollment of 400 students.

In 1986, Mr. Noward E.C. Dean, an Assistant Principal since the opening of the school, was appointed Principal of the Center. For fifteen years, Mr. Dean guided the institution through many changes in its efforts to better meet the needs of the students and the community. Before retiring in June of 2001, Mr. Dean oversaw the construction and establishment of a secondary school on the campus. The instructional programs at this new high school were developed around student choices of career academies and were integrated with the post-secondary programs. At this time, the institution was renamed *Miami Lakes Educational Center*. The students selected the jaguar as the school mascot, black and teal as the school colors.

In 2001, Ms. Rosa D. Borgen, a veteran principal since 1988, became the third principal of Miami Lakes Educational Center. She continued to develop and augment the secondary programs, while still maintaining the longtime commitment to the post-secondary adult programs. Ms. Borgen hosted the High School Dedication ceremony, and during following her three years tenure, she cultivated the growth of the high school, as the enrollment soared from 200 to 1,700 students. She piloted the Automotive Youth Educational Systems (AYES) program at the center whose goal is to "*encourage bright students with a good mechanical aptitude to pursue careers in the ever-changing fields of automotive service technology, or collision repair/ refinish and to prepare them for entry-level positions or challenging academic options*". The school also attained the Florida's Best award, and for two consecutive years was awarded the Exemplary Dade Partner's award for its partnership with Toyota and Maytag.

In 2004, Miami Lakes Educational Center welcomed its fourth principal, Mr. James V. Parker, who is also a veteran, experienced principal since 1997. Mr. Parker has continued to develop the secondary programs while augmenting the long-time commitment to the post-secondary adult programs. In time that Mr. Parker has been principal of Miami Lakes Educational Center, our apprenticeship program has grown, and Heavy Equipment Operations program has been established to serve the post-secondary vocational students. The secondary program has raised its academic performance grade from a C to an A. Under his direction Miami Lakes Educational Center looks forward to an array of new educational possibilities, which will serve to fulfill the needs of the students and our community.

In 2015, Ms. Lourdes Diaz was named principal of Miami Lakes Educational Center and Technical College. Ms. Diaz has nearly 15 years of experience in administration as both a high school assistant principal and a middle school principal. Under her leadership, the college expanded the Advanced Automotive Service Technology (T-TEN) program to the southern part of the county by creating the Robert Morgan Instruction Service Center and in partnership with Siemens established the Electrical and Instrumentation Technology (Building Automation Systems) program.

In, 2020, Mr. Yaset Fernandez was appointed Principal of Miami Lakes Educational Center and Technical College. Mr. Fernandez brings a wealth of knowledge and experience in educational leadership. During his leadership he has facilitated new vocational training programs including Welding and a partnership with Warren Henry Land Rover. Under his leadership, both the secondary and post-secondary continue to provide training opportunities for our students.

Presently, Miami Lakes Educational Center and Technical College, one of Miami-Dade County's seven area technical colleges, distinguishes itself by its innovative approach to serving both adult and high school students. The college currently provides vocational and technical programs on a full and part-time basis with day and evening classes.

GENERAL INFORMATION

Vision Statement

To facilitate, promote and provide successful career training, opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

Mission Statement

The mission of Miami Lakes Educational Center and Technical College is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

Physical Facilities

Miami Lakes Educational Center and Technical College is a 38 acre campus located in beautiful Miami Lakes just off the Palmetto Expressway on Northwest 57th Avenue. It is part of the Miami-Dade County Public Schools system and it is one of only two dual-delivery schools in the district, providing adult vocational training in conjunction with a full-service high school. It consists of air conditioned classrooms and laboratories equipped with the most modern teaching equipment available. There are six building on the campus. The five main buildings (1, 2, 3, 5 and 6) contains a faculty lounge, reception area and administrative offices. There are two student dining areas. The culinary arts program students prepare assorted entrees and pastries for the Building 3 cafeteria which are available to both secondary and post-secondary students. The menu selection in the Building 5, secondary cafeteria, features several mainstream fast food restaurant options as well as more traditional fare. Both facilities have a capacity for several hundred people as an additional dining are, the "Arnold Seltzer" room which accommodates up to 48 people for special luncheons or meetings. Adult Registration and Student Services are located in the Building 1. Student Services for secondary students is located in building 5 and the gymnasium, auditorium, instructional areas for the arts are located in Building 6 which meets the highest standards and requirements of an exemplary traditional high school.

Hours of Operation

The Miami Lakes Educational Center and Technical College campus has classes in session on Monday through Friday from 7:00am to 11:00pm to serve the needs of post-secondary and community school students.

Miami Lakes Educational Center and Technical College at Parkway Educational Complex campus has classes in session Monday through Friday from 8:30am to 2:10pm to serve the needs of post-secondary students.

Miami Lakes Educational Center and Technical College at Robert Morgan Educational Center and Technical College has classes in session on Monday through Friday from 7:20am to 2:20pm.

Admissions Procedures

Anyone who is at least 16 years of age and not currently enrolled in a secondary program may apply for the career technical training programs.

To be eligible, students must either be withdrawn from high school or have graduated from high school. Students enrolled in a vocational program of 450 hours or more must demonstrate specific levels of reading, language, and mathematic competency prior to receiving a certificate of completion from a vocational program. Students may obtain general information and an application for admission by visiting the center between 7:00 am to 9:30 pm Monday through Thursday and from 8:00 am to 6:00 pm on Fridays.

The application process is as follows:
1. Prospective students obtain an application from the receptionist. Once the application is completed, the student is scheduled to see a counselor.
2. The student meets with a guidance counselor, who assists him/her with determining an appropriate program, give specific information on basic skills testing requirements. Students who may require assistance with paying their tuition are provided with information about securing financial assistance directly from the federal government or local agencies.
3. A student wishing to apply for financial aid is scheduled to see a financial aid officer, who will provide specific instructions for eligible students.
4. All other students are directed to a registration clerk, who will process the application.
5. Students are then directed to the cashier where the tuition fee required for the requested course or program is paid.
6. Once these steps are completed, the student is given specific information about reporting to class.

Some programs may have specific entrance requirements. Please refer to specific program entrance requirements for more details.

Admission for Visa students must be cleared by the Federal & State Compliance office.
Please visit *www.attendanceservice.dadeschools.net/frsvd.asp* or call 305-883-5323 for additional information. Also, you can reach the Financial Aid Office at 305-557-1100.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2023-2024 SCHOOL CALENDAR
TECHNICAL COLLEGES / ADULT EDUCATION CENTERS

AUGUST 2023

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

JULY 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2024

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Legend:
- New Teachers Report
- Teacher Planning Day
- District-wide Professional Development Day
- Teacher Planning Day available to opt
- Recess Day (11.5 months)
- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Legal Holiday (12 month)
- Available to opt

DAYS IN GRADING PERIOD

1 - 82
2 - 65
3 - 69

For information on employee opt days, please refer to the back of calendar.

Many programs are open-entry/open-exit, which means that students may enroll at any time during the trimester. Some programs particularly in the health science area, require a specific entry date and may have an enrollment waiting list. Prospective students are encouraged to check with a counselor, and/or instructor to determine the specific admission requirements of their program of interest.

Waiting List
When classes are filled to capacity, a chronological waiting list of eligible students is maintained. The prospective student's name is advanced as space becomes available. This process also applies to those students who may have previously been enrolled in a course or program.

Academic Year
The academic year is divided into three trimesters of approximately 16 weeks. The first trimester begins in August and ends in December. The second trimester begins in January and ends in April. The third trimester begins in April and ends in August.

*Please note that the starting and ending dates for the trimester may vary each year because the calendar is determined on a yearly basis by the Miami-Dade County School Board.

Attendance
Students absent from career and technical education (vocational) courses for six consecutive class sessions are dropped automatically from class rolls. Students absent from Adult General Education courses (A.B.E., AAAE and GED) will be dropped from class rolls on the sixth consecutive absence. Any number of absences which interfere with academic progress may be grounds for excluding a student from class. Students who register for a class and does not attend the class by the third meeting; will be considered a "no-show", and subsequently withdrawn from class.

Students applying for or receiving financial aid have specific attendance requirements. The policies pertaining to attendance for financial aid recipients are distributed to each student by the Financial Aid Office when they apply for aid.

Students displaying excessive tardiness may be referred for counseling. Failure to improve may result in probation and/ or being dropped from the class.

Attendance policies for veterans receiving benefits for attending school are covered in a brochure distributed to each veteran at the time they enroll. These brochures are available in the registration department and may be obtained upon request.

Tuition and Fees
Each trimester, tuition and fees are collected when the student registers for classes. Tuition is charged at the established hourly rate based on the contact hours the class is scheduled . Current fees are listed in the Class Schedule each trimester and on the college's website. These fees are subject to change without notice.
*No personal checks will be accepted for tuition, cash, VISA or MasterCard, cashier's check or money order only.

Career Technical Programs	Charge
Resident (In-State)	$2.56/hour
Non-Resident (Out-Of-State)	$10.25/hour
Application Fee	$15.00
Student ID's	$5.00

Adult General Education	Charge
Resident (In-State)	$30.00
Non-Resident (Out-Of-State)	$30.00
Testing Fee	$5.00
Student ID's	$5.00

Transfers

Students who transfer between programs do so by initiating a "Request for Transfer" form. This form is signed by both the sending and receiving instructors. Students who wish to transfer to other schools within the District may transfer seamlessly as this data is available electronically within the FOCUS software to the receiving institution. If approved, the student is directed to the registration office where the transfer is processed. Students transferring to a higher priced class will be required to pay the difference.

Miami Lakes Educational Center and Technical College may award credit hours to students who previously attended another post-secondary institution or higher learning institute (college or university). The student must put in a request in writing at that institution to have their official transcript(s) forwarded to the student services department at Miami Lakes Educational Center and Technical College (MLECTC). The transcripts will be evaluated by the department chairperson and program administrator to determine appropriate placement and the number of credit hours to be accepted. The student is then directed to complete the enrollment process for the requested program

Veterans Attendance Policy

Veteran's Affair (VA) students are required to attend all classes. Instructors shall submit veteran students' daily attendance records and progress reports to the VA Clerk once per trimester.

Attendance records are recorded by the teacher daily through the FOCUS platform. Career and technical program students absent from class for six(6) consecutive meetings and adult general education students absent from class for six (6) consecutive meetings are dropped automatically from the class roll. Excessive absences that interfere with academic progress may be grounds for disciplinary action.

A veteran is not permitted to re-enter a program on veteran status for one month after being dropped from veteran status. The only exceptions to this rule are: proof of medical attention, mandatory court appearance before a judge, jury duty, active military service or death in immediate family. In order to be re-entered for these reasons, or to have an absence considered satisfactory, proof of such absence must be presented as it occurs to the VA Clerk the day the veteran returns to school. If a veteran brings in a medical excuse signed by the doctor, it must specifically list each day the veteran was absent due to medical reasons. An excuse stating a veteran was under the doctor's care from the 10th of the month to the 17th will not suffice. These medical excuses will be kept in the veteran's permanent file in the Student Services Department.

School holidays, teacher planning days, spring vacation days, or any other days the school is not in session are reported to the Veterans Administration as absences. Exceptions to this are periods between trimesters, (unless paid for them), Federal holidays such as July 4th Independence Day), New Year's Day, Thanksgiving, Christmas, etc.

IMPORTANT: VETERANS MUST ATTEND CLASS THE LAST SCHOOL DAY BEFORE THE CHRISTMAS BREAK IN ORDER TO BE PAID FOR THE CHRISTMAS HOLIDAYS.

We are required by law to drop veterans from their program because of poor attendance or unsatisfactory progress. The final decision whether to allow a student to re-enter belongs to the school, not the Veterans Administration.

It is the responsibility of the veteran to notify the VA Clerk of any change of programs, course hours, instructors, etc., to avoid any loss of benefits.

Veterans should be careful in observing the attendance rules as any temporary interruption of attendance during the month will cause a delay in VA checks.

Refund Policy

- Students will be eligible for a full refund of Postsecondary Career/Technical Education tuition and fees if the student is withdrawn within 5 days of the class start date.

- Students will be eligible for a full refund of Adult General Education tuition, test fees and ID fees prior to the start of the AGE class or if the student never attends the class.

- Students will be eligible for a partial refund of Postsecondary Career/Technical Education tuition fees up to 5 days after the class start date. The partial refund amount will be equivalent to the total of class hours not attended. There will be no partial refund of Adult General Education fees.

- Partial payments made for Postsecondary Career/Technical classes are NON-Refundable after the start of class.

- Students will be eligible for a refund of fees for Postsecondary Career/Technical Education courses less than three (3) weeks or ninety (90) hours in duration if the request for withdrawal is made prior to the second course meeting.

- A student is entitled to a full or partial refund of tuition fees if a course is cancelled by the school principal or designee.

- Refunds when due, can be made without a request from a student. The refund must be made within forty-five days of the student's withdrawal date.

- The **Application for refund by Check/Credit (Form-2057, 08-14)** must be completed and approved for all eligible refunds.

- Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees.

- In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that prevent a student from attending class, the school principal/designee may honor a request for full or partial refund of fees provided that:
  - the request from the student is made in writing (does not apply to students enrolled in a COE accredited CTE program);
  - and when appropriate, supporting documentation should be provided;

If the refund results in a failure to satisfy State fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund was given.

  - Students who withdraw from their program while receiving Title IV (Pell Grant) funds, will receive a refund based on the Federal post-withdrawal calculation formula. For additional information, see the Financial Aid Office.
  - When a students' fees are subsidized by an agency and the student withdraws, the agency can submit written request for refund only if the student's hours of attendance are less than 50% of the course scheduled hours.

Standard of Conduct

The primary objective of Miami Lakes Educational Center and Technical College and Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships. A good learning environment provides order and discipline as evidenced by the absence of distractions, frictions, and disturbances which interfere with effective functioning of the student, the class, and the school. It is also the presence of a safe and friendly, yet businesslike atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

Students may be expelled for conduct reflecting discredit to themselves, other students, the center, or the community. Some of the behaviors that will be considered grounds for dismissal of a student are:

- ► Willful disobedience.
- ► Open defiance of the authority of a staff member.
- ► Violence against personal property.
- ► Profane or indecent language or behavior.
- ► Use of tobacco and smoking devices including nicotine dispensing devices and/or electronic cigarettes or smoking devises, as well as any product or device or manufactured to imitate any of these products regardless of whether it contains tobacco or nicotine.
- ► Attending class under the influence of alcohol, illegal drugs/substances, or the possession of either.
- ► Improper conduct causing disturbances in the classroom, hallways, or other places on the school premises.
- ► Tampering with fire equipment, safety and evacuation signs, or the setting.
- ► Setting a fire or playing with flammables.

* Please be advised that this is not an all-inclusive list. For a more comprehensive list please refer to the Post-Secondary Code of Student Conduct is found in the school website at http://www.miamilakes.edu/wp-content/uploads/2018/10/Post-Secondary-Code-of-Student-Conduct-Updated.pdf

I.   No written messages, pictures or symbols on clothing that portray ideas that are harmful to the health, safety and welfare of students e.g. messages which relate to drugs, smoking, alcohol, sexual acts and profanity.
II. No micro-mini skirts or short-shorts will be allowed on campus. No shorts of any kind are permitted in industrial shop areas.
III. No tube-tops, see-through blouses (without a camisole), bare back or bare midriff shirts, or sleeveless undershirts.
IV. No hats are to be worn in the building except those that are for religious purposes.
V.   No sneakers, thongs or open shoes of any type should be worn in industrial shop areas (safety shoes are recommended).
VI. All programs require that students wear uniforms and/ or safety apparel appropriate for the training area in which they are enrolled.

Uniform Policy

CTE Program	School Uniform Requirement (Style and Color)	
Advanced Automotive Service Technology (T-TEN)	Toyota Required Uniform	Black and Red (Toyota) Black and Gray (Lexus)
Automotive Collision Technology Technician	Dickies Brand (or similar brand)	Light Blue
Automotive Service Technology	Dickies Brand (or similar brand)	Navy Blue
Automotive Service Technology (Warren Henry)	Warren Henry Required Uniform	Black Pants and Gray Shirt
Commercial Vehicle Driving (Class A)	CVL shirt	Royal Blue
Computer Systems & Information Technology (CISCO)	Polo shirt	Black
Cosmetology	Scrubs	Black
Dental Assisting	Scrubs	Teal
Diesel Systems Technician	Dickies Brand (or similar brand)	Black
Electrical and Instrumentation Technology (Building Automation Systems)	Polo shirt	White
Electronic Systems Technology	Polo shirt	Black
Heating, Ventilation, Air Conditioning/Refrigeration (HVAR) 1	Dickies Brand (or similar brand)	Graphite (light) Gray
Heavy Equipment Operations Technician	Dickies Brand (or similar brand)	Navy Coveralls
Major Appliance & Refrigeration Technician	Dickies Brand (or similar brand)	Tan
Medical Assisting	Scrubs	Teal
Pharmacy Technician	Scrubs	Navy
Practical Nursing (LPN)	Scrubs	White
Professional Culinary Arts and Hospitality	Chef Coat Checkered Pants	White/Black White Checkered
Welding	Dickies Brand (or similar brand)	Black

Work Based Learning

Any student who has completed at least 50% of program requirements and has a minimum of a "C" average may apply for work based learning. A student that has obtained employment in the field of training may be recommended by his/ her instructor for the Work Based Learning program. Students who qualify for the Work Based Learning program should be referred to their program administrator for processing.

Special Training

Miami Lakes Educational Center and Technical College welcomes the opportunity to provide special training whenever the need arises. Special training is designed to meet a need that may be extracted from an approved curriculum or where a curriculum has not yet been developed.

<u>Certificate of Completion</u>

Students who have successfully completed all course requirements including basic skills requirements of the program will be issued a certificate of completion which includes the name of the technical program and the total hours of the course or program.

State Board of Education Rules identify the basic skills requirements for the post-secondary adult technical education programs. These requirements are as follows:

All students who are enrolled in a career and technical (vocational) program of 450 hours or more, except where indicated, shall complete a basic skills test within the first six (6) weeks from the time of entry (enrollment) into the program.

The examination designated by Miami-Dade County Public Schools is the Test of Adult Basic Education (T.A.B.E.). The exceptions being:

1. Students possessing an Associate of Applied Science degree or higher, or who have passed the College-Level Academic Skills Test (CLAST) and/or who are exempt from the college entry-level examination do not require basic skills testing. Students must present an **official** copy of the degree, transcript, and/or documentation of test scores as evidence of the above.
2. Students enrolled in programs of 450 hours or more that require a state, national, or industry licensure exam as identified by the Department of Education, Workforce Education, for employment must be tested within the 1st weeks after they enroll. If upon program completion, the student documents passage of the licensure exam, the basic skills exit requirement is waived.

    Minimum basic skills grade levels in reading, mathematics and language are defined for each technical or vocational program. These basic skills are exit requirements from those programs. They are not used for entry or placement (see program description for required basic skills levels)

    ► Students who lack the required minimal level of basic skills as measured by the designated examination shall be provided with instruction specifically designed to correct the deficiencies.

    ► Upon completion of the instruction which is tailored to meet the individual needs, students shall be retested by using the same examination that was used for initial testing.

    Adult students with disabilities may require testing modifications. However, consideration of modification requires the student to provide written documentation verifying the disability. Testing Modifications may include:

    ► Flexible scheduling
    ► Flexible setting
    ► Flexible responding
    ► Flexible presentation

3. Students possessing a standard high school diploma from a Florida public school with graduation year of 2007 or later.

Transcript Request

To ensure that transcripts are provided in a timely manner, the following procedures are to be followed:

1. The student may request a transcript in writing indicating name, Student ID or social security number, date of birth and date(s) of attendance.
2. Students may fill out a *Permission for Release of Records and/or Information From Records (FM-1867E Rev. (11-02)* indicating the reason for the release; the specific records to be released and to whom the records are being released. Transcripts may be released to schools in which the student seeks or intends to enroll without prior consent. Transcript requests are charged at five dollars per transcript.

Articulation Agreements

Miami Lakes Educational Center and Technical College is part of the statewide articulation agreement, whereby program completers of selected programs may receive college credit toward an Associate Degree. Under this arrangement, the student must present an official transcript from Miami Lakes Educational Center and Technical College and/or industry certifications to receive credit towards a two– year degree.

Specific questions regarding transferring credit to any other non-Miami Dade County Public School should be directed to the receiving institution.

For more information regarding statewide articulation agreement please visit the Florida Department of Education website at
 http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/psav-to-aas-as-degree.stml

Post-Secondary Credit for High School Vocational Courses

Students who have completed vocational training courses in their high school may earn credit hours toward completion of vocational training programs at Miami Lakes Educational Center and Technical College.

STUDENT SERVICES

Guidance Counseling and Placement Services

The Student Services Department offers guidance counseling, vocational testing, financial aid, and job placement services. Counselors are available Monday through Thursday from 7:00 a.m. to 9:30 p.m., and Friday from 7:00 a.m. to 6:00 p.m. in the Registration area in Building "1". Students may walk-in or schedule an appointment by calling (305) 557-1100.

Adult Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 states that, "No qualified handicapped person, shall on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal assistance".

A disabled individual under Section 504 means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded of having such impairment. If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional program.

Media Center

The Media Center is located in the "6" building and is open daily Monday thru Thursday from 7:00 a.m. to 8:00 p.m. and Friday from 7:00 a.m. to 5:00 p.m. The function of the media center is to acquire, organize, and disseminate audiovisual materials that support the school's curriculum. The Media Center maintains a well-rounded source of educational materials to assist the faculty and students in their instructional and educational research. The audiovisual materials may be viewed in the Media Center in designated study areas located throughout the center. Reference books, periodicals, and computers with internet access are available for currently enrolled students. Items may be checked out in accordance with the Media Center policies. Students using computers with internet access must ad- here to the Miami
-Dade County Public Schools Acceptable Use Policy for Internet Use. (Copies are available from the Media Specialists) Further information may be obtained from a counselor or from the Media Center.

Bookstore

The student bookstore in Building "1" sells books and materials necessary for use in the classes taught at Miami Lakes Educational Center and Technical College. The school accepts only cash for books or materials purchased. The bookstore hours are as follows:

<div align="center">

Monday – Friday
8:00 am - 8:00 pm

</div>

*Please note that the bookstore has a no refund policy unless there are extenuating circumstances which must be approved by the school principal. Please note that the bookstore hours are subject to change. Please contact the school for current business hours.

Food Facilities

The Professional Culinary Arts and Hospitality class welcomes all students and school personnel to dine in the cafeteria located in Building "3". The cafeteria is open for lunch Wednesday through Friday from 11:00 a.m. – 12:10 p.m. The program is entirely self-supporting and is not part of the Miami-Dade County Schools Lunch Program. The College also has the cafeteria located in the "5" building that is open for lunch as part of Miami-Dade County's Lunch program as well as an array of outside vendors. Vending machines are available in throughout the campus. Student may leave campus during their designated lunch/dinner break. Food and drinks should be consumed on the patio and are not allowed inside the building, in the classrooms, hallways, or shops.
 *No food or drinks are allowed in instructional areas.

Housing Facilities

The College does not have dormitories or rooms available to house students; however, there are rental properties available in the area. Out of town students must make their own arrangements for accommodations.

Bus Information

Miami-Dade Transit Agency (MDT) serves the Miami Lakes Educational Center and Technical College. Detailed information can be obtained by calling the MDT information office at (305) 770-3131.

Parking

Parking is permitted in designated parking lots on a first come, first-served basis. Any vehicle parked in restricted areas (i.e. along sidewalks, on the grass, etc.) will be ticketed by the Miami-Dade County Public Safety Department.

Student Health Care

The school does not have facilities or personnel to render medical assistance. If a student has a medical problem which might result in an emergency situation, the instructor and Student Services Department should be notified when the student initially enters the class. School officials will not call for an ambulance but will call the fire rescue. The fire rescue personnel will make the decision as to the need for an ambulance. If an ambulance is dispatched, the student requiring the medical attention is responsible for all costs incurred. First aid kits are available at various locations throughout the College.

Insurance

Student Accident Insurance is available to all students registered in classes at Miami Lakes Educational Center and Technical College. This insurance may be purchased directly from the insurance company at www.k12studentinsurance.com

Student Identification Card

A valid Miami Lakes Educational Center and Technical identification badge must be worn above the waist and be visible at all times. It must be shown to school officials upon request. This badge must be presented whenever requesting refunds, when using school facilities such as the Media Center and Student Bookstore, and when registering for future classes. Student I.D. badges are obtained by paying a nominal fee of $5.00 every trimester at the time of registration. Lost badges should be reported to the Registration Office immediately. There is a $5.00 charge for a replacement ID. In the event a student is suspended, expelled, or withdrawn from a class, the I.D. badge must be returned to the Student Services administrator.

Student Right to Know

The information listed below is discussed with students during orientation. Copies are made available through the Guidance Office:

- ► Conduct and Discipline Codes
- ► Adult Grievance Procedure
- ► Campus Security Plan
- ► Program Completion Rate
- ► Drug and alcohol abuse prevention information

The Family Educational Rights and Privacy Act became a Federal Law in November of 1974, and further revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of students' educational records. Without the prior consent of the parents or eligible students (over 18 years of age), only parents or such students and authorized individuals having legitimate educational interest will have access to a student's educational records. Students may examine their records by appointment in the Guidance Office. A nominal fee will be charged for any copies requested from the student's folder. Student records may only be released in accordance with Miami-Dade County School Board policy.

Family Educational Rights & Privacy Act (FERPA)

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). It gives students who are 18 years or older who attends a postsecondary institution, including Miami Lakes Educational Center and Technical College, that receive funding under any program administered by the U.S. Department of Education the rights to have access and control over the disclosure of personally identifiable information from their educational records. The student will need to complete FM-1867 ,Permission for Release of Records and/or Information From Records authorizing the college to disclose the requested information.

GRIEVANCE
PROCEDURES

Purpose

The purpose of this grievance procedure shall be to settle equitably, at the lowest administrative level possible, differences and issues relating to school policy. This procedure does not apply to alleged discrimination relating to race, sex, disability, or other federally legislated civil rights. The proceedings shall be kept as informal and confidential as may be appropriate at all levels of the procedure.

Definition

An informal grievance is an alleged violation, misunderstanding or misinterpretation of school policy by any member of the student body. Each grievance level shall be observed and used in proper order. Exceptions may be made in emergencies.

Level One: (Information Procedures)

The aggrieved person must first discuss their grievance with their immediate supervisor with the objective of resolving the matter informally. It is acknowledged that the teacher is the student's immediate supervisor. The aggrieved person and the supervisor shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. If, as a result of the discussion between the complainant and the supervisor the matter is not resolved to the satisfaction of the complainant, then the aggrieved shall set forth the grievance in writing utilizing the student grievance form to the administrator of Student Services to include:

►   The nature of the grievance within five (5) days
►   The result of previous discussion
►   Dissatisfaction with decisions previously rendered

The administrator of Student Services shall investigate the matter of the grievance and document resolution date, description and status onto the form and communicate the decision to the aggrieved within three (3) school days of the written grievance. Records of complaints and grievances as well as resolutions are recorded and maintained by the school site administrators.

Level Two: (Formal Procedures)

Formal grievance procedures for students apply to those situations in which students believe themselves to be victims of discrimination based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.

These formal complaint procedures also apply to situations in which students believe themselves to be victims of harassment, including sexual harassment.

If the aggrieved student is not satisfied with the disposition of the grievance at level one, they may within five (5) school days present their grievance to the Principal. The Principal and the aggrieved will meet and the aggrieved may have mutually agreed upon representation present.

Within five (5) days after the meeting, the Principal should render a decision. A copy of the decision shall go to the aggrieved person and all others involved.

If the aggrieved person is not satisfied with the disposition of the grievance at level two, they may file the grievance in writing to:

Adult/Technical Colleges and Educational Opportunity and Access
Miami-Dade County Public Schools
1450 NE Second Avenue
8th Floor
Miami, Florida 33132

This must be done within five (5) school days after the decision from level two.

Miami Lakes Educational Center and Technical College is accredited by the Accrediting Commission of the Council on Occupation Education. Concerns which cannot be resolved with the School and/or District may be referred to:

Accrediting Commission of the Council on Occupational Education
7840 Roswell Road, Building 300
Suite 325
Atlanta, GA 30350
Phone (770) 396-3898
e-mail: puckettg@council.org

ACADEMIC POLICIES

Academic Policies

The grading system by Miami Lakes Educational Center and Technical College, follows that of the Miami-Dade County Public School system. Specifically, the policy states that academic grades for students shall be "A", "B", "C", "D", and "F". A brief explanation of the grades used is as follows:

A grade of "A" (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area. The student consistently performs academically at a level which is considerably higher than that of the typical student in the same program or course. The student has mastered skills well above those required for successful completion of the instructional program and has demonstrated an understanding of, and an ability to utilize the content of the program effectively. An "A" student will have achieved and exceeded all of the instructional objectives and competencies established for the subject during the grading period.

A grade of "B" (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area. The student consistently performs at a level above that which is expected of the typical student in the same program or subject. The student has mastered skills in content beyond what is required for successful completion of the instructional program prescribed for the individual student. The "B" student will be progressing at a rate enabling achievement of virtually all of the instructional objectives and competencies established for the subject being graded.

A grade of "C" (70-79%) indicates satisfactory academic achievement. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program prescribed for the individual student. The student's rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

A grade of "D" (60-69%) indicates a minimal acceptable level of mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The student's rate of progress is such that the minimal instructional objectives and competencies for the program will be mastered.

A grade of "F" (0-59%) indicates a level of academic performance that is unsatisfactory. Students functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program.

When a numerical equivalent to an assigned letter grade of "A", "B", "C", "D", or "F" is used, the following apply, and shall be communicated to students:

Grade	Grade Point	Interpretation	Verbal Values
A	90% - 100%	4	Outstanding
B	80% - 89%	3	Good
C	70% - 79%	2	Satisfactory
D	60% - 69%	1	Improvement
F	0 - 59%	0	Unsatisfactory

Veterans Students Standards of Progress

SAP is a required measurement of a student's academic progress towards their academic goal. Progress must be measured by both grade-based (qualitative) and time/pace of completion (quantitative) standards. For programs lasting one year or less, SAP must be accessed at the end of each payment period (FA) and for VA students, at the end of each trimester. For programs lasting more than one year, SAP must be assessed annually corresponding with the end of a payment period (FA) and for VA at end of each trimester. SAP must be measured cumulatively. The Code of Federal Regulations, CFR 668.34 requires that schools establish satisfactory progress standards and policy for students applying for and receiving federal aid. This regulation requires that the Financial Aid Office and the School Certifying Officer review all periods of a student's enrollment history to determine if a student is making SAP towards an educational objective. The SAP form must be utilized by the FAO and SCO in order to document and monitor students' progress at the successful completion of 67% of the maximum scheduled hours for which the student is enrolled. The SAP Report form (FM 5431) is completed by teachers and returned to the FAO or the SCO.

1. Each VA student is expected to complete his/her program within the number of training hours approved by the Bureau of State Approving for Veterans Training, Florida Department of Veterans Affairs. Complete attendance and progress records are maintained on each veteran who is certified as eligible for veterans' educational benefits.

   Miami Lakes Educational Center and Technical College enforces policies relative to standards of progress and conduct required of its students. These include, but are not limited to, placing students on probation for a period of one month when their reported progress is less than satisfactory in any program they are pursing. These students are referred to the Guidance Department. If satisfactory progress is not reported, the student is notified that he/she cannot complete the program within the approved number of training hours and then terminated from VA educational benefits and the Veterans Administration will be notified of unsatisfactory progress.

   Vocational programs are graded on the basis of satisfactory and unsatisfactory progress. Satisfactory progress indicates that the veteran is meeting program requirements and completing the program at a satisfactory rate of completion as prescribed by the program course outline. VA beneficiaries will be terminated if student has unsatisfactory attendance.

2. A VA student whose educational benefits have been terminated for unsatisfactory progress may petition the school to be re-certified after one trimester has elapsed.

3. VA students will be provided a written progress or grade report at the end of each trimester. A copy of the report will be placed in the student's permanent file maintained by the school.

Credit For Previous Education and Training

All veterans are advised that the regulations set forth in the Student Handbook supplied to all students, apply to everyone.

A VA student who previously attended another post-secondary institution or higher learning institute (college or university) must put in a request in writing at that institution to have their official transcript(s) forwarded to the VA Clerk in the Student Services Department at Miami Lakes Educational Center and Technical College (MLECTC). If the transcript has not been received prior to the beginning of his/her initial term, Miami Lakes Educational Center and Technical College will not re-certify the student for VA educational benefits. MLECTC will re-certify the student after the transcript has been received.

The VA student's previous training and/or experience will be evaluated by the program instructor at Miami Lakes Educational Center and Technical College. Should credit(s) be accepted and/or granted, the VA student's tuition and training time will be reduce proportionally. A written notice of transferable credits will be sent to the student and maintained in the student file.

All transcripts of previous training should be submitted by the beginning of his/her initial term. Failure to do so may result in a suspension of VA educational benefits.

FINANCIAL ASSISTANCE

Financial Aid

Students enrolled in career/technical classes are encouraged to complete the Free Application for Federal Student Aid, (FAFSA) for the current year. The federal school code for MLECTC is **016400**, and the application can be accessed at www.fafsa.ed.gov. Students are required to complete a new FAFSA for each academic year. The amount of financial aid students will receive depends on financial needs. Financial need is the difference between educational expenses and what the family can reasonably expect to pay. The amount the family can contribute is derived from the FAFSA. For students to be eligible for federal financial aid, such as the Pell Grant, they must be enrolled in a career/technical pro- gram of 600 or more clock hours of instruction. To be eligible for Florida Student Assistance Grant (FSAG-CE), students must be enrolled in a career/technical program of 450 or more clock hours. District Financial Aid (DFAP) and Fee Waiver programs are also available on a limited basis. Eligibility for these funding sources requires completing the FAF- SA application. Pell Grant recipients may receive textbooks as part of the award. Students must maintain a Satisfactory Academic Performance (SAP) in order to maintain all financial aid. Funds from the FSEOG and FSAG-CE programs are awarded based on the student's "need" and on a "first-come, first-serve" basis. Eligibility for the other programs are determined by offices or agencies other than the Financial Aid Office. The Financial Aid Office will give the student an award letter listing the type and amount of aid he or she can expect to receive. All applications and financial assistance are available from the Financial Aid Office.

General Eligibility Requirements

In order to participate in the Pell Grant financial aid program, a student must comply with the following eligibility requirements:

1. Hold United States citizenship, United States permanent resident status or any other non-citizen status as determined by Homeland Security,
2. Be enrolled in a certificate program of at least 600 clock hours of instruction. Students enrolled in programs of less than 600 hours may be eligible for district financial aid and FSAG.
3. Make satisfactory progress in academics and attendance.
4. Not be in default or owe a refund for any aid previously received.
6. Sign a statement certifying non-participation in any drug related activity.
7. Register with the United States Selective Service, if required by federal law.

Financial Aid Standards of Academic Progress

Career/technical centers of Miami-Dade County Public Schools in conjunction with federal regulations have established the following standards of academic progress, which must be met to continue receiving financial assistance. These standards become effective when the student starts the program, not when the student applies for financial aid. For returning students the standards start the first day of class in the next trimester.

A. To make satisfactory progress a student must meet the following:

The Satisfactory Academic Progress form must be utilized by the Financial Aid Officers in order to document and monitor students' progress at the completion of each payment period. The Satisfactory Academic Progress Report form (FM 5431) is completed by the career/technical teachers and returned to the Financial Aid Officer. The student's current grades, derived from class/shop work assessment appear in the FOCUS System. The school's Registrar will confirm that the students have completed the scheduled number of hours enrolled.

The Satisfactory Academic Progress criteria that are expected from all students are as follows:

➢ Satisfactorily attain a minimum grade of "C" or better or GPA of 2.0 and above
➢ Satisfactorily complete outcomes within 150% of the length of the program.
➢ Successfully complete 67% of the maximum scheduled hours for which the student is enrolled

If a student fails to make Satisfactory Academic Progress as reflected on their Satisfactory Academic Progress Report form, a meeting will be held with the student and the Financial Aid Officer. The student will be placed on "Financial Aid Warning" for one payment period. The Financial Aid Officer will closely monitor the student's progress; and if the student regains Satisfactory Academic Progress while they are on "Financial Aid Warning", they will be considered as being in academic compliance.

If the student fails to achieve Satisfactory Academic Progress, while on "Financial Aid Warning", they will be notified of the cancellation of their financial aid award. They will have the opportunity to appeal such action and can submit a Financial Aid Student Appeals form (FM 6863) obtained from the Financial Aid Officer in order to request an appeal. All requests for appeal will be heard by the school's Financial Aid Appeals Committee which will be comprised of an administrator, financial aid officer, and counselor. The committee shall convene as needed and will carefully review all information and documentation related to the student's appeal. The committee will render a written decision to the student within 48 hours of the appeal hearing using the Student Appeals form (FM 6863). The decisions of the Financial Aid Appeals Committee are final.

If the student's appeal is approved, a meeting will be held with the student and the Financial Aid Officer and the student will then be placed on "Financial Aid Probation" status for one payment period. Reinstatement of a student's financial aid after an appeal is denied can only be attained if the student attends a trimester without financial assistance and achieves Satisfactory Academic Progress for that payment period. Students will be entitled to one (1) appeal's hearing during the entire length of their program.

The Financial Aid Officers and teachers will work together to closely monitor a student's progress while on "Financial Aid Probation" and should the student regain Satisfactory Academic Progress during the next evaluation, they will be considered as being in academic compliance and their eligibility will be reinstated. If a student does not make Satisfactory Academic Progress while on "Financial Aid Warning" or "Financial Aid Probation", a meeting will be held with the student and the Financial Aid Officer and the student will be informed that they will not be eligible for the payment period following their "unsatisfactory" academic progress report. Students will be financially responsible for their academic expenses until they have successfully reestablished Satisfactory Academic Progress.

Students who exceed their maximum hours of eligibility will be considered as not making Satisfactory Academic Progress and will no longer be eligible for financial aid. Financial Aid Officers will be able to effectively monitor all students' hours and academic grades in order to make the necessary Satisfactory Academic Progress determinations.

Students are considered as ineligible when it becomes mathematically impossible for them to complete the program within 150% of the length of the program.

Students who transfer will have their hours and grades earned at the previous school counted towards their Satisfactory Academic Progress.

If a student withdraws, their existing hours and grades upon re-entering will be counted towards their Satisfactory Academic Progress.

B. Appeals Concerning Unsatisfactory Progress

If notified that financial aid is cancelled, the student may appeal such action. The appeal should be in writing and include the following documents:

1. A letter by the student describing mitigating circumstances.

2. A physician's note and/or medical records, if the appeal is based on a medical reason.

3. Any additional documents.

The decision of the appeal committee is final. A student will receive written notification of the decision. After an appeal is denied, reinstatement is possible if a student attends one trimester without financial assistance and maintains satisfactory progress for that trimester. A student may be granted only one appeal during the entire program of

C. Verification

Federal regulations require that the school validates income and other information reported on the Pell Grant Student Aid Report (SAR) with the parent's/student's IRS Transcript and attached schedules. When discrepancies occur, the corrected SAR must be resubmitted to the federal processor. The financial aid office reserves the right to require other documentation when deemed necessary before the student becomes eligible for a Pell Grant.

D. Pell Grant Disbursements

Pell Grant aid will be disbursed each period based on the number of hours students complete in a period. After five consecutive days of attendance, if necessary, students may receive a book voucher. Students who do not complete all of their hours within the payment period will not be eligible for a subsequent disbursement. Subsequent payments are contingent upon the students maintaining satisfactory academic progress. Students can only receive Pell Grants for a maximum of six years.

The following Financial Aid is available at Miami Lakes Educational Center and Technical College.

District Financial Aid Program (DFAP)
DFAP funds are awarded to financially needed students which can be used to pay a partial or full portion of a student's fees. A student applying for the DFAP must be a Florida resident and complete a Financial Aid Application.

Federal Pell Grant Program
Federally funded grant funds are awarded by the United States Department of Education to students who demonstrate financial need. The Pell Grant is available to students who enroll in an eligible program and meet all other requirements set by the Department of Education.

Federal Supplemental Education Opportunity Grant (FSEOG)
Federally funded grant awarded to students who demonstrate significant financial need. Awards are calculated by the Financial Aid Office and are determined by need and availability of funds. Students must apply for a Pell Grant for the same academic year. Awards for a full academic year may vary, depending upon the amount of funding available.

Florida Prepaid College Fund
A state of Florida college savings plan that covers the tuition for the student as long as they eligibility.

Florida Student Assistance Grant– Career Education (FSAG-CE)
Florida Public Postsecondary Career Education Student Assistance Grant (FSAG-CE) Program is a need-based grant program available to Florida residents enrolled in certificate programs of 450 or more clock hours. Students must be scheduled for at least 180 hours per term. This grant is only available for the Fall and Winter Terms.

Florida Vocational Rehabilitation
Vocational Rehabilitation (VR) is a federal-state program that helps people who have physical or mental disabilities obtain training to get a job. Students must work with their VR counselors to secure the vouchers for school cost.

Tuition Fee Waiver Program
Tuition waivers are granted to financially needy students. An application must be submitted each term and the applicant must be able to provide documentation to verify financial need.

Skills for Academic, Vocational and English Studies (SAVES)

SAVES is a federally funded project that provides services to individuals granted asylum and refugees from any country who meet the eligibility criteria. SAVES clients receive assistance with scholarships, textbooks, bus passes and child care costs. This is an innovative program that meets the educational needs of adult refugees from all over the world. Any eligible client who is not employed is referred to the employment network. SAVES applicants should present clear copies of immigration documents to establish eligibility. The following documents must be provided to determine eligibility in the program:

- ► Parole (I-94)
- ► Social Security Card
- ► Passport
- ► Asylum Letter
- ► Driver's License or Florida Identification card
- ► Any other additional immigration documents that a person may have

For more information on the S.A.V.E.S. program please contact the S.A.V.E.S coordinator.

Veteran Educational Benefits Programs

If you are a veteran, you may be eligible for Veteran Educational benefits. Eligibility generally ends ten years from the date of release from active duty. If you need further information, please contact the veteran's clerk in the Student Services Office. Veterans may obtain assistance or information concerning matters dealing with veterans benefits from the Registration Department, Building A. All veterans are advised if their program of study has been approved by the State Approving Agency. Veterans are permitted to receive veteran benefits only for the length of time approved for their course by the State Approving Agency.

If VA Education Service administers five benefits programs to provide benefits programs to provide benefits and resources to help Service members, Veterans and their dependents or eligible family members achieve their educational goals. These benefits include financial support for undergraduate and graduate degrees, non-college degree programs, licensing and certification test, apprenticeships, on-the-job training and more.

You may be eligible for one or more of the following VA education benefit programs:*

- Post-9/11 GIB Bill
- Montgomery GI Bill Active Duty (MGIB-AD)
- Montgomery GI Bill Selected Reserve (MGIB-SR)
- Veterans' Education Assistance Program (VEAP)
- Survivors' and Dependents' Education
- Assistance (DEA) Program

You may qualify for more than one education benefit; however, you cannot receive benefits under more than one program at a time and cannot exceed 48 months of entitlement.

Workforce Investment Act

This is a federally funded grant available to economically disadvantaged students. These funds provide for tuition and books. Students will be referred to an intake center where they will complete the necessary applications. This program is coordinated through the Department of Labor and Employment Security.

STUDENT ORGANIZATIONS

Skills USA

Skills USA is a national organization serving more than 264,000 high school and post-secondary students and professional members enrolled in training programs in technical, skilled, and service occupations. Skills USA is organized into over 13,000 chapters in high schools and college/technical schools in 54 state and territorial associations (including the District of Columbia, Puerto Rico, Guam and the Virgin Islands).

Skills USA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills.

It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. Skills USA also promotes understanding of the free enterprise system and involvement in community service activities.

Skills USA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. During the annual national-level Skills USA Championships, more than 4,100 students compete in 75 occupational and leadership skill areas. Skills USA programs also help to establish industry standards for job skill training in the classroom.

Health Occupations Students of America (HOSA)

Health Occupations Students of America (HOSA) is a National Vocational-Technical organization for secondary and post -secondary students enrolled in Health Occupations Education. Activities of HOSA are an integral part of the instructional program that provides occupational skills as well as leadership skills. It was officially formed in November 1976 and is comprised of state organizations under the auspices of the Florida Department of Education.

Local HOSA chapters provide programs and activities to help individuals develop their physical, mental, and social well-being. Members strengthen their leadership and citizenship through interaction with professional, business, and other student organizations.

The Health Occupations Program at Miami Lakes Educational Center and Technical College has three chapters.

The chapters participate in local, state and national competitions and have been very successful in their efforts.

ADULT GENERAL EDUCATION PROGRAMS

Adult General Education (AGE) courses provide students with the opportunity to improve the level of literacy skills required to lead productive lives. Students perform and progress at their own rate depending on ability, levels of achievement, and educational goals.

Admission Requirements

The Test of Adult Basic Education (TABE) is a required examination to ensure placement in the appropriate level in Adult Basic Education (ABE) and General Education Development (GED) preparation classes. Students must be at least 16 years of age and not currently enrolled in another Miami-Dade County Public School in order to enroll in all Adult General Education classes

Applied Academic for Adult Education

The purpose of this program is to prepare students for academic, technical and personal success. This program strives to inspire and motivate students to become productive, self-sufficient members of society. The VPI program is based upon the assessed needs of the individual, and the academic and employability requirements related to Florida's comprehensive Vocational Education programs.

Adult Basic Education (ABE)

The purpose of this program is to provide basic literacy, mathematics and writing skills to those students who are performing at or below the ninth grade level (0.0 – 8.9). Instruction is delivered in the areas of reading, mathematics and language. The emphasis of these courses is to assist adults to function in today's competitive society, to encourage further educational endeavors and to improve employment opportunities.

General Educational Development (GED)

The purpose of this program is to prepare students for academic and personal success through obtaining the necessary skills required to pass the official General Educational Development (GED®) Test and be awarded a State of Florida High School Diploma. It consists of reading comprehension, mathematics, writing, social studies and science and pro- vides a review for students taking the GED® test. This program strives to motivate students not only to obtain a GED, but also to utilize the acquired skills in the workforce and to achieve career and vocational training and job placement success.

CAREER TECHNICAL PROGRAMS

ARCHITECTURE
&
CONSTRUCTION

ARCHITECTURE AND CONTRUCTION
HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION (HVAC/R) 1

Program Objective:

The objective of the Heating, Ventilation, Air Conditioning/ Refrigeration (HVAC/R) 1, is to prepare students for employment or advanced training in the heating, ventilation and air conditioning and refrigeration.

To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the air conditioning and heating field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific

Program Outlook:

This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. Instruction includes a combination of classroom theory and practical experience. Students are eligible to join the Skills USA.

Program Content:

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning, cooling (HVAC) systems employability skills and safety issues. Other content includes:

► Refrigeration Fundamentals
► Tools and Components
► Basic Electricity, Circuitry & Wiring
► Electric Motors
► Room and Central Air Conditioner
► Domestic and Commercial Refrigeration
► Heating Recovery Systems & Heat Pumps

Length of Program:

The average length of this program is 750 hours (approximately 7 months) for students attending on a full-time basis. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains three occupational completion points designed to prepare students for various jobs.

Admission Requirements:

► Students must be at least 16 years old and not attending high school
► Application
► Interview by a guidance counselor
► Fees for supplies and textbooks are required.

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.
Call (305) 557-1100 for more information.

Graduation Requirements:

► Completion of all Occupational Completion Points (OCP's)
► Satisfy Minimum Basic Skills Requirements:
   Mathematics 10   Language 9   Reading 9
► No financial obligations
► Students must complete the Clearance packet to receive a program certificate.

OCP	Course Number	Course Title	Length
A	ACR0000	Introduction to HVAC/R	250 Hrs.
B	ACR0001	HVAC/R Fundamentals	250 Hrs.
C	ACR0012	HVAC/R Service Practices	250 Hrs.

Program Cost

► In-state residents—$2.56 per hour (Subject to change)
► Out of state resident—$10.25 per hour (Subject to change)
► $15.00 application fee
► Material fee—Varies by program
► Identification Card fee—$5.00 per trimester
► Students must purchase books/kits and/or uniforms, if applicable

Program Hours

Monday-Friday   7:30AM-1:40PM
Monday-Friday   5:30PM-10:30PM
Monday-Wednesday 5:30PM-10:30PM

Approximate Total Cost

$2,961

Employment Requirements:

► Employers often give preference to applicants who have completed formal HVAC training either through an academic program or apprenticeship (*www.bls.gov*). Licensure and certification are also sometimes required.
► Environmental Protection Agency (EPA) Certificate
► Students are strongly recommended to earn HVAC Excellence Certificates

Career Opportunities:

Commercial Service Technician, Domestic Service Technician, Marine Air Conditioning Service Technician, Sales-Air Conditioning, Heating or Refrigeration Equipment. Technician.

Salary

According to the 2018 Bureau of Labor Statistics the median pay for a Heating, Air Conditioning and Refrigeration Mechanic and Installers was $47,610 per year or $22.89 per hour. *Visit: https://www.bls.gov/ooh/*

Job Outlook

Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 15 percent from 2016 to 2026

HEALTH
SCIENCE

HEALTH SCIENCE
DENTAL ASSISTING

Program Objective:

The objective of the Dental Assisting program is to provide quality educational training designed to meet the current and future needs of the Dental Health Industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed as Dental Assistants; offer a program which emphasizes sound fundamentals while responding to the needs of the Dental Assisting industry; provide courses to meet current and specific needs of the student and this industry.

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

Program Outlook:

The Dental Assisting Program provides students with the technical knowledge and skills for employment as Dental Assistants. Instruction is designed to prepare students to successfully pass the Dental Assisting National Board Examination. Instruction includes a combination of classroom theory and practical experiences through practice on patients in dental clinics. Students are eligible to join HOSA.

Program Content:

The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operatory and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

Length of Program:

The average length of this program is 1230 (approximately 28 months) for adult students attending part time. Actual time is dependent upon enrollment status and the length of time the student requires to achieve competencies. This program contains occupational completion points designed to prepare students for a position.

Admission Requirements:

► Students must be at least 16 years old and not attending high school
► Application
► Interview by a guidance counselor
► Fees for supplies and textbooks are required.

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.
Call (305) 557-1100 for more information.

Graduation Requirements:

► Completion of all Occupational Completion Points (OCP's)
► Satisfy Minimum Basic Skills Requirements
  Mathematics 10   Language 10   Reading 10
► No financial obligations
► Students must complete the Clearance packet to receive their program certificate

OCP	Course Number	Course Title	Length
A	DEA0725	Introduction to Dental Assisting	90 Hrs.
B	DEA0726	Dental Infection Control Assistant	210 Hrs.
C	DEA0727	Dental Assisting 1	465 Hrs.
	DEA0728	Dental Assisting 2	465 Hrs.

Program Cost

► In-state residents—$2.56 per hour (Subject to change)
► Out of state resident—$10.25 per hour (Subject to change)
► $15.00 application fee
► Material fee—Varies by program
► Identification Card fee—$5.00 per trimester
► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

Monday and Wednesday 4:00 pm—9:00 pm

Approximate Total Cost

$3,846.00

Employment Requirements:

► Requirements vary per state; on-the-job training or postsecondary training in dental assisting are recommended
► Students are strongly encouraged to earn the Dental Assisting National Board Certification.

Career Opportunities:

Dental Assistant, Front Desk Receptionist, Office Manager.

Salary

According to the 2018 Bureau of Labor Statistics the median pay for Dental Assistant was $38,660 per year or $18.59 per hour.
Visit: https://www.bls.gov/ooh/

Job Outlook

Employment of dental assistants is projected to grow 19 percent from 2016 to 2026

HEALTH SCIENCE
<u>MEDICAL ASSISTANT</u>

Program Objective:

The objective of the Medical Assisting program is to provide quality education and training in order to prepare students for employment as medical assistants. The program also strives to meet the de- mands of the changing Health Care Industry. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

Program Outlook:

This is one of the most rapidly expanding professions within the allied health field. The role of the skilled medical assistant has a status of vital importance in the medical profession. Administrative office techniques include oral and written communications, medical records management, and billing and collection techniques. The clinical competencies include: learning first aid and CPR; assisting the physician with medical and surgical procedures; taking vital signs, EKGs and basic X-rays; administering medications; and performing selected laboratory procedures including capillary stick and venipuncture. The student receives supervised practical experience in a physician's office, clinic, or walk-in care facility following completion of the theory portion of the program. Students are encouraged to join the Health Occupations Students of America (HOSA) and are eligible to be nominated by their instructor to join the National Vocational Technical Honor Society.

Program Content:

The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

Length of Program:

The program is 1300 hours and includes 200 hours clinical experience. Approximately 15 months needed to complete the program. This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Admission Requirements:

► Students must be at least 16 years old and not attending high school
► Application
► Interview by a guidance counselor
► Physical Examination, Ten Panel Drug Screen, and Level II Background Check
► Fees for Supplies and textbooks

Entrance Date:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.
Call (305) 557-1100 for more information.

Career Opportunities:

Medical Assistants can be employed in a physician's office, laboratory (phlebotomist), health insurance office, medical records facility, emergency room, skilled nursing care facility, hospital (EKG Technician), or medical office.

Graduation Requirements

► Completion of all Occupational Completion Points (OCP's)
► Satisfy Minimum Basic Skills Requirements
    Mathematics 10   Language 10   Reading 10
► No financial obligations
► Students must complete the Clearance packet to receive their program certificate.

OCP	Course Number	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 Hrs.
B	MEA0002	Introduction to Medical Assisting	250 Hrs.
B	MEA0501	Medical Office Procedures	75 Hrs.
C	MEA0521	Phlebotomist, MA	75 Hrs.
D	MEA0543	EKG Aide, MA	75 Hrs.
E	MEA0581	Clinical Assisting	230 Hrs.
E	MEA0530	Pharmacology for Medical Assisting	90 Hrs.
E	MEA0573	Laboratory Procedures	125 Hrs.
E	MEA0506	Administrative Office Procedures	90 Hrs.
E	MEA0942	Practicum Experience	200 Hrs.

Program Cost:

► In-state residents—$2.56 per hour (Subject to change)
► Out of state resident—$10.25 per hour (Subject to change)
► $15.00 application fee
► Material fee—Varies by program
► Identification Card fee—$5.00 per trimester
► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

Monday—Friday 8:30am—2:10pm
Monday—Friday 4:00pm—9:30pm

Approximate Total Cost:
$4,241.54

Employment Requirements:

► There are no formal educational requirements for becoming a medical assistant. However, most employers prefer to hire applicants who have completed a medical assisting program.
► Students are strongly encouraged to earn a Registered Medical Assisting (RMA) Certification.

Salary:

According to the 2018 Bureau of Labor Statistics the median pay for a Medical Assistant was $33,610 per year or $15.80 per hour.
 Visit: https://www.bls.gov/ooh/

Job Outlook:

Employment of medical assistants is projected to grow 29 percent from 2016 to 2026.

HEALTH SCIENCE
PHARMACY TECHNICIAN

Program Objective:

The objective of the Pharmacy Technician program is to provide quality educational training designed to meet the current and future needs of the Health Industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed as Pharmacy Technicians; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Pharmacy Technician Program provides students with the technical knowledge and skills for employment as Pharmacy Technicians. Instruction is designed to prepare students to successfully pass the Pharmacy Technician Certification Examination. Instruction includes a combination of classroom theory and practical experiences through in class practice. Students are eligible to join HOSA.

Program Content:

The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 and USP 800 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing pre- scription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.

Length of Program:

The average length of this program is 1050 (approximately 24 months) for adult students attending part time. Actual time is dependent upon enrollment status and the length of time the student requires to achieve competencies. This program contains occupational completion points designed to prepare students for a position.

Admission Requirements:

► Students must be at least 16 years old and not attending high school
► Application
► Interview by a guidance counselor
► Fees for supplies and textbooks are required.

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.
Call (305) 557-1100 for more information.

Career Opportunities:

Pharmacy Assistant, Pharmacy Technician, Community Pharmacy Technician

Graduation Requirements:

► Completion of all Occupational Completion Points (OCP's)
► Satisfy Basic Skills Requirements
   Mathematics 11   Language 10   Reading 10
► No financial obligations
► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 Hrs.
B	PTN0084	Pharmacy Technician 1	360 Hrs.
	PTN0085	Pharmacy Technician 2	300 Hrs.
	PTN0086	Pharmacy Technician 3	300 Hrs.

Program Cost

► In-state residents—$2.56 per hour (Subject to change)
► Out of state resident—$10.25 per hour (Subject to change)
► $15.00 application fee
► Material fee—Varies by program
► Identification Card fee—$5.00 per trimester
► Liability insurance fee—Varies by program
► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

Monday—Thursday 4:00 pm—9:00 pm

Approximate Total Cost:

$3,439.00

Employment Requirements:

► Requirements vary per state; on-the-job training or postsecondary training in a Pharmacy Technician program are required in Florida.
► Register to be licensed with the Florida Board of Pharmacy.
► Students are strongly encouraged to obtain the Pharmacy Technician Certification offered by the Pharmacy Technician Certification Board. (PTCE).

Salary

According to the 2018 Bureau of Labor Statistics the median pay for a Pharmacist technician was $32,700 per year or $15.72 per hour. Visit: https://www.bls.gov/ooh/

Job Outlook

Employment of pharmacy technicians is projected to grow 12 percent from 2016 to 2026

HEALTH SCIENCE
PRACTICAL NURSING

Program Objective::

The Practical Nursing program is committed to provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens. Through cooperative team efforts, the program provides specialized training so that graduate practical nurses become successfully employed in the health science profession. Students are encouraged to develop and reflect on capabilities which will foster their participation as professionals in the delivery of health care in hospitals, long term/ rehabilitation facilities and community-based agencies.

Program Outlook:

The Practical Nursing curriculum of study provides the practitioner with the necessary theory and clinical practice to share in the care of individuals along the many steps of the health/illness continuum. Clinical experience is provided at local hospitals and selected health-care facilities. The curriculum is designed to prepare the students to take the NCLEX-PN (National Council Licensure Exam)

Graduates of this program must pass the NCLEX-PN prior to seeking employment as a Licensed Practical Nurse (LPN). Students are eligible to join the Health Occupations Students of America (HOSA) organization.

Program Content:

The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

This program is approved by the State of Florida Board of Nursing. Students who successfully complete the requirements of this program may continue their education by entering the Registered Nurse (RN) Transitional Program at Miami–Dade College or other state and university

Length of Program:

This program is 1,350 hours in length and includes 675 hours of clinical experience. Approximately 15 months are needed to complete the program if attending full time. This program contains an occupational completion point designed to prepare students for an entry level job within this occupational area.

Admission Requirements:

► Students must be at least 16 years old and not

attending high school
► Application
► Interview by a guidance counselor and department head
► Physical examination and background check required
► Admission test (TEAS Exam)
► High School Diploma or GED
► Fees for Supplies and textbooks are required

Entrance Date: This program operates on an open-entry, open-exit basis. Students

may enter the program anytime during the school year. Entrance is dependent upon space availability
Call (305) 557-1100 for more information.

Career Opportunities:

A licensed practical nurse may work in a hospital, nursing home, clinic, doctor's office, home health agency, private home, or the military.

Graduation Requirements:

► Completion of all Occupational Completion Points (OCP's)
► Satisfy Minimum Basic Skills Requirements
Mathematics 11 Language 11 Reading 11
► No financial obligations
► Students must complete the Clearance packet to receive program certificate.

Program Cost

► In-state residents—$2.56 per hour (Subject to change)
► Out of state resident—$10.25 per hour (Subject to change)

OCP	Course Number	Course Title	Length
A	PRN0098	Practical Nursing Foundations 1	300 Hrs.
B	PRN0099	Practical Nursing Foundation 2	300 Hrs.
	PRN0290	Medical Surgical Nursing 1	300 Hrs.
	PRN0291	Medical Surgical Nursing 2	300 Hrs.
	PRN0690	Comprehensive Nursing and Transitional Skills	150 Hrs.

► Application fee $15.00
► Material fee—Varies by program
► Identification Card fee—$5.00 per trimester
► Liability insurance fee—Varies by program
► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:
Monday—Friday 8:30 am—2:10 pm
Monday– Friday 4:00 pm—9:30 pm

Approximately Total Cost:
$5,224.68

Employment Requirements:

► Certificate or diploma program in practical nursing
► Obtain a CPR Certification Card
► Passage of the National Council Licensure Exam for Practical

Nurses (NCLEX-PN) .
► Apply for Licensure with the Florida Board of Nursing

Salary

According to the 2018 Bureau of Labor Statistics the median pay for a Medical Assistant was $46,240 per year or $22.23 per hour.
Visit: https://www.bls.gov/ooh/

Job Outlook

Employment of licensed practical nurses is projected to grow 12 percent from 2016 to 2026

HOSPITALITY
&
TOURISM

HOSPITALITY & TOURISM
PROFESSIONAL CULINARY ARTS & HOSPITALITY

Program Objective

The objective of the Professional Culinary Arts and Hospitality Program is to provide quality educational training designed to meet the current and future needs of the food industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the food service/hospitality industry field; offer a program which emphasizes sound fundamentals while responding to the needs of the food service/hospitality industry; provide courses to meet current and specific needs of the student and the food ser- vice/hospitality industry.

Program Outlook:

The Professional Culinary Arts and Hospitality program provides students with the technical knowledge and skills for employment in the food service/hospitality industry. In positions as cooks, bakers and or food preparation workers Instruction includes a combination of class- room theory and practical experience. The program also provides supplemental training for persons previously or currently employed in food service occupations.

Program Content:

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry.

Length of Program:

The average length of this program is 1200 hours (approximately 14 months) for adults if attending full- time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains four occupational completion points designed to prepare students for various jobs.

Admission Requirements:

- ► Adult students must be at least 16 years old and not enrolled in high school
- ► Application
- ► Interview by guidance counselor
- ► Fees for supplies and textbooks are required

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.
Call (305) 557-1100 for more information.

Career Opportunities:

Food Preparation, Chef/Head Cook, Baker, Cake Decorator, Banquet Cook, Food Truck Cook, Short Order Cook, Line Cook, Broiler Cook , Fry Cook, and a Food Service Manager

Graduation Requirements:

- ► Completion of all Occupational Completion Points (OCP's)
- ► Satisfy Basic Skills Requirements
  Mathematics 9   Language 9   Reading 9
- ► No financial obligations
- ► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	HMV0100	Food Preparation	300 Hrs.
B	HMV0170	Cook - Restaurant	300 Hrs.
C	HMV0171	Chef/Head Cook	300 Hrs.
D	HMV0126	Food Service Management	300 Hrs.

Program Cost:

- ► In-state residents—$2.56 per hour (Subject to change)
- ► Out of state resident—$10.25 per hour (Subject to change)
- ► $15.00 application fee
- ► Material fee—Varies by program
- ► Identification Card fee—$5.00 per trimester
- ► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

Monday—Friday 7:20 am—1:00 pm

Approximately Total Cost:

$3,687.00

Employment Requirements:

- ► On-the-job training or postsecondary training in a Culinary Arts program is recommended.
- ► ServSafe Food Handler Certification is strongly recommended.

Salary:

According to the 2018 Bureau of Labor Statistics the median pay for Chefs and Head Cooks was $48,460 per year or $23.30 per hour.
Visit: https://www.bls.gov/ooh/

Job Outlook:

Employment of Chef and Head Cooks is projected to grow 10 percent from 2016 to 2026

HUMAN SERVICES

HUMAN SERVICES
COSMETOLOGY

Program Objective:

The objective of the Cosmetology program is to provide quality educational training designed to meet the current and future needs of the Cosmetology industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the cosmetology field; offer a program which emphasizes sound fundamentals while responding to the needs of cosmetology industry; provide courses to meet current and specific needs of the student and the cosmetology industry.

Program Outlook:

The Cosmetology Program provides students with the technical knowledge and skills for employment as hairdressers, hairstylist cosmetologists and supplemental training for person previously or currently employed in this occupation. Instruction is designed to prepare students to successfully pass the Florida Cosmetology License Examination. Instruction includes a combination of class-room theory and practical experiences through practice on mannequins and patrons in the Cosmetology lab. Students are eligible to join SkillsUSA.

Program Content:

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 cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.

Length of Program:

The average length of this program is 1200 hours (approximately 14 months) for adults if attending full-time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains several occupational completion points designed to prepare students for various jobs.

Admission Requirements:

► Students must be at least 16 years old and not attending high school or have received a high school diploma.
► Application
► Interview by a guidance counselor
► Fees for supplies and textbooks are required.

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.
Call (305) 557-1100 for more information.

Career Opportunities:

Cosmetologist, Manicurist, Facialist, Hairdresser, Hairstylist, Make-up Artist, Manufacturer's Representative, Platform Artist, Product Demonstrator, Beauty Editor.

Graduation Requirements:

► Completion of all Occupational Completion Points (OCP's)
► Satisfy Basic Skills Requirements
   Mathematics 8   Language 8   Reading 9
► No financial obligations
► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	CSP0009	Grooming and Salon Services Core, Facials and Nails	225 Hrs.
	COS0002	Cosmetologist and Hairdresser 1	300 Hrs.
	COS0003	Cosmetologist and Hairdresser 2	300 Hrs.
	COS0009	Cosmetologist and Hairdresser 3	375 Hrs.

Program Cost:

► In-state residents—$2.56 per hour (Subject to change)
► Out of state resident—$10.25 per hour (Subject to change)
► $15.00 application fee
► Material fee—Varies by program
► Identification Card fee—$5.00 per trimester
► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

Monday—Friday 8:00 am—1:40 pm

Approximately Total Cost:

$3,867.00

Employment Requirements:

► Complete 1,200 cosmetology school program hours.
► Pass the Cosmetology License Examination.
► Complete a 4-hour HIV/AIDS Training Course
► Apply for the license

Salary:

According to the 2018 Bureau of Labor Statistics the median pay for a Barbers, Hairstylist and Cosmetologist was $24,830 per year or
$11.94 per hour. *Visit: https://www.bls.gov/ooh/*

Job Outlook:

Employment of barbers, hairstylists, and cosmetologists is projected to grow 13 percent from 2016 to 2026

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY
COMPUTER SYSTEMS AND INFORMATION TECHNOLOGY (CISCO)

Program Objective:

The objective of the Computer Systems and Information Technology program is to provide quality educational training designed to prepare students for employment or advanced training in a variety of occupations in the computer system and information technology industry.

Program Outlook:

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Computer Systems industry: planning, management, finance, technical underlying principles of technology, labor issues, community issues and health safety and environmental issues.

Program Content:

The content includes but is not limited to technical product skills, planning and management, principles of technology, networking basics, structured cabling, OSI-Reference Model, networking protocols, Cisco IOS, routing, LAN/WAN design, LAN switching, WAN protocols, network security, network management, CCNA prep, communication, leadership skills, human relations and employability skills; and safe, efficient work practices.

Length of Program:

The average length of the Computer Systems and Information Technology program is 900 hours (approximately 10 months) for adults attending full-time. Actual time in class is dependent upon enrollment status (full-time/part-time) and length of time student requires to achieve competencies.

Admission Requirements:

► Students must be at least 16 years old and not attending high school
► Application
► Interview by a guidance counselor
► Fees for supplies and textbooks are required.

Entrance Date:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.
Call (305) 557-1100 for more information.

Career Opportunities:

A+ Technician, Cisco Certification, MCSE (Microsoft Certified Systems Engineer), Network Data Cable Communications, LAN/WAN Networking Designer, LAN/WAN Networking Administrator.

Graduation Requirements:

► Completion of all Occupational Completion Points (OCP's)
► Satisfy Basic Skills Requirements
   Mathematics 10   Language 9   Reading 9
► No financial obligations
► Students must complete the Clearance packet to receive program certificate.

Program Cost:

► In-state residents—$2.56 per hour (Subject to change)
► Out of state resident—$10.25 per hour (Subject to change)
► $15.00 application fee
► Material fee—Varies by program
► Identification Card fee—$5.00 per trimester
► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

Tuesday—Thursday 6:00 pm—10:00 pm

Approximately Total Cost:

$3,079.00

OCP	Course Number	Course Title	Length
A	CTS0082	Computer Systems Technician	300 Hrs.
B	CTS0083	Computer Network Technician	150 Hrs.
C	CTS0084	Computer Networking Specialist	150 Hrs.
D	CTS0069	Computer Security Technician	300 Hrs.

Employment Requirements:

► There are no formal educational requirements for becoming a Cisco Certified Network Associate (CCNA). However, most employers often give preference to applicants who have completed formal training at a technical college or have achieved a bachelor's degree in a related field..

► Student are strongly recommended to obtain a Cisco Certified Network Associate (CCNA) certification.

Salary:

According to the 2018 Bureau of Labor Statistics the median pay for a Network and Computer Systems Administrator was $82,050 per year or $39.45 per hour. *Visit: https://www.bls.gov/ooh/*

Job Outlook:

Employment of network and computer systems administration is projected to grow 6 percent from 2016 to 2026

MANUFACTURING

MANUFACTURING
ELECTRICAL AND INSTRUMENTATION TECHNOLOGY
(Building Automation Systems)

Program Objective:

The objective of the Electrical and Instrumentation Technology (Building Automation Systems) program is to provide quality educational training designed to meet the current and future needs if the electrical and instrumentation technology industry. Toward this end the following guidelines are established: assist students to choose, prepare for, enter and be gainfully employed in the electrician field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; and provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Building Automation Systems program will help students develop the high-tech skills necessary for future employment in an exciting new field. Building Automation Systems all technicians to work in living labs where their primary responsibility is to focus on energy efficiency and sustainability. Automation is transforming the way facilities manage real-time energy consumption. Students will prepare for employment in this field by learning control theory, IT networking, electrical and mechanical systems, data analysis, energy management strategies, and systems integration. Building Automation Systems Technician (also referred to as Control/Automation Technicians) are responsible for providing technical solutions to automation-related tasks for their organization. Their responsibilities include designing program for logic controllers, as well as providing maintenance for programmable devices used in production equipment. They also ensure the correct performance of motion controllers and human-machine interfaces. They debug and repair control devices and minimize production loss, as well as create documentation based on the schematics and wiring plans for each device. Technicians must follow electrical regulations and inspect controllers to ensure code compliance.

Program Content:

The content includes but is not limited to communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and the technical training to support professional personnel in the engineering, design, development and evaluation of electrical and instrument systems

- ► Diagnose, test, and debug complex equipment
- ► Program, modify, and audit programmable logic controllers PLCs)
- ► Create and audit maintenance tasks, procedures and logs
- ► Maintain documentation of downtime and repairs
- ► Build and implement improvement and fixes
- ► AC/DC Power Sources
- ► AC/DC Motors
- ► Motor Controls
- ► Transformers
- ► Over-current Protection and Grounding
- ► Industrial Power Distribution Systems
- ► Preventative and Corrective Maintenance
- ► Electrical Test Equipment
- ► Hydraulic and Pneumatic Systems
- ► Process Control Systems
- ► Instrumentation Drawing
- ► Technical Reporting
- ► Employability Skills and Safety

Length of Program:

The average length of this program is 1,800 hours, approximately 20 months, for adults if attending full-time in a clock hour trimester

program. Actual time is dependent upon enrollment status, whether you are a full-time or part-time student, and the length of time necessary for the student to achieve competencies. This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Admission Requirements:

- ► Students must be at least 16 years old and not attending high school
- ► Application
- ► Interview by a guidance counselor
- ► Fees for supplies and textbooks are required.

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.
Call (305) 557-1100 for more information.

Career Opportunities:

An entry-level Control/Automation Technician

Graduation Requirements:

- ► Completion of all Occupational Completion Points (OCP's)
- ► Satisfy Basic Skills Requirements
  Mathematics 8   Language 8   Reading 8
- ► No financial obligations
- ► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	EEV0650	Electrician (Construction)	350 Hrs.
B	EEV0652	Instrument Mechanic	350 Hrs.
C	EEV0654	Electrician Maintenance	300 Hrs.
D	EEV0656	Instrument Technician	400 Hrs.
E	EEV0658	Operating Engineer Assistant Stationary	400 Hrs.

Salary

According to the 2018 Bureau of Labor Statistics the median pay for an Electrical and Instrumentation Technology (Building Automation Systems) was $33,610 per year or $16.16 per hour.
Visit: https://www.bls.gov/ooh/

Program Cost

- ► In-state residents—$2.56 per hour (Subject to change)
- ► Out of state resident—$10.25 per hour (Subject to change)
- ► $15.00 application fee
- ► Material fee—Varies by program
- ► Identification Card fee—$5.00 per trimester
- ► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:
Monday—Friday 7:20 am—1:00 pm
Monday-Thursday 5:30 pm—10:30 pm

Approximately Total Cost:
$6,125

MANUFACTURING
ELECTRONIC SYSTEMS TECHNICIAN

Program Objective:

The primary mission of the Electronic Systems Technician program is to provide quality educational training designed to meet the current and future needs of the electronic systems technician industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the electronics field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Electronic Systems Technician program provides students with the technical knowledge and skills for employment as service, assembly, and/or installation technicians in the Electronic industry. Instruction includes a combination of classroom theory and practical experience.

The program also offers supplemental training for persons previously or currently employed in Electronic occupations. Students are eligible to join SkillsUSA.

Program Content:

The content includes but is not limited to direct current (DC) circuits, alternating current (AC) circuits and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams and schematics; soldering and chassis assembly techniques; laboratory practices technical recording and reporting and employability skills and safety.

Length of Program:

The average length of this program is 900 hours (approximately 12 months) for adults attending full-time. Actual time is dependent upon enrollment status (full- time/part-time) and the length of time the student requires to achieve competencies.

Admission Requirements:

- ► Students must be at least 16 years old and not attending high school
- ► Application
- ► Interview by a guidance counselor
- ► Fees for supplies and textbooks are required.

Entrance Date:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.
Call (305) 557-1100 for more information.

Graduation Requirements:

- ► Completion of all Occupational Completion Points (OCP's)
- ► Satisfy Basic Skills Requirements
  Mathematics 10   Language 9   Reading 9
- ► No financial obligations
- ► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	EEV0012	Electronics Assembler & DC Technician	150 Hrs.
B	EEV0820	Electronic Digital and Micro-processor Technician	150 Hrs.
C	EEV0130	Electronic AC Technician	150 Hrs.
D	EEV0824	Electronic Solid-State and Analog Technician	150 Hrs.
E	EEV0825	Electronic Systems and Equipment Technician	300 Hrs.

Program Cost:

- ► In-state residents—$2.56 per hour (Subject to change)
- ► Out of state resident—$10.25 per hour (Subject to change)
- ► $15.00 application fee
- ► Material fee—Varies by program
- ► Identification Card fee—$5.00 per trimester
- ► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

Monday—Friday 7:20 p—1:00 pm Tuesday—Thursday 6:00 pm—10:00 pm

Approximately Total Cost:

$2,680

Employment Requirements:

- ► Electrical and electronics installers and repairers need at least a high school education, but most specializations require further preparation through advanced education, work experience, or both. Employers often prefer applicants who have taken courses in electronics at a community college or technical school.
- ► Student are strongly recommended to obtain an International Society of Certified Electronics Technician (ISCET) certification.

Career Opportunities:

Electronic Technician, Computer Repair Technician, Audio Technician, Electronic Engineering Technician, Communication Technician, Digital Equipment Repair Technician, Bench Technician, Electronic Technician, Security Systems Technician

Salary:

According to the 2018 Bureau of Labor Statistics the median pay for an Electronic Systems Technician (Electrical and Electronics Installers and Repairers) was $57,890 per year or $27.83 per hour. *Visit: https://www.bls.gov/ooh/*

Job Outlook:

Employment of electrical and electronics installers and repairers is projected to grow by 1 percent from 2016 to 202

MANUFACTURING
MAJOR APPLIANCE AND REFRIGERATION TECHNICIAN

Program Objective

The Major Appliance and Refrigeration Repair Program is dedicated to providing assistance and input that will produce the highest quality training programs for the current needs of the Major Appliance Industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the major appliance repair field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Major Appliance and Refrigeration Repair program provides students with the technical knowledge and skills for employment as Major Appliance and Refrigeration Technicians in the Major Appliance industry. Instruction includes a combination of classroom theory and practical experience. The program also offers supplemental training for persons previously or currently employed in Major Appliance and Refrigeration occupations. Students are eligible to join the SkillsUSA.

Program Content:

The content includes but is not limited to broad, transferable skills, stresses the understanding of all aspects of the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

- ► Electrical and Refrigeration Skills
- ► Tools, Equipment and Bench Skills
- ► Dishwashers
- ► Ranges—Gas & Electric
- ► Microwaves
- ► Clothing Dryers—Gas & Electric
- ► Washing Machines
- ► Room Air Conditioners
- ► Domestic Refrigerators
- ► Employability Skills and Safety

Length of Program:

The average length of this program is 1200 hours (approx. 14 months) for adults attending full-time. Actual time dependent upon enrollment status and the length of time the student requires enrollment status and the length of time the student requires to achieve competencies. This program is designed to prepare students for entry level jobs.

Admission Requirements:

- ► Students must be at least 16 years old and not attending high school
- ► Application
- ► Interview by a guidance counselor
- ► Fees for supplies and textbooks are required.

Entrance Date:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability
Call (305) 557-1100 for more information.

Graduation Requirements:

- ► Completion of all Occupational Completion Points (OCP's)
- ► Satisfy Basic Skills Requirements
   Mathematics 9   Language 9   Reading 9
- ► No financial obligations
- ► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	EER0391	Appliance Installation Helper	200 Hrs.
B	EER0315	Laundry Technician	300 Hrs.
C	EER0392	Cooking Appliance Technician	350 Hrs.
D	ACR0084	Cooling Appliance Technician	350 Hrs.

Program Cost:

- ► In-state residents—$2.56 per hour (Subject to change)
- ► Out of state resident—$10.25 per hour (Subject to change)
- ► $15.00 application fee
- ► Material fee—Varies by program
- ► Identification Card fee—$5.00 per trimester
- ► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

Monday—Friday 5:30 pm—11:00 pm
Tuesday—Thursday 5:30 pm—11:00 pm

Approximately Total Cost:

$4,307.00

Employment Requirements:
- ► There are no formal educational requirements for becoming a Major Appliance and Refrigeration Technician. However, most employers often give preference to applicants who have completed formal training at a technical college and have a Environmental Protection Agency (EPA) certificate.
- ► Students are strongly recommended to obtain their Professional Service Association (PSA) certification

Career Opportunities:

Appliance Repair Technician, Department. Store Service Center Technician, Factory Repair Center Technician, Appliance Installer.

Salary:

According to the 2018 Bureau of Labor Statistics the median pay for a Major Appliance and Refrigeration Technician was $41,020 per year or $19.72 per hour. _Visit: https://www.bls.gov/ooh/_

Job Outlook:

Employment of major appliance and refrigeration technician/installer is projected to decline by 4% from 2016 to 2026.
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MANUFACTURING

<u>WELDING TECHNOLOGY</u>

Program Objective:

The mission of the Welding Technology-Advanced Program is to prepare students for employment as an advanced welder in a variety of occupations in the welding industry. The student will gain advanced knowledge on setting up and fabricating fixtures for welding as efficiently as possible in order to maintain cost savings.

Program Outlook:

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

Program Content:

The Welding Technology – course prepares students for entry into the welding industry. 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. The program is also designed to prepare advanced welders for entry into emerging welding industries directly related to geographically relevant welding needs of business and industry. The course/program also provides supplemental training for persons previously or currently employed in these occupations. The principles and theories on advanced welding procedures are explored. The principles for fabricating Fixtures to hold parts in place for Robotic Welding, Semi-Automatic Welding, Pipe Welding is expanded in the shop setting. The principles and theories on the Computer Numerical Controlled Plasma Cutter (CNC) include hands-on set up, basic programming, loading of programs and parts on the computer and basic trouble shooting of the computer (CNC).

Length of Program:

The average length of this program is 1050 hours (approximately 11 months) for adult students attending full time (approximately 24 months for part time students). Actual time is dependent upon enrollment status and the length of time the student requires to achieve competencies. This program contains occupational completion points designed to prepare students for a position.

Admission Requirements:

- ► 16 years of age or older and not currently enrolled in any K-12 program
- ► Create updated profile information on Focus
- ► Occupational Interest
- ► Prior course graduate of the Applied Welding Technologies class, Welding Technology class or experience of up to 3 years in the field of welding in advanced welding processes. O.A.W., GMAW, GTAW, SMAW and FCAW.
- ► Meet with a counselor
- ► No specific Information Technology Requirement

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability. Call (305) 557-1100 for more information.

Graduation Requirements:

- ► Completion of all Occupational Completion Points (OCP's)
- ► Satisfy Basic Skills Requirements
  Mathematics 9   Language 9   Reading 9
- ► No financial obligations
- ► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	PMT0070 PMT0071	Welder Assistant 1 Welder Assistant 2	150 hours 150 hours
B	PMT0072 PMT0073	Welder, SMAW 1 Welder, SMAW 2	150 hours 150 hours
C	PMT0074	Welder	450 Hrs.

Program Cost:

- ► In-state residents—$2.56 per hour (Subject to change)
- ► Out of state resident—$10.25 per hour (Subject to change)
- ► $15.00 application fee
- ► Material fee—Varies by program
- ► Identification Card fee—$5.00 per trimester
- ► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

Monday—Friday 5:30 pm—11:00 pm (Full-time)
Tuesday—Thursday 5:30 pm—11:00 pm (Part-time)

Approximate Total Cost:

$3,263.00

Employment Requirements:

Completion of a Technical Program at an eligible institution is preferred.

Career Opportunities:

Assemblers and fabricators, sheet metal workers, machinists, pipefitters, and many more.

Salary:

According to the 2020 Bureau of Labor Statistics the median pay for a welder, cutter, solderer or brazer was $44,190 annually or $21.25 per hour. Visit: *https://www.bls.gov/ooh/.*

Job Outlook:

Employment of welders is projected to increase by 8% from 2020 to 2030.

TRANSPORTATION, DISTRIBUTION & LOGISTICS

TRANSPORTATION, DISTRIBUTION & LOGISTICS
ADVANCED AUTOMOTIVE SERVICE TECHNOLOGY (T-TEN)

Program Objective:

The Advanced Automotive Service Technology program is committed to provide educational support through the Toyota Technical Education Network (T-TEN) program in order to prepare students for professional positions of distinction in the automotive service technology repair industry. Miami Lakes Educational Center and Technical College will strive to meet and exceed the needs of our students, graduates, faculty, community, and business partners by providing innovative and competitive programs and utilizing assistance from Toyota Motor Sales, USA, Inc., and Toyota/Lexus Dealerships in the educational and employment process.

Program Outlook:

The Advanced Automotive Service Technology program provides students with the technical knowledge and skills for employment as Toyota or Lexus Technician Specialists in the automotive industry. This program includes a combination of classroom theory and practical experience at the school and dealerships on Toyota/Lexus automobiles. This program is certified by the National Automotive Technical Education Foundation (NATEF). Students are eligible to join the SkillsUSA.

Program Content:

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

- ► Electrical Systems
- ► Standard and Anti-Lock Brake Systems
- ► Air Conditioning and Heating System
- ► Engine Repair
- ► Electronic Fuel Injection
- ► Emission Control Systems
- ► Transmissions and Transaxles
- ► Suspension Systems
- ► Hybrids
- ► On-the-job Training
- ► Employability Skills/Safety

Length of Program:

The average length of this program is 2400 hours (approximately 24 months) for students attending full-time. Actual time in class is dependent upon enrollment status and the length of time the student requires to achieve competencies. This program contains nine occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Admission Requirements:

- ► Interview with instructor.
- ► Presentation of a valid Driver's License.
- ► Clean driving record.
- ► Presentation of a standard High School transcript indicating graduation or GED. (*Diplomas outside of the U.S. must be evaluated.*)
- ► Social Security Card (*non-U.S. citizens must produce a Resident Alien Card or a current Work Authorization card*).
- ► Must be 18 years of age.
- ► Successful drug test and criminal background (*required for internship placement*) done at dealership.
- ► Students are strongly encouraged to take the TABE test and score at least an 8.0 Grade Equivalent Score.

Students must take the TABE test or be exempt from it by the sixth week from the start of the program

Entrance Dates:

The program is offered in a two-year cohort interval. Please contact the

T-T EN department for specific start dates. For more information please call (305) 557-1100 to speak to a counselor.

Graduation Requirements:

- ► Completion of all Occupational Completion Points (OCP's)
- ► Satisfy Basic Skills Requirements
  Mathematics 10   **Language 10**   **Reading 10**
- ► No financial obligations
- ► Students must complete the Clearance packet to receive program certificate.
- ► To be a T-TEN Graduate, the student must earn two (2) ASE's.

OCP	Course Number	Course Title	Length
A	AER0011	Automotive Maintenance Technician	400 Hrs.
B	AER0118	Advanced Engine Repair Technician	200 Hrs.
C	AER0258	Advanced Automatic Transmission and Transaxle Technician	200 Hrs.
D	AER0275	Advanced Manual Drivetrain and Axle Technician	200 Hrs.
E	AER0459	Advanced Automotive Suspension and Steering Technician	200 Hrs.
F	AER0419	Advanced Automotive Brake System Technician	200 Hrs.
G	AER0319	Advanced Automotive Electrical/Electronic System Technician	400 Hrs.
H	AER0173	Advanced Automotive Heating and Air Conditioning Technician	200 Hrs.
I	AER0506	Advanced Automotive Engine Performance Technician	400 Hrs.

Program Cost

- ► In-state residents—$2.56 per hour (Subject to change)
- ► Out of state resident—$10.25 per hour (Subject to change)
- ► $15.00 application fee
- ► Material fee—Varies by program
- ► Identification Card fee—$5.00 per trimester
- ► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:
Monday—Friday 7:15 am—12:15 pm

Approximately Total Cost:
$9,099.00

Employment Requirements:

- ► Employers prefer that automotive service technicians and mechanics complete a program at a postsecondary institution.
- ► Industry certification, Automotive Service Excellence (ASE) is usually required once the person is employed.
- ► EPA licensure for technicians working with refrigerants.

Career Opportunities:

Toyota/Lexus Dealership Technician, Automotive Technician, Service Writer, Service Manager

Salary:

According to the 2018 Bureau of Labor Statistics the median pay for an Automotive Service Technician was $40,710 per year or $19.57 per hour. *Visit: https://www.bls.gov/ooh/*

Job Outlook:

Employment of automotive service technicians and mechanics is projected to grow 6 percent from 2016 to 2026.

TRANSPORTATION, DISTRIBUTION & LOGISTICS
AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN

Program Objective:

The objective of the Automotive Collision Technology Technician program is to provide quality educational training designed to meet the current and future needs of the auto-motive industry. To accomplished this, the following guidelines are established: assist student to choose, prepare for, enter, and be gainfully employed in the automotive field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide course to meet current and specific needs of the student and this industry.

Program Outlook:

The Automotive Collision Technology Technician program provides students with the technical knowledge and skills needed for employment as collision and refinishing technicians in the auto body repair industry. Instruction includes a combination of classroom theory and practical experience. This program is certified by the National Automotive Technical Education Foundation (NATEF). Students are eligible to join SkillsUSA.

Program Content:

The content includes but is not limited to basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs. The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

- ► Metal Straightening and Aligning
- ► Applied Body Shell Alignment Equipment
- ► Body Preparation/Filling and Plastic Welding
- ► Techniques of Welding/Brazing
- ► Frame Alignment
- ► Shop Management
- ► Basic Auto Mechanics
- ► Refinishing Techniques

Length of Program:

The average length of this program is 1400 hours (approximately 16 months) for adults attending full- time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of the time the student requires to achieve competencies. This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Admission Requirements:

- ► Students must be at least 16 years old and not attending high school
- ► Application
- ► Interview by a guidance counselor
- ► Fees for supplies and textbooks are required.

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability. Call (305) 557-1100 for more information.

Graduation Requirements:

- ► Completion of all Occupational Completion Points (OCP's)
- ► Satisfy Basic Skills Requirements
  Mathematics 9   Language 9   Reading 9

- ► No financial obligations
- ► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	ARR0140	Automotive Collision Repair and Refinishing Helper/Assistant	150 Hrs.
B	ARR0141	Automotive Collision Refinishing Technician	450 Hrs.
C	ARR0312	Non-Structural Damage Repair Technician	300 Hrs.
D	ARR0022	Damage Analysis and Estimating	75 Hrs.
E	ARR0112	Automotive Collision Welding, Cutting and Joining	75 Hrs.
F	ARR0295	Structural Damage Repair Technician	350 Hrs.

Program Cost

- ► In-state residents—$2.56 per hour (Subject to change)
- ► Out of state resident—$10.25 per hour (Subject to change)
- ► $15.00 application fee
- ► Material fee—Varies by program
- ► Identification Card fee—$5.00 per trimester
- ► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

Monday—Friday 7:20 am—1:00 pm

Approximately Total Costs:

$5,275.00

Employment Requirements:

- ► Employers prefer that automotive body repair technicians complete a program at a postsecondary institution.
- ► Industry certification, Automotive Service Excellence (ASE) is usually required once the person is employed.

Career Opportunities:

Auto Body Repair Technician, Automotive Glass and Door Service Technician, Interior Trim and Upholstery Technician, Automotive Frame Technician, Front End Alignment Specialist, Auto Refinishing Technician, Insurance Estimator or Adjustor, Automotive Shop Fore-man/Manager/Owner, Auto Salvage Distributor.

Salary

According to the 2018 Bureau of Labor Statistics the median pay for an Automotive Body Repair Technician was $41,600 per year or $19.87 per hour.
Visit: https://www.bls.gov/ooh/

Job Outlook:

Employment of automotive body repair technicians projected to grow 9 percent from 2016 to 2026.

TRANSPORTATION, DISTRIBUTION & LOGISTICS
<u>AUTOMOTIVE SERVICE TECHNOLOGY</u>

Program Objective:

The objective of the Automotive Service Technology program is to provide quality educational training designed to meet the current and future needs of the automotive service industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the automotive field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Automotive Service Technology program provides students with the technical knowledge and skills for employment as automotive technicians in the automotive industry. Instruction includes a combination of class-room theory and practical experience. This program is certified by the National Automotive Technical Education Foundation (NATEF). Students are eligible to join SkillsUSA.

Program Content:

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. In addition, students will also work on Service Tools and Bench Skills, Brakes/Alignment, Cooling Systems, Air Conditioning and Heating, Electrical and Electronic Systems, Fuel, Exhaust and Emission Systems, Power Flow Systems, Engine Repair and Performance, Automatic Transmission/ Transaxle and Employability Skills and Safety.

Length of Program:

The average length of this program is 1800 hours (approximately 1 year and 8 months) for adults attending full-time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains sever- al occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Admission Requirements:

► Students must be at least 16 years old and not attending high school
► Application
► Interview by a guidance counselor
► Fees for supplies and textbooks are required.

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability. Call (305) 557-1100 for more information.

Career Opportunities:

► Automotive Lube Technician
► Automotive Brake System Technician
► Automotive Suspension and Steering Technician
► Automotive Electrical/Electronic System Technician
► Automotive Engine Performance Technician
► Engine Repair Technician
► Automotive Service Assistor
► Automotive Heating and Air Conditioning Technician
► Manual Drive Train and Axles Technician
► Automatic Transmission and Trans-Axle Technician
► Service Writer
► Service Manager

Graduation Requirements:

► Completion of all Occupational Completion Points (OCP's)

Mathematics 10   Language 9   Reading 9
► Satisfy Basic Skills Requirements

► No financial obligations
► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	AER0014	Automobile Services Assistor	300 Hrs.
B	AER0110	Engine Repair Technician	150 Hrs.
C	AER0257	Automatic Transmission and Transaxle Technician	150 Hrs.
D	AER0274	Manual Drivetrain and Axle Technician	150 Hrs.
E	AER0453	Automobile Suspension and Steering Technician	150 Hrs.
F	AER0418	Automotive Brake System Technician	150 Hrs.
G	AER0360	Automotive Electrical/ Electronic System Technician	300 Hrs.
H	AER0172	Automotive Heating and Air Conditioning Technician	150 Hrs.
I	AER0503	Automotive Engine Performance Technician	300 Hrs.

Program Cost

• In-state residents—$2.56 per hour (Subject to change)
• Out of state resident—$10.25 per hour (Subject to change)
• $15.00 application fee
• Material fee—Varies by program
• Identification Card fee—$5.00 per trimester
• Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

8:00 am—1:40 pm and 5:30 pm—11:00 pm

Approximately Total Cost:

$5,275.00

Employment Requirements:

► Employers prefer that automotive service technicians and mechanics complete a program at a postsecondary institution.
► Industry certification, Automotive Service Excellence (ASE) is usually required once the person is employed.
► EPA licensure for technicians working with refrigerants.

Career Opportunities:

Toyota/Lexus Dealership Technician, Automotive Technician, Service Writer, Service Manager

Salary:

According to the 2018 Bureau of Labor Statistics the median pay for an Automotive Service Technician was $40,710 per year or $19.57 per hour. *Visit: https://www.bls.gov/ooh/*

Job Outlook:

Employment of automotive service technicians and mechanics is project-ed to grow 6 percent from 2016 to 2026.

TRANSPORTATION, DISTRIBUTION & LOGISTICS
COMMERCIAL VEHICLE DRIVING (Class A)

Program Objective:

The objective of the Commercial Vehicle Driving (Class A) program is to provide quality educational training designed to meet the current and future needs of the truck driving industry by preparing the students for a Class "A" Commercial Driver License. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the trucking field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Commercial Vehicle Driving (Class A) program provides students with the technical knowledge and skills for employment as commercial vehicles drivers in the trucking industry. Instruction includes a combination of classroom theory and practical experience. This program is approved by the Florida Department of Transportation. Full-time instructors are Third Party Examiners.

Program Content:

The content includes, but is not limited to, the following: rules and regulations, introduction to equipment, defensive and preventive driving, preventative maintenance and inspection, license information for commercial drivers, loading and unloading cargo, reporting delays or accidents on the road, verifying load against shipping papers, keeping records, testing and licensing the commercial driver, and employability skills and safety.

Length of Program:

The average length of this program is 320 hours (approximately 13 weeks) for Commercial Vehicle Driving (Class A) full-time students.

Admission Requirements:

► Application
► Interview by Guidance Counselor
► Must be 21 years old
► Must have a valid Florida Driver's License and good driving record
► Fees for supplies and textbooks will be required
► Must pass DOT Health Examination
► Must pass DOT Drug Test

Entrance Dates:

Classes begin approximately every six weeks. Please call (305) 557-1100, Ext. 2326 to obtain information on starting dates.

Career Opportunities:

Road Drivers, Local Drivers, Independent Lines Drivers, Major National Haulers, Moving Industry Drivers, Straight Truck Drivers.

Graduation Requirements:

► **C**ompletion of all Occupational Completion Points (OCP's)
► No financial obligations
► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	TRA0080	Tractor Trailer Truck Driver	320 Hrs.

Program Cost

- In-state residents—$2.56 per hour (Subject to change)
- Out of state resident—$10.25 per hour (Subject to change)
- $15.00 application fee
- Material fee—Varies by program
- Identification Card fee—$5.00 per trimester
- Students must purchase books/kits and/or uniforms, if applicable

Program Hours:
7:00 am—12:00 pm
5:30 pm—10:30 pm

Approximately Total Cost:
$1,791.20

Employment Requirements:

► Commercial truck drivers usually have a high school diploma or equivalent.
► Employers prefer that commercial truck driver complete a program at a professional truck driving school.
► They must have a commercial driver's license (CDL)

Salary

According to the 2018 Bureau of Labor Statistics the median pay for a Commercial Truck Driver was $43,680 per year or $21.00 per hour. *Visit: https://www.bls.gov/ooh/*

Job Outlook:

Employment of Commercial Truck Drivers is projected to grow 6 percent from 2016 to 2026.

TRANSPORTATION, DISTRIBUTION & LOGISTICS
DIESEL SYSTEMS TECHNICIAN

Program Objective:

The objective of the Diesel Systems Technician program is to provide quality educational training designed to meet the current and future needs of the bus, truck and diesel systems industry. To accomplish this, the following guidelines are established; assist student to choose, prepare for, enter, and be gainfully employed in the bus, truck and diesel repair field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of student and this industry.

Program Outlook:

The Diesel Systems Technician program provides students with the technical knowledge and skills for employment as Truck, Bus, and Diesel Mechanics in the Heavy Duty Truck and Bus Repair Industry. Instruction includes a combination of classroom theory and practical experience. The program also offers supplemental training for persons previously or currently employed in Heavy Duty Truck and Bus Repair occupations. This program is certified by the National Automotive Technical Education Foundation (NATEF). Students are eligible to join SkillsUSA.

Program Content:

The content includes but is not limited to maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; performing diesel engine preventive maintenance, employability skills and safety practices.

Length of Program:

The average length of this program is 1800 hours (approximately 18 months) for adult attending full-time. Actual time is dependent upon enrollment status (full- time/part-time) and the length of time the student re- quires to achieve competencies. This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Admission Requirements:

- ► Students must be at least 16 years old and not attending high school
- ► Application
- ► Interview by a guidance counselor
- ► Fees for supplies and textbooks are required.

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.
Call (305) 557-1100 for more information.

Career Opportunities:
Bus, Truck and Diesel Engine Mechanic, Diesel Mechanic Helper, Mobile Heavy Equipment Mechanics, Fleet Maintenance Technician, Industrial Truck Mechanic, Service Writer, Service Manager.

Graduation Requirements:

- ► Completion of all Occupational Completion Points (OCP's)
- ► Satisfy Basic Skills Requirements
  Mathematics 11   Language 10   Reading 10
- ► No financial obligations
- ► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	DIM0101	Diesel Engine Mechanic/ Technician Helper	150 Hrs.
B	DIM0131	Diesel Air Brakes Technician	150 Hrs.
C	DIM0153	Diesel Preventive Maintenance Technician	300 Hrs.

Program Cost

- ► In-state residents—$2.56 per hour (Subject to change)
- ► Out of state resident—$10.25 per hour (Subject to change)
- ► $15.00 application fee
- ► Material fee—Varies by program
- ► Identification Card fee—$5.00 per trimester
- ► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:
Monday—Friday 8:00 am—1:40 pm
Monday—Friday 5:30 pm—10:30 pm

Approximately Total Cost:
$5,250.00

Employment Requirements:

- ► Employers prefer that diesel service technicians and mechanics complete a program at a postsecondary institution.
- ► Industry certification, Automotive Service Excellence (ASE) is usually required once the person is employed.
- ► EPA licensure for technicians working with refrigerants.

Salary:

According to the 2017 Bureau of Labor Statistics the median pay for a Diesel Service Technician was $47,350 per year or $22.76 per hour. Visit: https://www.bls.gov/ooh/

Job Outlook:

Employment of Diesel Service Technician is projected to grow 9 percent from 2016 to 2026.

TRANSPORTATION, DISTRIBUTION & LOGISTICS
HEAVY EQUIPMENT OPERATIONS TECHNICIAN

Program Objective:

The objective of the Heavy Equipment Operations Technician program is to provide quality educational training designed to meet the current and future needs of the heavy equipment operations industry. To accomplish this, the following guidelines are established: assist student to choose, prepare for, enter, and be gainfully employed in the heavy equipment field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; and provides courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Heavy Equipment Operations Technician program provides students with the technical knowledge and skills for employment as an operator in the Heavy Equipment industry. Instruction includes a combination of classroom theory and practical experience. Students will be instructed in digging, ditching, sloping, stripping, grading, backfilling, clearing excavating, equipment maintenance and safety.

Program Content:

The content includes but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and skills to operate and maintain a variety of heavy equipment. The program con- tent also includes:

- ► Heavy Equipment Maintenance
- ► Operator Training for Bulldozer, Wheel Loader, Backhoe Loader, Motor Grader and Skid Steer Loader, Double Drum Wheel Loader and Excavator
- ► Preparation for Forklift Operator Certification
- ► Preparation for NCCER Certification
- ► 10 Hour OSHA Training Certification
- ► Employability Skills and Safety

Length of Program:

The Heavy Equipment Operations Technician program con- sists of 1200 hours. However, the school is currently offering Occupational Completion Points A (Heavy Equipment Maintenance) and B (Tractor Operator) and C (Off-road). The average length of this program is 600 (approximately 6 months) hours for full-time students.

Admission Requirements:

- ► Adult students must be at least 18 years old and not enrolled in high schools.
- ► Application
- ► Interview by guidance counselor
- ► Must pass DOT Drug Test
- ► Fees for supplies and textbooks are required

Entrance Dates:

Classes begin approximately every 13 weeks. Please call (305) 557-1100 to obtain information on starting dates. For information call and speak to a counselor.

Graduation Requirements:

- ► Completion of all Occupational Completion Points (OCP's)
- ► Satisfy Minimum Basic Skills Requirements
  Mathematics 8   Language 8   Reading 8
- ► No financial obligations
- ► Students must complete the Clearance packet to receive program certificate.

OCP	Course Number	Course Title	Length
A	TRA0070	Heavy Equipment Maintenance Technician	150 Hrs.
B	TRA0086	Tractor Operator	150 Hrs.
C	TRA0087	Off-road Equipment Operator 1	300 Hrs.

Program Cost

- ► In-state residents—$2.56 per hour (Subject to change)
- ► Out of state resident—$10.25 per hour (Subject to change)
- ► $15.00 application fee
- ► Material fee—Varies by program
- ► Identification Card fee—$5.00 per trimester
- ► Students must purchase books/kits and/or uniforms, if applicable

Program Hours:

600

Approximately Total Cost:

$3,315.00

Employment Requirements:

- ► Heavy Equipment Operators usually have a high school diploma or equivalent.
- ► Employers prefer that Heavy Equipment Operators complete a program at a professional technical college.
- ► Some heavy equipment, such as cranes, loaders and bulldozers, require a license or certification to operate.
- ► Many employers require heavy equipment operators to have a commercial driver's license (CDL) so that they can drive the truck and trailer that transport the equipment to and from the job site

Salary

According to the 2018 Bureau of Labor Statistics the median pay for a Heavy Equipment Operator was $46, 990 per year or $22.59 per hour. *Visit: https://www.bls.gov/ooh/*

Job Outlook

Employment of Construction Equipment Operators is projected to grow 12 percent from 2016 to 2026.

ADMINISTRATION AND FACULTY

ADMINISTRATIVE PERSONNEL

Yaset Fernandez	B.A.	Miami Dade College
Principal	M.S.	Florida International University
Leticia Figueroa	B.S.	Florida International University
Vice Principal	M.S.	St. Thomas University
Erica Evans-DeSimone	B.S.	University of Florida
Assistant Principal	M.S.	Florida Memorial University
	Ed.S.	Florida International University
Cassandra Green	B.S.	Southern University
Assistant Principal	M.S.	Barry University
	Ed.S.	Florida Atlantic University
Freddie Robinson	B.A.	Texas Southern University
Assistant Principal	M.S.	Nova Southeastern University
Vivian Colon	B.S.	Nova Southeastern University
Business Manager		
Mark Moyel	B.S.	Culinary Institute of America
Food Service Manager		

POST-SECONDARY PERSONNEL

Algaze, Glenda	B.S. Liberal Studies/Dental/Pharmacy
Blasucci, Domenick	H.S./Mechanical Journeyman
Brito, Odalys	H.S./Registered Medical Assistant
Crider, Karen	R.N./B.S.N./M.S.N Nursing Educator
Cross, Shawana	R.N./B.S.N./Nursing
Figueroa, Francisco	H.S./Automobile Technician
Garcia, Denier	H.S./Master Automobile Technician
Garcia-Barcelo, Maria	A.A./Registered Medical Assistant
Gibbons, Michael	H.S./3rd Party CDL Examiner
Gomez, Roberto	H.S./Master Automobile Technician
Gonzalez, Leonardo	B.S./Computer Science
Granado, Juan C.	H.S./Construction Education
Guerrero, Oscar	H.S./Certified Welding Inspector
Gutierrez, Laura	A.A./Certified Electronics Inspector
Hecht, Oscar	B.S./Engineering M.S./Business Administration
Johnson, Sharon	M.S./Education Licensed Cosmetologist
MacKinnon, Jean	H.S. Mechanical, Craft, HVAC Journeyman
McNeely, Michael	H.S. Master Truck Technician
Mendez, Tania	H.S./Certified Pharmacy Technician
Miranda, Ronald	H.S./Master Automobile Technician
Mitov, Terri	R.N./B.S.N./Nursing
Parker, David	Master Collision Technician
Perez, John	H.S./3rd Party CDL Examiner
Price, Laban	H.S./3rd Party CDL Examiner
Sanchez, Jorge	A.S./Master Automobile Technician
Spitnale, Gary	H.S./Professional Chef
Thomas, Serena	R.N./MSN Nursing
Zilka, Richard	H.S./PSA Master Technician

POST-SECONDARY PERSONNEL

Counselors

Jacqueline Benjamin

B.S.   Albany State University
Ed.S   Nova Southeastern University

Taylor, Danielle

Financial Aid Officer

Whiting, Robart

B.S.   University of Miami
M.Ed.   University of Miami

Testing Chair

Duckardt, Claudio

Media Specialist

Green, Charles III

B.S.   University of Central Florida
M.S.   University of South Florida