



TREASURE COAST
TECHNICAL COLLEGE

SDIRC

STUDENT HANDBOOK

2023-2024



772-564-4970

TCTC.INDIANRIVERSCHOOLS.ORG

4680 28th Court, Vero Beach, FL 32967



Date

Treasure Coast Technical College 2023-2024 Academic Calendar

July 11, 2023	First Term for GED, ABE, and ESOL Classes
August 1, 2023	*Optional Teacher Planning Day
August 2, 2023	*Optional Teacher Planning Day
August 3, 2023	Teacher Planning/School-based Professional Development
August 4, 2023	District Professional Development Day
August 7, 2023	Teacher Planning Day
August 8, 2023	Teacher Planning/Late Registration Begins for Career Programs
August 9, 2023	Teacher Planning/School-based Professional Development
August 10, 2023	First Day of School for Career Programs
August 16, 2023	Drop/Add Ends for Career Programs
September 4, 2023	Labor Day; No School for Students/Employees
September 15, 2023	Recognition of Constitution Day (September 17th)
September 25, 2023	No School for Students/Teachers
October 16, 2023	Registration for Spring Career Programs Begins
October 31, 2023	Last Day to Apply for Practical Nursing Program
November 1, 2023	Second Term Begins for GED, ABE, and ESOL
November 3, 2023	School Based PD; No School for students.
November 20-24, 2023	Thanksgiving Week; No School
November 27, 2023	Students and Teachers Return from Thanksgiving Break
December 14, 2023	Career Graduation
December 21, 2023	No School for Students; Winter Break; 12/21/2023 - 01/09/2024
December 21, 2023	No School for Teachers; Winter Break; 12/21/2023 - 01/05/2024
January 8, 2024	Late Registration begins for Career Programs
January 8, 2024	*Optional Teacher Planning Day; No School for Students
January 9, 2024	Teacher Planning/School-based Day - No School for Students
January 10, 2024	Students Return from Winter Break
January 10, 2024	Practical Nursing and Second Semester Career Classes Start
January 15, 2024	Dr. Martin Luther King, Jr. Day; No School for Students/Employees
January 16, 2024	Drop/Add Ends for Career Programs
February 2, 2024	Professional Development; No School for Students
February 19, 2024	President's Day; No School for Students/Teachers
March 1, 2024	Third Term Begins for GED, ABE, and ESOL Classes
March 25, 2024	No School; Spring Break; 3/25/2024 - 3/29/2024
April 19, 2024	No School for Students/Teachers
May 15, 2024	Career/GED Graduation
May 27, 2024	Memorial Day; No School for Students/Employees
June 6, 2024	*Optional Teacher Planning Day

Professional Development/Planning Days for Instructors

08/03/23	8/08/23	01/09/24
08/04/23	8/09/23	02/02/24
08/07/23	11/03/23	

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information:
Web site of the U.S. Copyright Office
www.copyright.gov
www.copyright.gov/help/faq

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Welcome to Treasure Coast Technical College. Congratulations on taking the first steps towards obtaining your goals and future success!

Our mission is to serve our local community by providing high quality career and technical education resulting in a skilled workforce and rewarding careers. All programs are aligned with state and industry standards and upon successful completion offer the opportunity to earn recognized industry credentials or licenses. Our instructors are experts in their field and bring to the classroom years of experience and partnerships with local businesses. The instructors work hard to ensure students are equipped with the knowledge, skills, and work habits that lead to success. In addition, we offer GED preparation, Adult Basic Education and Adult ESOL classes to help all students reach their full potential.

Thank you for choosing Treasure Coast Technical College, we look forward to having you!

Sincerely,

Christi A. Shields
Director

Mission

Treasure Coast Technical College is committed to providing high quality, career and technical training opportunities that benefit the student and the community.

Vision

To empower and educate students with college and career readiness skills.

School District of Indian River County School Board Members



Dr. David K. Moore, Ed. D
Superintendent

Accredited by:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325,
Atlanta, Georgia 30350
1-800-917-2081

Treasure Coast Technical College is approved for training by the following State Approved Agencies: The Florida Department of Veterans Affairs, The Florida State Board of Nursing, The Florida Office of Business and Professional Regulation



**Any academic requirement, course or program offering, business policy, fee, and/or information contained in this publication is subject to change or revocation without notice.

Dr. Gene A. Posca

District 1

Jacqueline Rosario

District 2

Dr. Peggy Jones

District 3

Teri L. Barenborg

District 4

Brian M. Barefoot

District 5

Christi A. Shields

Director/Principal

Kelly A. Durwin

Assistant Principal

Nondiscrimination Information

The School District of Indian River County's Career and Technical programs are committed to a policy of nondiscrimination in employment and educational opportunity. The School Board will not discriminate nor tolerate harassment in its educational programs or activities on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are all classes protected by State and/or Federal law.

The lack of English language skills will not be a barrier to admission or participation in the Career and Technical Programs. The district may assess each scholar's ability to benefit from specific programs through placement tests and counseling, and if necessary, will provide services or referrals to better prepare students for successful participation.

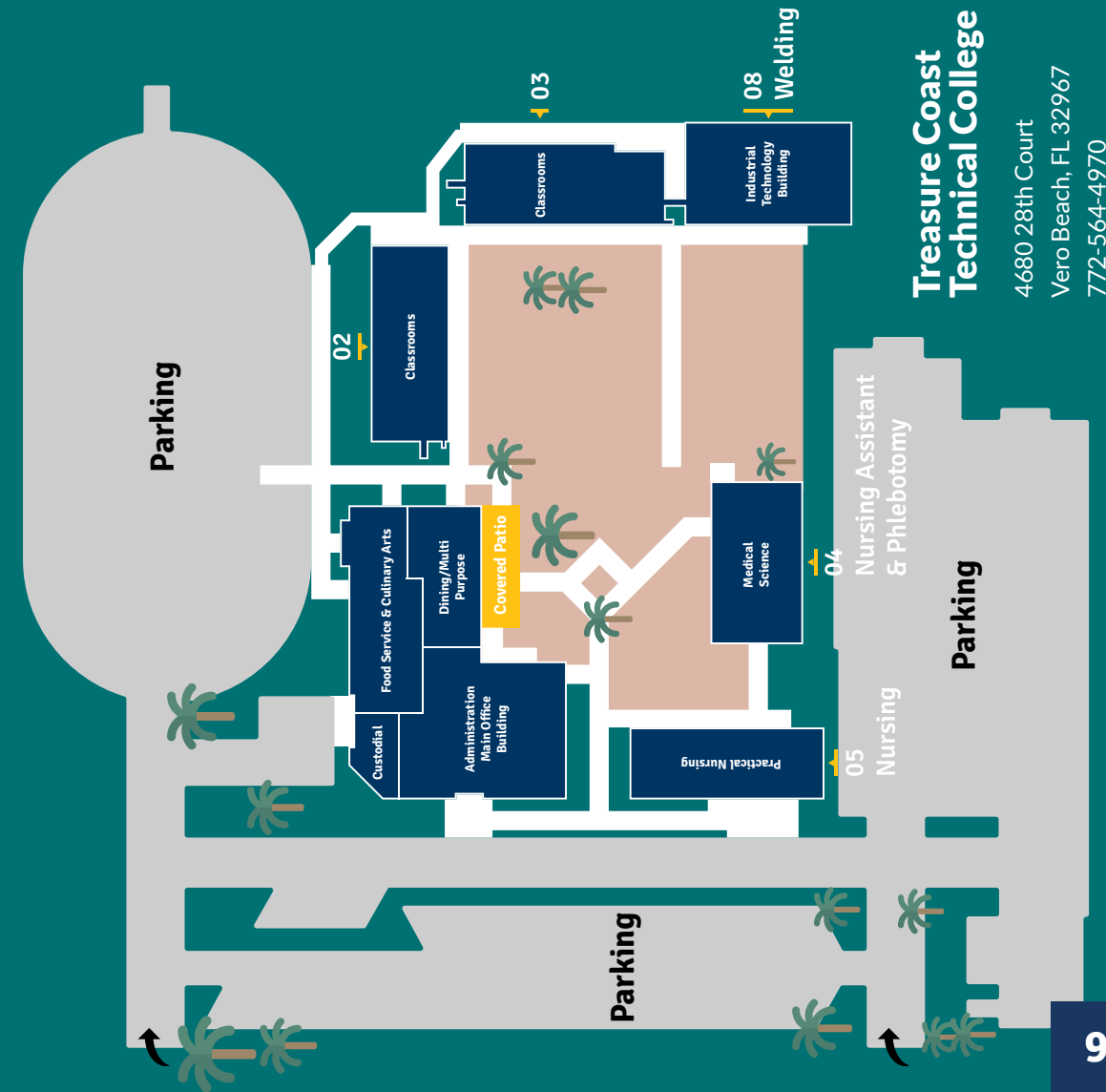
The following persons have been designated to handle inquiries and complaints regarding the School Board's non-discrimination and anti-harassment policies:

Director for Human Resources
 Dr. Edwina Suit
 6500 57th Street
 Vero Beach, FL 32967
 772-564-3195

Director for Student Services
 Dr. Paula Lewis
 6500 57th Street
 Vero Beach, FL 32967
 772-564-5932

Or visit www.indianriverschools.org for more information

Campus Map



**Treasure Coast
 Technical College**

4680 28th Court
 Vero Beach, FL 32967
 772-564-4970
 Fax: 772-564-4994

Program	Bldg/Rm
Administration/Main Office	1-101
ABE/GED	2-102
ABE/GED Orientation Classroom	2-101
Cafeteria	1-130
Career Source (Youth Connections)	2-201
Computer Lab	2-203
ESOL Classroom	3-206
GED - Pearson VUE Testing	3-201
HVAC/R	3-101
Medical Assisting	3-202
Medical Assisting Lab	3-205
Nursing Assistant	4-101
Patient Care Technition	4-101
Phlebotomy	4-102
Practical Nursing Lab	5-100
Practical Nursing Classroom	5-112
Practical Nursing Sims Lab	2-103
Welding Classroom	8-106
Welding Lab	8-108
Welding Lab	8-109

Student Services

All students have direct access to personalized career counseling. Students who are seeking advisement and planning services can obtain advice, direction, and information on career inventories and assessments. Those students who are enrolled in educational career programs can seek resume assistance, work skills advisement, study tips, advisement in continuing education and other services offered through the institution.

In the case of a grievance, the student should make reasonable effort to correct/resolve the issue with the program's instructor. If the situation cannot be resolved the student should contact the Career and Technical Advisor at 772-564-5002 for assistance.

Student Services Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations plan to meet

individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their advisor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The following has been taken from the U.S. Department of Education website at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn> FERPA gives parents certain rights with respect to their children's education records within 45 days after the day TCTC receives a request for access. A student should submit to the appropriate school official a written request that identifies the record(s) the student wishes to inspect. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student – Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

For additional information, call 1-800-872-5327.

Individuals who use TDD may call 1-800-437-0833.

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Information to Which a Student May Not Have Access

An institution does not have to permit a student to inspect and review education records that do the following:

- Contain information on more than one student.
- Contain the financial records of his or her parents

The requesting student may inspect, review or be informed of only the specific information about his or her records.

Directory Information

FERPA allows every institution of higher education to disclose "directory information" without written consent of the student.

Directory information includes the following items:

- Name
- Address
- Phone number and email address
- Dates of attendance
- Degrees or certificates awarded
- Enrollment status
- Major field of study

However, every student has the right to ask his or her institution of higher education NOT to disclose directory information. A request not to release directory information must be submitted in writing to the Administrator or his/her designee on or before the first day of September of any school year, or within three weeks of the date of enrollment of a student after the start of the school year.

In the absence of written notification to restrict the release of directory information, the school and the School Board will assume that neither a parent of a student nor an eligible student objects to the release of the designated directory information. Under provisions of the National Defense Authorization Act and The Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of armed forces, etc.) and to postsecondary programs to inform students of educational programs available to them. However, directory information shall not be released for commercial use, including among others, mailing lists for solicitation purposes.

School Officials with a Legitimate Educational Interest

Also, TCTC may disclose student record information to school officials with a legitimate educational interest. A school official is a person employed by TCTC or SDIRC as an administrator, supervisor, faculty member, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom TCTC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Subpoena of Student Records

TCTC must comply with subpoenas from a court of competent jurisdiction to produce student records. The production of these records must be accomplished in a lawful and timely manner. If a student or parent of a dependent student objects to the release of subpoenaed records, an objection to a subpoena for non-party production must be filed, or a protective order must be obtained from a court of competent jurisdiction.

TCTC Grievance

A grievance is a complaint alleging a violation of Title IX (except in the case of Sexual Harassment where SDIRC policy must be followed), Section 504, and other federal and state civil rights laws, rules and regulations. It is the policy of the School District of Indian River County to provide a learning environment for students free from harassment or discrimination based on gender, marital status, race, national origin, religion, age, or disability.

Grievance Process

1st Step: Resolve the problem informally with the person(s) alleged to have caused the grievance or with the direct supervisor/instructor.

2nd Step: By the close of the third school day from the date of the incident, the student must submit a written complaint on the TCTC Grievance Form, located on the website, to the Student Advisor. If this time frame is not met, the issue shall not be grievable.

The Student Advisor or a designee will schedule a meeting with the student within two school days from receipt of the Grievance Form. The student will be afforded the opportunity to state his/her view and to present evidence or names of witnesses. The Student Advisor will

meet with any witnesses present on campus within two school days from meeting with the student filing the Grievance Form. If witnesses are not present on campus to be interviewed by the Student Advisor within those two days, it will be determined they will not be available to serve as a witness for this grievance. The Student Advisor will issue a decision regarding the matter within two school days from meeting with all available witnesses.

3rd Step: If the student is not satisfied with the outcome or if no resolution has been made within three working days from meeting with available witnesses, the same grievance shall be submitted to TCTC Administration for review. The grievance must be delivered to TCTC Administration within ten school days from the date of the alleged incident to remain grievable.

TCTC Administration shall, within three working days, appoint a review panel of three to five members consisting of TCTC staff other than the student's program instructor(s). TCTC Administration shall preside as chairperson of the panel. The review panel shall review the written grievance, witness statements and interview notes. No other issues shall be considered or discussed. The committee shall respond in writing within two school days of the review panel meeting resolution. There shall be no further appeal of any grievance of any adult student at TCTC from this point.

4th Step: TCTC is accredited by the Commission of the Council on Occupational Education. If the grievance is not settled at the institutional level the accrediting agency may be contacted.

The Commission's mailing address:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone # (770) 396-3898 or (800) 917-2081
www.council.org

State Agency

Florida Department of Education
Career and Adult Education
325 West Gaines Street, Suite 734
Tallahassee, Florida 32399-0400
Phone # (850) 245-0446

Admissions

Applicants must be at least 16 years of age and should be academically, physically, and emotionally capable of meeting the essential tasks of the chosen program.

Admission Policy for Applicants without a High School Diploma

All adult applicants applying to Treasure Coast Technical College are encouraged to earn a high school diploma or its equivalent prior to admission. However, the college will accept students without a diploma in some programs. However, these students are not eligible for federal financial aid until they have earned a standard high school diploma from an accredited high school or its equivalent recognized by the US Department of Education.

Admission to Programs with a high school diploma or its equivalent recognized by the U.S. Dept of Education

Prospective students should check with the career advisor regarding admission requirements into the desired program.

Limited Access Programs

Programs such as Practical Nursing have strict admission standards set by the program's certifying agency. These standards include but are not limited to: passing a background check and having a drug screening. All applicants to these programs must have a standard high school diploma from an accredited high school or its equivalent.

Admissions

Official Notification of Applicant/Student as Sexual Offender/Predator

Treasure Coast Technical College Procedure regarding Receipt of Official Notification of Applicant/Student as Sexual Offender/Predator

Florida law, in section 775.21 (The Florida Sexual Predators Act) states in part, “repeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety. Sexual offenders are extremely likely to use physical violence and to repeat their offenses, and most sexual offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes.”

Florida law, in section 943.0435, states in part, “the Legislature finds that sexual offenders, especially those who have committed offenses against minors, often pose a high risk of engaging in sexual offenses even after being released from incarceration or commitment and that protection of the public from sexual offenders is a paramount government interest. In July 2002, new provisions of these laws became effective which require sexual predators and sexual offenders to notify the state or the sheriff, as appropriate, of enrollment, employment, or the carrying on of a vocation at an institution of higher education

in Florida. Each change in enrollment or employment status must be similarly reported. The state or sheriff must promptly notify each institution of the sexual predator’s or sexual offender’s presence and any change in the sexual predator’s or sexual offender’s enrollment or employment status.

Applicants/Students

Treasure Coast Technical College serves high school students as well as adult students. Accordingly, pursuant to §856.022, Florida Statutes, individuals designated as Sexual Offenders/Sexual Predators by the State of Florida, or any other state, may not attend the College.

Dual Enrollment

Dual Enrollment is the enrollment of students in college classes while still in High School. To be eligible for participation in the Dual Enrollment program, students must meet all of the qualifications listed below:

- 11th & 12th grade classification*
- Unweighted GPA of 2.0
- Completed TCTC Dual Enrollment application signed by school counselor

Students who are taking Dual Enrollment classes are not eligible to apply for Federal Financial Aid such as Pell grants until they have earned a high school diploma.

- Students must maintain a minimum of a 2.0 grade point average (GPA) at their high school.
- Students must satisfactorily complete (pass) all courses with a passing grade based on the specific program criteria.
- If a student is projected to graduate from high school before the scheduled completion date of an Occupational Completion Point (OCP) (postsecondary course), the student may not register for that course through dual enrollment. The student may apply to the postsecondary institution and pay the required registration, tuition, and fees if the student meets the postsecondary institution’s admissions requirements (1007.263).

- Public school dual enrollment students registration, tuition and lab fees are waived. Issued textbooks are the property of TCTC and failure to return textbooks at the end of the program will result in a hold on their final certificate and transcript.
- All textbook fees must be paid in full prior to future enrollment.
- Home school dual enrollment students are responsible for purchasing textbooks and providing own transportation.
- All dual enrollment students are required to purchase uniforms, student ID, and personal specialized equipment needs.

*Subject to change based on program/school year

Adult General Education Programs

Mission:

The mission of Adult General Education is to provide both basic and 21st century skills that connects each student to his or her career path of success.

Adult General Education helps adults to get the basic skills they need to be productive workers, family members and citizens. These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult education programs also help learners gain the knowledge and skills they need to enter and succeed in postsecondary education.

Adult Basic Education (ABE):

This program and courses are designed for the student to increase basic literacy skills in mathematics, reading and language at the grade level equivalency of 0-8.9, to improve employability in the state's workforce, and transition to higher levels of educational attainment and postsecondary training.

Adult Education programs are available to individuals that:

- Are 16 years or older
- Do not have a high school diploma or its equivalent
- Are not enrolled or required to be enrolled in secondary school
- Want to learn to speak, read, and write the English language

GED:

These courses are designed for students at a 9.0 grade level or above to successfully pass the complete battery of the GED subject area tests. After passing all four subtests, students will be awarded a State of Florida High School Diploma. Students must first attend an orientation where they will sit for a skill level assessment of reading and math to determine placement for classroom instruction. The results enable faculty to prepare an individualized course of study for each student.

Academic Skills Building Program (ASB):

The ASB Program is a non-credit program designed to develop the literacy and mathematics skills necessary for students to be successful workers, citizens, and family members. The Academic Skills Building (ASB) Program comprises two courses, ASB Reasoning through Language Arts and ASB Mathematics. Students in the ASB program may enroll in either course or both courses.

Benefits:

Individualized instruction
Computer assisted learning & Online instruction
* Treasure Coast Technical College is a designated Pearson Vue testing site. Students must register for the test at www.ged.com

ESOL - English Speakers of Other Languages

Mission:

The mission of the ESOL program is to provide English language acquisition assistance to adult speakers of other languages. This non-credit instructional program is designed to provide adult English language learners with the knowledge and skills needed to communicate effectively in English and improve their ability to enter the state's workforce and/or postsecondary education. The program includes practical conversational practice in pronunciation, stress, and intonation, as well as career and workforce preparation activities.

ESOL Requirements:

Testing Requirements: CASAS intake test of English language, reading, and listening skills

Terms:

July-October
November-February
March-June

Benefits:

- Individualized instruction
- Computer assisted learning
- Self-paced learning environment

What you will learn:

- How to speak, read, and write in English and improve listening skills
- To improve English skills in foundations, beginning, intermediate or advanced levels
- To utilize English for daily living skills, citizenship or a vocation

After ESOL you can start

- Adult Basic Education (ABE)
- GED Prep
- Career and Technical Education (CTE) Program
- Other postsecondary options

Testing Requirements

Some applicants for Treasure Coast Technical College Career and Technical Education (CTE) programs of 450 hours or more, may be required to take a state mandated basic skills assessment prior to exiting the program. Basic skills evaluation scores are good for two years and must be valid at the time of enrollment. Testers must be 16 years of age or older. Several exemptions to exit requirement are accepted. In order to be exempt, a student must submit official documentation to TCTC staff for verification of an exemption:

1. Applicants who have earned a standard State of Florida high school diploma, 2007 or later, or possess a documented degree (AA, AS, AAS, BA or BS) may be exempt from test. (s.1004.91).
2. Applicants who earned a GED in 2014 or later
3. Students taking any accepted standardized tests such as PERT or ACT may be exempt from the requirement provided the scores are at satisfactory levels and the test was taken within two years of enrollment in a TCTC program (6A-10315, 6A-10.040).
4. A student who has completed or who is exempt from the college-level communication and computation skills (CLAST) examination pursuant to s.1008.29 is also exempt. Per s. 1008.29.

5. A student who achieves a score that meets or exceeds a minimum score on a nationally standardized examination (SAT or ACT) is also exempt. The test must be taken within two years of enrollment in a TCTC program.
6. Documented passing scores on state-designated industry certification tests may be used.
7. Mandated exit scores may be waived for documented special needs students as per Florida guidelines. A student, with a documented disability, who is approaching completion (mastered 90% of the competencies) of the CTE program and has not met requirement, may be considered for an exemption.

Practical Nursing applicants, are also required to take the HESI assessment per the program application requirements.

Residency Requirements

Residency must be documented by submission of written verification that includes at least two of the following:

- A Florida voter's registration card;
- A Florida driver's license or identification card;
- An Affidavit of Residency
- Proof of 12 months employment in Florida
- A Florida vehicle registration
- Proof of a permanent home in Florida
- Transcripts from a Florida high school
- A Florida professional or occupational license

General Admissions Procedures

Each program has its own admission requirements. The Practical Nursing Program requires a high school diploma or its equivalent and a score of 70 or higher on the HESI assessment. Each student should assume responsibility for learning. The instructor will give guidance and assistance but actual learning process rests with the student. Our mission includes serving all community members, therefore, all students are considered for admissions. All career programs are clock-hour, TCTC does not award credits.

Website Information

For additional information, please visit our website:

<https://tctc.indianriverschools.org>

Attendance Policy

No-Show Policy (Career Programs)

A no-show is a student who does not attend class or make any attempt to contact his or her instructor during the first three days of the program. You are expected to attend class beginning the first day of the program. If you are absent from the program start date meeting, it is your responsibility to contact your instructor and confirm that you intend to be a student in his or her class.

Consequences of Being a No-Show Treasure Coast Technical College will remove no-show students (after 3 days) from their programs, and staff will **contact the next available student to take the spot in the program based on the program's waiting list.**

Due to the intensity and hands-on nature of our career programs, absenteeism and tardiness should be limited to emergency situations only. Treasure Coast Technical College Administrative Office may withdraw a student for missing excessive days. Medical, dental, and other appointments should be scheduled other than during class hours. This attendance policy is effective for all programs unless otherwise noted in student's program handbook.

If a student is absent, it is the student's responsibility to make-up any missed work, get notes from another student, and arrange time before or after class to make up missed clinical or lab time. Proof of dependability is of utmost importance when a student seeks employment. A student missing (6) consecutive scheduled classes will be withdrawn on the 7th day.

Transfer Policy

Transfer of Students between Programs within the institution:

Adult Students may request a transfer between programs through the TCTC office. Administration will review requests. The decision will be based on available space as well as current performance and attendance record.

Transfer of Students from other Institutions:

Students transferring to TCTC from another institution must file their application and supporting academic documents in the Main Office. Students must be in good standing at the transferring institution. Transcripts are reviewed for transfer clock hour credit and placement prior to enrollment. All transfers are considered on an individual basis provided space is available and admission requirements are met. Student placement will be the result of mutual planning by the student, career advisor, and administration. Some licensure programs may have additional transfer requirements to ensure that licensure and certification standards are met.

Transfer of Credits:

Treasure Coast Technical College is a clock hour program institution and does not offer credits.

Campus Policies

ID Badges

All students must wear their TCTC identification badge. It must be visible at all times while on campus. IDs are part of the administrative fee during initial enrollment. It is to be worn below the shoulder and above the waist. If lost or misplaced, a new ID must be purchased in the main office.

Uniforms

TCTC has a program-specific uniform policy. The advisor will be able to provide information regarding color, styles, and price. All students are required to wear their program's uniform (shirts and pants, and specific shoes, if required).

Parking Permits

All student-driven vehicles must have a parking tag that can be purchased from the office in the Administration Building on main campus. The tag must be displayed at all times in the vehicle. No skateboards or hoverboards are allowed on campus.

Drills & Emergencies

Regulations require that multiple fire drills be held periodically during the school year. TCTC will also have at least one tornado drill each school year. In addition, the college also has other emergency drills. Each exit in each campus building is clearly indicated. During all drills, follow the instructor's directions. To turn in a false alarm is a criminal offense. In case of emergency situations requiring evacuation, students should follow evacuation routes. In other emergency situations, students should go to the designated safety areas inside the buildings as directed.

Cell/Mobile Phones

All cell phones should be on vibrate and out of sight during classroom time. Texting while in class is prohibited. Students may use cell phones before and after school, while on break and during lunch. Cell phones may be used in class if the instructor has given permission to do so for a college related purpose. If an EVACUATION is ever announced, cell phones are NOT to be used as they could inadvertently trigger a remote control explosive device.

Campus Policies

Dress Code

You are expected to dress professionally for college and for the task of learning with proper attention given to personal cleanliness, grooming, and neatness. If your personal attire or grooming disrupts educational activities and processes of the college, or is a potential safety hazard, you will be required to make the necessary alterations to such attire or grooming before entering the classroom or you may be asked to leave. If you fail to meet the minimum acceptable standards of cleanliness, neatness, proper fit, safety and decency as determined by the Principal or designee, you will be subject to appropriate disciplinary measures. You are additionally prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

All Students

The following apparel or items are NOT allowed:

1. Sunglasses*
2. Hats, visors, bandanas or other head apparel*
3. Visible pierced jewelry that has the potential to cause injury or be considered a safety risk, or cause disruption to the learning environment
4. Gang-related tattoos or inappropriate tattoos, as determined by Administration
5. Unbuckled belts
6. Clothing that advertises alcoholic beverages, tobacco, drugs, or has questionable language or art work.
7. Known gang-related symbols
8. Pajamas or other sleepwear
9. Any clothing accessories, jewelry, or hair styles that may be a distraction to self or others, have obscene or drug-related phrases, or may be considered disruptive to the learning environment.
10. Skateboard or Hoverboards
11. Aerosol sprays of any kind

***May be worn during certain times designated by instructor. Does not include headdress worn for religious purposes or other headgear necessary for safety or medical purposes.**

Campus Policies

Severe Weather

Treasure Coast Technical College will follow the severe weather closings of the School District. Watch the news on the TV, online, or listen to local weather reports for announcements of school closings.

Tobacco-Free Policy

Use of ALL tobacco products is prohibited on all School District owned or leased property, all interior and exterior parts of any campus, ancillary facilities, work sites and facilities, parking lots and vehicles, as well as at any event sponsored by TCTC or the School District. Any non-employee who has been given notice of this policy by a college official and fails to comply will be asked to leave the premises. Any person who is asked to leave the premises and refuses or who leaves but returns without permission shall be deemed a trespasser and shall be subject to arrest. Tobacco products include, but are not limited to, real or electronic cigarettes, any vaping products, cigars, pipes or blunts; rolling/loose tobacco; smokeless tobacco such as chewing tobacco, dip, snuff, snus, or any other substance containing tobacco, nicotine or product simulating the use of effects of tobacco.

Grade Policy

Student must maintain satisfactory academic progress for the program they are enrolled. Failure to maintain the minimum required grade may be cause for dismissal.

Treasure Coast Technical College takes pride in the programs it offers and requires students do the same; therefore, there is no probationary period nor conditions for re-entry for those students who are dismissed for unsatisfactory progress. Students will be advised of their averages during the semester, and have the ability to review their grades through the FOCUS student portal. Please see program handbook for grading scale.

Graduation Requirements

A Treasure Coast Technical College Career certificate will be issued when the student has successfully completed the designated number of hours in the classroom and/or clinical settings, and has completed all OCPs with the necessary passing scores for the program. *

Final Grade

The final grade will be comprised of tests, quizzes, class work, homework, and projects. The weight of assignments is discretion of the instructor.

Grade Disputes

Criteria for final grade determination and assignments are the discretion of the instructor of record. The student may appeal by contacting the Principal and submit any pertinent documentation. The Principal has final decision and notifies student of the outcome in writing.

Assignments

Completion of all assignments will serve to reinforce class lessons. The grading of late assignments will be at the discretion of the instructor.

Examinations

Pop quizzes both written and oral will be given at instructor's discretion. A final exam may be given at end of the semester.

Transcripts

Students must submit a request for an official transcript in person or online. A fee will be charged for all transcripts.

* Refer to the program handbook for more information.

Drug Screening/Testing

Students must participate in a drug screening at TCTC for select programs: If an internship, apprenticeship or clinical site requires a drug test prior to allowing the student on their site, the student will be subject to a drug test (at their expense) as a condition of admission to the internship, apprenticeship or clinical site. (As an example, the health care industry is a heavily regulated industry generally requiring drug testing.)

During the drug test, the students will be asked to submit to a urinalysis. Drug screenings are completely confidential and administered through a third party laboratory. Results will only be shared with appropriate college personnel, and parents or guardians of high school students under the age of 18. Any student exhibiting behavior that leads college personnel to believe the student is under the influence of drugs or alcohol at the college, will be subject to a drug test or breath-test.

Negative Test: Students return to class.

Positive Test: The student, parents of minors, instructor, career advisor, and administration will be immediately notified.

He/she will not be allowed to participate in any clinicals, internships, or externships until a negative test result is submitted to the college. The student's paper work for certification will not be submitted nor will he/she receive a certificate of completion.

Drug Screening/Testing

Second Positive Test:

The student will be withdrawn from the program. The student's paper work for licensure will not be submitted nor will they receive a certificate of completion from TCTC.

Reasonable Suspicion:

If any student during the school year exhibits suspicious behavior in or around Treasure Coast Technical College, the instructor will immediately secure help from an administrator or SRO. The student will be escorted to the office. Reasonable suspicion may result in a urine test. If alcohol is suspected, the student will be subject to a drug test. Refusal of Testing: may be subject to suspension or dismissal of program.

Challenge of Testing:

If the student believes that his/her drug test is a "false positive", the student has the option of being immediately re-tested at the student's expense at the professional diagnostic laboratory which performed the initial drug test.

Disciplinary Guidelines & Procedures

The objective of TCTC's Disciplinary Guidelines and Procedures is to provide a safe and orderly learning environment that allows students the opportunity to experience academic and behavioral success. Our philosophy for general student behavior is that no student shall be allowed to interfere with another student's right to learn nor an instructor's right to teach. All classroom instructors will have specific classroom rules and dress codes appropriate to his/her technical program. The student will sign and acknowledge that he/she has been informed of where to locate the Student Handbook on TCTC's website and that the Disciplinary Guidelines and Procedures have been reviewed and understood. All guidelines and procedures follow current statute and district policy. Minor offenses will be dealt with by the classroom instructor. Instructors will maintain documentation of all minor offenses. If a student engages in repetitive behavior of a minor offenses, the classroom instructor will then write a referral in FOCUS and inform the Career Advisor.

FIRST INFRACTION/WARNING

Instructor documents in writing and conferences with student.

SECOND INFRACTION/PROBATION

Instructor or staff member inputs referral in FOCUS and conferences with student. Infraction report will be sent to Career Advisor for follow-up and tracking purposes.

THIRD INFRACTION/POSSIBLE DISMISSAL

A third infraction will result in written referral to Administration for review. A third infraction could result in dismissal from the program/school.

Disciplinary Actions

Recommendations for a student conference and/or dismissal from program will be applicable to both classroom and clinical labs upon written documentation by the instructors for any of the following:

- Excessive absences (student unable to maintain acceptable class grades and/or required clinical skills/time requirements as deemed acceptable by instructor)
- Excessive tardiness
- Lack of the ability to organize and apply knowledge or skills correctly
- Failure to perform in a safe and appropriate manner
- Direct violation of instructions from any instructor
- Repeated inability to demonstrate safe judgment at program level
- Cheating on a test or passing test information on to another student
- Failure to accomplish clinical or program objectives with a passing grade
- Inappropriate professional attitude and behavior or inability to interact with others
- Attitude or behavior that impedes classmates from learning or disrupts class
- Disrespect, whether verbal or nonverbal, directed at instructors, staff, or classmates
- Disregard for school procedures, including parking violations
- Failure or refusal to comply with school safety rules and regulations
- Use of tobacco products/vaping/E-cigarettes while on campus
- Please add the following language after Disciplinary Actions

Infractions Requiring Automatic Withdrawal

All students are required to follow the rules of student conduct. Misconduct, or other behavior that reflects discredit on the student, the school, or the community, may carry the penalty of immediate automatic dismissal of that student from his/her education or training program. In addition to dismissal, students who have been found to have committed these offenses may be referred to the appropriate law enforcement agency. If the offense involves a victim, the victim will be notified of his or her right to press charges against the offender. Listed below are the types of infractions which will result in immediate withdrawal from the school by an administrator. These infractions include but are not limited to the following:

Behaviors

- Aggravated Battery
- Alcohol Distribution/Purchase/Sale
- Arson
- Burglary
- Criminal Mischief (Vandalism)
- Disruption on Campus or Bus - Major
- Drug Distribution/Purchase/Sale
- Fighting
- Gang-related Activity
- Grand Theft (> \$750)*
- Hazing
- Homicide
- Kidnapping
- Off-campus Felony Arrest with Petition Filed by State Attorney
- Other Major*
- Production, Possession and/or Distribution of Obscene/Inappropriate Materials
- Robbery
- Sexual Assault or Sexual Battery/Violence
- Sexual Offense/Misconduct (other) Including Sexting
- Simple Battery
- Teen Dating Violence or Abuse
- Threat/Intimidation* (must investigate)
- Under the Influence of Drugs
- Violation of Stipulated Order That Was Provided in Place of Expulsion
- Weapons Possession
- Throwing objects inside the bus or out of the window of the bus, which may or may not cause injury to persons or physical damage.
- Unsafe behavior on a school bus which could lead to harm

Staff Information

All full-time instructors hold either a district certification, required field experience, or state of Florida teaching certificate. The majority of our instructors hold at least a bachelor's degree. Non-degreed instructors are experts within their field with 6+ years of industry training and/or hold national certifications in area of expertise. All instructors receive continuous training within their respective industries and work closely with program advisory boards and/or with the schools advisory committee.

Notification of Risk

Be aware participating in any lab or clinical setting can be dangerous in nature and involve RISKS OF INJURY. It is understood the dangers and risks of participating in a lab or clinical setting may result not only in serious injury, but in a serious impairment of future ability to earn a living, to engage in other business, social and recreational activities and generally to enjoy life. Due to the dangers of participating in lab and clinical settings, it is important to follow all instructions carefully.

Frequency of Course Offerings

The frequency with which each course in the curriculum is offered below. These indications are meant only as a guide for planning purposes. Treasure Coast Technical College will make an earnest effort to offer the courses when indicated but reserves the right to offer them more or less frequently as circumstances dictate. Students should check with the TCTC office for information concerning the exact terms in which individual courses will be offered.

Career Program	Frequency
CDL Class B	Fall / Spring
HVAC/R1	Fall
Medical Assisting	Fall / Spring
Nursing Assistant	Fall / Spring
Patient Care Technician	Fall
Phlebotomy	Spring
Practical Nursing	Spring
Welding Technology	Fall

Career Program Student Expectations

In order to maintain an educational setting in which all students are able to maximize their educational potential, it is expected that all students adhere to school behavior and guidelines. Students at Treasure Coast Technical College have the expectation to:

1. Adhere to the guidelines set forth in the Code of Student Conduct
2. Attend school regularly and be punctual
3. Come to class with all necessary materials and be prepared to learn
4. Take advantage of learning opportunities
5. Use guidance services for educational and personal improvement
6. Treat other people and property with respect
7. Report hazardous or dangerous situations to a school administrator or staff member
8. Refrain from bringing inappropriate or contraband items to school

9. Follow classroom and lab rules and complete all classroom assignments, homework, and projects/reports as outlined by their instructor(s)
10. Refrain from profane or inflammatory statements
11. Conduct themselves in a safe and responsible manner
12. Present a clean and neat appearance
13. Take responsibility for his/her own work and actions
14. Complete a student exit form and graduation form with the Career Advisor prior to exiting career program.

Program and Course Requirements/Procedures

Health related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks which have been established. Their performance is essential for success in the program.

Physical Requirements

- Ability to perform repetitive tasks
- Ability to walk the equivalent of 5 miles per day
- Ability to project audible verbal communications at a distance of 4 feet
- Ability to reach above shoulder level
- Ability to interpret audible sounds of distress
- Ability to adapt to shift work
- Ability to grip and distinguish colors
- Ability to lift a minimum of 25 pounds and a maximum of 100 pounds
- Ability to bend a knee and ability to sit or stand for long periods
- Ability to perform CPR

Mental and Emotional Requirements

- Ability to cope with a high level of stress
- Ability to make fast decisions under high pressure
- Ability to cope with anger/fear/hostility of others in a calm manner
- Ability to work alone
- Ability to concentrate
- Ability to demonstrate high degree of patience
- Ability to adapt to shift work
- Ability to work in areas that are close and crowded

Moral Character

Healthcare providers meet the standards of moral character. A history of the following offenses will disqualify a person from employment in the health care profession.

- Murder
- Incest
- Manslaughter
- Arson
- Kidnapping
- Prostitution
- Obscene literature
- Assault to a minor
- Sexual battery
- Vehicular homicide
- Lewd and lascivious behavior
- Lewd and indecent exposure

- Child abuse/aggravated child abuse
- Aggravated Assault
- Abuse/neglect of disabled adult or elderly
- Exploitation of disabled adult or elderly
- False Imprisonment
- Sexual performance by a child
- Negligent treatment of children
- Killing of unborn child by injury to mother
- Fraudulent sale of controlled substance
- Prohibited acts of a person in familiar or custodial authority on a child
- Theft, robbery and related crimes if the offense is a felony
- Relating to drug abuse prevention and control, if offense was a felony or if other person involved was a minor

Background Screening

Treasure Coast Technical College requires all students in Medical Assisting, Patient Care Technician, Practical Nursing, and Nursing Assistant programs whose responsibilities may require them to provide personal care or services to residents/patients or have access to their living area or personal property to undergo a background screening. A student whose background screening reveals prior arrest incidents may be counseled regarding potential employment opportunities.

Drug Testing

TCTC recognizes that substance abuse among its members is a serious problem that may compromise the ability of the abuser and jeopardize the safety of individuals. Reference pages 27 and 28 for more information regarding drug testing.

Clinical Experiences

Clinical experiences will be at facilities with whom SDIRC/TCTC has formal contractual agreements. Students are considered guests of the facility and must comply with clinical facility requirements. This includes cell phone policy, dress code, HIPPA, immunizations, and professional conduct.

Clinical Policy

Student progress within clinical areas will be provided using a satisfactory or unsatisfactory rating, with frequent counseling in area which need strengthening. At the end of each clinical rotation, the instructor will complete a performance evaluation and discuss this report with the student.

The clinical competency checklist in the Student Training Record identifies the duties and competencies of each clinical assignment. Students are evaluated on their abilities and competencies related to the steps of the nursing process.

These include data collection, planning care, implementation of care, and evaluation of care. Professional characteristics are also evaluated.

Competencies begin at a supervised level. By the end of the program students are expected to have independent competency. A final clinical grade of Pass/Fail will be given after each clinical rotation. Students are frequently advised of their progress and given recommendations for improvement. A grade of Pass (P) is required to matriculate to the next clinical rotation.

PATIENT CARE TECHNICIAN 600 Clock Hours (Full-Time)

Estimated Completion Time: 7 Months

Patient Care Technician is a 600 clock hours program designed to provide education to become an advanced cross-trained nursing assistant that cares for patients in hospitals, nursing homes, outpatient facilities and private homes. They have a broad range of duties including feeding, bathing, assisting patients in their daily living activities, drawing blood, and performing 12-lead electrocardiograms.

For a certificate of completion courses must be successfully completed:

HSC0003 - Basic Healthcare Worker	90 hours
HCP0121 - Nurse Aide and Orderly (Articulated)	75 hours
HCP0332 - Advanced Home Health Aide	50 hours
HCP0020 - Patient Care Assistant	75 hours
HSC0016 - Allied Health Assistant	150 hours
MEA0580 - Advanced Allied Health Assistant	100 hours
PRN0094 - Patient Care Technician	60 hours

PCT Requirements/Procedures

Admission Requirements:

- Complete Registration
- Orientation
- Immunizations and Physical
- Clearance on FDLE Level 2 Background Check & Lab Drug Screen

Health & Other Program Costs/Fees

- Industry Certification: Certified Nursing Assistant, Certified EKG Technician, Certified Phlebotomy Technician and Certified Patient Care Technician
- Requirements to sit for exam/eligibility for licensure: Successfully complete program & have a high school diploma or equivalent.
- Dress Code: Students are required to wear ceil blue scrubs, ceil blue scrub jacket and white leather/leather like nursing shoes.
- Other: secondhand watch (no smart watches)
- Online component: Curriculum may be accessed online.
- Employment Requirements: To become employed, graduate from an approved Patient Care Technician program.

Upon successful completion with an overall average of **76%** in the program students will receive a Patient Care Technician career certificate.

Medical Assisting - 765 Clock Hours (Full-Time)

Estimated Completion Time: One Semester

The Medical Assisting Program is designed for students interested in learning both clerical and clinical aspects of the medical office setting. Students will learn how to properly maintain patient records, medical forms, confidentiality, medical office ethics, how to communicate with insurance companies, pharmacies and other medical offices. Students will perform hands-on activities in Phlebotomy, CPR, First Aid, EKG, Universal Precautions and other necessary medical skills. Upon completion students may sit for National Healthcare Association Certified Clinical Medical Assistant (CCMA) exam, must have high school diploma or GED to take the certification exam.

For a certificate of completion courses must be successfully completed:

HSC0003 - Basic Healthcare Worker	90 hours
MEA0002 - Introduction to Medical Assisting	250 hours
MEA0501 - Medical Office Procedures	75 hours
MEA0521 - Phlebotomist, MA	75 hours
MEA0543 - EKG Aide	75 hours
MEA0942 - Practicum Experience	200 hours

Medical Assisting Requirements/Procedures

Admission Requirements:

- Attend Information Session
- Complete Registration
- Orientation
- Clearance on FDLE Level 2 Background Check & Lab Drug Screen

Health & Other Program Costs/Fees

- Tuberculin (PPD)-**Included in tuition**
- Industry Certification -CCMA Exam
Requirements to sit for exam /eligibility for licensure: Successfully complete program and have a high school diploma or equivalent.
- Uniform- scrubs & scrub tops (teal color) , closed toed shoes
- Exit Level Examination (Basic Skills Exam)
- Other: equipment such as watch, access to a computer, internet access, etc. Computer with web cam and microphone. Internet access is required for this course.
- Employment Requirements: In order to become a Medical Assistant, have a high school diploma or GED, graduate from approved Medical Assisting program.

Upon successful completion of overall average of **76%** in the program, students will receive a career certificate in Medical Assisting. Students will be eligible to take the Clinical Medical Assistant Exam (CCMA).

Nursing Assistant - 165 Clock Hours (Full-Time)

Estimated Completion Time: 2-4 Months

The nursing assistant is an important part of the nursing care team. A nursing assistant works under the direction of a licensed nurse, performing basic nursing skills such as checking vital signs, promoting comfort, personal hygiene, assisting with meals, safety, skin care, and other necessary tasks. Class time includes instruction in: basic anatomy and physiology, classification of diseases, nutrition, specimen collection, blood sugar testing, infection control (HIV, blood borne and airborne pathogens, isolation procedures, and handling of infectious waste), First Aid, Domestic Violence training, and CPR training. In addition students receive training in professional behavior and ethics. Students who successfully complete program are prepared to take the Florida State Certification test. This test consists of questions and a practical clinical exam. The state test is administered at our school as an added advantage to students.

For a certificate of completion courses must be successfully completed:

HSC0003 Basic Healthcare Worker	90 hours
HCP0121 Nurse Aide and Orderly	75 hours

Nursing Assistant Requirements/Procedures

Admission Requirements:

- Orientation
- Complete Registration
- Clearance on FDLE Level 2 Background Check & Lab Drug Screening
- Immunizations and Work Physical

Health & Other Program Costs/Fees

- Industry Certification –State Exam
- Requirements to sit for exam /eligibility for licensure: students must have a high school diploma or its equivalent or be 18 years of age to sit for the Florida Board of Nursing Exam for CNA licensure.
- Tuberculin (PPD)
- Influenza Vaccine (Flu Shot) Seasonal
- 2nd Level 2 Background Check for State Exam-(A1A Fingerprinting)
- Uniform : top scrubs (2 front pockets), scrubs (teal color), Supplies & white closed toed shoes
- Other: equipment such as watch, access to a computer, internet access, webcam with microphone
- Online Component: None
- Employment Requirements: In order to become a CNA, graduate from an approved Nursing Assistant program and be 18 years of age

Upon successful completion of overall average of **76%** in the program, students will receive a career certificate in Nursing Assistant. Students will be eligible to take the Certified Nursing Assistant Certification Exam.

Phlebotomy - 165 Clock Hours (Full/Part-Time)

Estimated Completion Time: 2-4 Months

Phlebotomy is the skill of blood collection. The Phlebotomy course includes: anatomy and physiology, safety precautions, patients rights, and correct methods for collection and storage of blood. Phlebotomy can be taken as a continuing education course for students already in a hands-on medical position such as CNA or First Responder.

For a certificate of completion courses must be successfully completed:

HSC0003 - Basic Healthcare Worker	90 hours
MEA0520 - Phlebotomist	75 hours

Phlebotomy Requirements/Procedures

Admission Requirements:

- Complete Registration
- Orientation

Other Program Costs/Fees

- Industry Certification -CPT Exam

Requirements to sit for exam /eligibility for licensure:

- Successfully complete phlebotomy program (training must include successfully performing a minimum of 30 venipuncture and 10 capillary sticks on live individuals.) and have a high school diploma or equivalent.
- Lab fees
- Uniform- scrubs & scrub tops (teal color), closed toed shoes
- Other: equipment such as index cards, access to a computer, internet access, webcam with microphone
- Online Component: None
- Employment Requirements: In order to become a phlebotomist, have a high school diploma or GED and graduate from an approved Phlebotomy program.

Upon successful completion of overall average of **76%** in the program, students will receive a career certificate in Phlebotomy, students will be eligible to test for the Certified Phlebotomy Technician Certification (CPT).

Practical Nursing - 1350 Clock Hours (Full-Time)

Estimated Completion Time: One Year

The Practical Nursing (PN) Program offered by TCTC is a certificate program. Earning this certificate allows students to apply for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Students receive an outstanding foundation in nursing including intensive classroom instruction and supervised clinical experiences in local health agencies. The PN program is a year-long program with students attending classes approximately 35 hours per week. The actual schedule of clinical experiences may vary according to the assignments at cooperating facilities and may include evening hours. Students must have a high school diploma or GED in order to apply or enroll.

For a certificate of completion courses must be successfully completed:

PRN0098 Practical Nursing Foundations 1	300 hours
PRN0099 Practical Nursing Foundations 2	300 hours
PRN0290 Medical Surgical Nursing 1	300 hours
PRN0291 Medical Surgical Nursing 2	300 hours
PRN0690 Nursing & Transitional Skills	150 hours

Practical Nursing Requirements/Procedures

Admission Requirements:

- High school diploma or Equivalent
- HESI Assessment
- Practical Nursing program application
- Interview
- Orientation
- Clearance on FDLE Level 2 Background Check and Lab Drug Screening
- Complete Registration
- Immunizations and Physical

Health & Other Program Costs/Fees

- Industry Certification –PN License Exam
- State of Florida NCLEX-PN Exam Application Fee
- Uniform (navy blue scrubs and top) & supplies & closed toed shoes
- Exit Level Examination (Basic Skills Exam)
- Other: equipment such as watch, access to a computer, internet access, webcam with microphone
- Online Component: None
- Employment Requirements: In order to become a practicing LPN, an individual must have a high school diploma or GED, graduate from board approved LPN program, and pass the National Licensure Exam or work as a graduate nurse pending board certification.

Upon successful completion of overall average of **76%** in the program, students will receive a career certificate in Practical Nursing. Students will be eligible to take the National Licensure Exam in Practical Nursing.

Florida State Board of Nursing

Practical Nursing

In order to sit for the licensure exam/eligibility for licensure:

1. Be in good mental physical health.
2. Have a standard high school diploma or the equivalent.
3. Have a comprehension of the English language, written and oral, sufficient to take the State Board Exam written in English.
4. Have a valid United States social security number.
5. By law, applicants must notify the State Board of Nursing (BON) of any previous arrest record in which he/she was convicted and found guilty regardless of adjudication before being allowed to sit for the State Board Exam. Prior to application for examination, convicted felons must obtain a “restoration of their civil rights” in order to be eligible to sit for the examination. If an applicant has been convicted of any offense other than a minor traffic violation, the applicant shall submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made by the Board whether the offense relates to the practice of nursing or the ability to practice nursing. The State Board of Nursing reserves the right to take disciplinary action before granting permission to sit for the licensure exam in accordance with Chapter 464.008 and 464.018 of the “Nurse Practice Act.”

Welding Technology

1050 Clock Hours (Full-Time)

Estimated Completion Time: 10 Months

The Welding Technology program covers all 4 major welding processes including SMAW, GTAW, GMAW and FCAW. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices. The program allows students to study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding. Additionally, students study Carbon Arc Gouging (CAG) principles, and visual examination skills.

For a certificate of completion courses must be successfully completed:

PMT0070 Welder Assistant I	150 hours
PMT0071 Welder Assistant II	150 hours
PMT0072 Welder SMAW I	150 hours
PMT0073 Welder SMAW II	150 hours
PMT0074 Welder	450 hours

Welding Technology Requirements/Procedures

Admission Requirements:

- Complete Registration
- Orientation

Health & Other Program Costs/Fees

- Industry Certification:
- American Welding Society Certified Welder, & Membership
- Requirements to sit for exam /eligibility for licensure: Successfully complete program & have a high school diploma or equivalent.
- Exit Level Examination (Basic Skills Exam)
- Dress Code: Students are required to dress appropriately for the welding profession. No "tennis" or open-toed shoes are allowed. Long pants, preferably jeans and long sleeve heavy cotton shirts, and boots are required. No polyester clothing. Safety glasses shall be worn in the lab at all times Failure to adhere to the dress code will result in the student being dismissed from class until the dress code is met. The student will not be allowed to make up work missed as a result of non-compliance to the dress code.
- Other: equipment such as index cards, access to a computer, internet access, etc. Online component: None
Employment Requirements: In order to become a Welder, graduate from an approved Welding program.

Upon successful completion of overall average of **70%** in the program, students will receive a career certificate in Welding Technology, students will be eligible to take the American Welding Society Certified Welder test.

Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R1) 750 Clock Hours (Part-Time)

Estimated Completion Time: 10 Months

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R1) is a 750 clock hours program, responsible for training individuals to attain an entry-level status in the HVAC/R industry. The program covers a broad range of instruction. An appropriate amount of time is spent in each area to thoroughly cover needed instructional material as well as to gain manipulative skills. This program focuses on broad transferable skills and stresses the understanding of the heating, ventilation, air-conditioning and refrigeration industry. It incorporates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

For a certificate of completion courses must be successfully completed:

ACR0000 Introduction to HVAC/R	250 hours
ACR0001 HVAC/R Fundamentals	250 hours
ACR0012 HVAC/R Service Practices	250 hours

HVAC Requirements/Procedures

Admission Requirements:

- Complete Registration
- Orientation

Health & Other Program Costs/Fees

- Industry Certification:
- EPA Certification, HVAC Excellence and OSHA 10
- Requirements to sit for exam: Successfully complete program & have a high school diploma or equivalent.
- Dress Code: Students are required to dress appropriately for the HVAC profession
- Other: equipment such as index cards, access to a computer, internet access, etc.
- Online component: Certain curriculum may be accessed online.
- Employment Requirements: To become employed, graduate from an approved HVAC program.

Upon successful completion with an overall average of **70%** in the program & passing the required basic skills exam, students will receive a career certificate in HVAC.

Commercial Class B Driving 150 Clock Hours (Part-Time)

Estimated Completion Time: 2-3 Months

This program consists of one course and a combination of academic theory and driving experience. Instruction will include 200 miles of road driving under the supervision of a qualified commercial vehicle driver. The content includes safety regulations, understanding and complying with vehicle operation regulations, cargo handling and trip planning, vehicle inspection, maintenance, and servicing, backing, basic vehicle control procedures and basic vehicle maneuvers, road and hazardous driving skills, and licensing requirements.

For a certificate of completion courses must be successfully completed:

TRA0084 Truck Driver Heavy Florida Class "B"	150 hours
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Commercial Class B Driving Requirements/Procedures

Admission Requirements:

- Complete Registration
- Orientation

Health & Other Program Costs/Fees

- Special Requirements: Students must have a safe driving record, meet background criteria consistent with industry standards, be at least 18 years of age, and comply with state and federal licensing requirements.
- Industry Certification: Class B Commercial Drivers License (CDL)
- Requirements to sit for exam /eligibility for licensure: Successfully complete program & be 18 years of age, meet state and federal requirements.
- Dress Code: Students are required to dress appropriately for the CDL profession.
- Other: equipment such as watch, access to a computer, internet access, etc.
- Online component: None
- Employment Requirements: To become employed, graduate from an approved CDL program.

Receive overall average of **70%** in the program. Upon satisfactory completion of all requirements, students will be tested on-site for Class "B" Commercial Drivers License (CDL). Those passing will obtain their license from the Department of Motor Vehicles Office. Students are required to obtain their Class B Commercial Driver's License to be awarded a career certificate.

Tuition and Fees

All students are responsible for fees associated with their education at TCTC. Any fees not covered by Financial Aid, scholarship awards, or other funding sources due to, but not limited to, a change in eligibility becomes the individual student's financial obligation to Treasure Coast Technical College.

TCTC strives to keep tuition at a low cost and is payable in full upon enrollment. Students who are enrolled in Dual Enrollment do not have to pay tuition but may need to purchase certain personal supplies needed for program. Certain programs require the purchase of supplies, insurance, FDLE background checks, tools and uniforms. Fees are subject to change without notice. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment.

Florida residents are assessed tuition by the clock/clinical hour at the current rate set by the Florida Legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. The current tuition rate for Career and Technical Education programs is \$2.92 per clock hour.

Tuition includes a 10% financial aid fee, a 5% technology fee, and a 5% capital improvement fee. Tuition for non-Florida residents is \$11.71 per clock hour. Students pay a non-refundable \$25.00 registration fee. Students beginning a second program within one year will pay the registration and facility use fees again. Lab fee information for individual programs may be obtained in the Admissions Office. For

short-term, fee based classes, the full cost of instruction determines the cost of the class.

Fee Exemption Request

All fee exemptions must be submitted to student services for authorization prior to registration. Requests must be reviewed and approved by administration.

Payment Options

PAY IN PERSON

You may pay your tuition and fees at TCTC office during regular office hours.

Types of payment accepted:

Cash, Check, Money Order, Visa, Mastercard
Payments may be accepted over the phone during business hours. (772) 564-4973

PAY BY MAIL

You may mail your tuition payment directly to the TCTC Office. Be sure to include your student ID number (and student name if different than the name on the check). Mailed payments must be received in the Office by the payment due date (or tuition due date).

MAIL PAYMENTS TO:

Treasure Coast Technical College
4680 28th Court
Vero Beach, FL 32967

ARRANGE PAYMENT PLAN

Treasure Coast Technical College offers a convenient, interest free payment plan.
Payment is based on program of enrollment

COST TO PARTICIPATE

- \$50 non-refundable enrollment fee (credit card accepted)
- \$35 returned payment fee if a payment is returned
- Late payment fee will be assessed each time payment is late

IMPORTANT

If you drop classes or receive financial aid after you have enrolled in the payment plan, it is your responsibility to notify the Financial Aid Office of these changes at least five (5) business days BEFORE your next payment is due in person or by e-mail to:

Danelle.Browning@indianriverschools.org

FINANCIAL AID

Financial Aid is available for those who qualify.

THIRD-PARTY BILLING/PAYMENT

When a student's tuition, fees and/or bookstore purchases are billed directly to an outside agency or organization, the process is termed "third party billing." The student must submit appropriate documentation in order to qualify for third party billing. The college agrees to bill the agency or organization directly on behalf of the student. The college must receive written authorization from the sponsoring agency or organization before the third party billing can be processed.

Refund Policy/Procedures

- If TCTC cancels a class, a class does not open as scheduled 100% of all tuition and eligible fees will be refunded.
- If a student registers, but never attends, 100% of all tuition and eligible fees will be refunded.
- Adult General Education (ESOL, ABE and GED), ID fees, parking fees, lab fees, test and application fees are non-refundable unless the course is canceled or at administration discretion
- Withdrawal through the closing of the third day of class, 100% of all tuition and eligible fees will be refunded.
- No fees will be refunded after the closing of the third day of class.
- Registration fees are non-refundable.
- No refunds will be made until all financial obligations have been cleared.
- If student tuition has been paid by a scholarship, the refund due will be returned to the scholarship fund or the agency that sponsored the student.
- Refunds by check are paid directly to the student from Treasure Coast Technical College.

*No refunds will be made on books, supplies, and materials, unless the college deems them to be unused.

* Refunds are made within 45 days (1) of the last day of attendance, if written notification has been provided to TCTC by the student or

(2) from the date the institution terminates the student or determines withdrawal by the student.

Returned Check Policy

Checks returned will be assessed a returned check fee of \$35.00 per check. The maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney's fees as prescribed by law.

Collection Policy

A student with an outstanding financial obligation will have his/her grades, transcripts, and certificate withheld until the outstanding balance is paid in full. Examples of an outstanding financial obligation are a returned check, fee deficiency, Financial Aid over-award, fine, or other financial obligation.

TCTC will make every effort to notify the student of the obligation. Notifications will be sent to the mailing address on file at TCTC. If no response is received, TCTC reserves the right to send all accounts deemed delinquent to an external collection service. Once an account is submitted to collections, all collection costs will be added to the outstanding balance of the delinquent account. The student will be responsible for all collection costs incurred.

Financial Aid Policies & Procedures

Financial Aid Terms

Payment Period

The payment period is defined not only in clock hours but also in weeks of instructional time. A student must successfully complete the clock hours and weeks of instructional time to progress to the next payment period.

Successful Completion

A student "successfully completes" clock hours if the school considers the student to have passed the coursework associated with scheduled hours.

Satisfactory Academic Progress

A qualitative and quantitative examination of student progress. Assessment is performed at the end of each payment period. Students must maintain C/2.6 or better grade average, must complete hours and weeks of current payment period and demonstrate adequate progression pace as outlined below.

Disbursement

Students are paid the first time (initial disbursement) based on their enrollment and good standing. Disbursements, thereafter, are based on satisfactory academic progress and upon successful completion of hours and weeks in the previous payment period.

Pell Grant

The Pell Grant is a federal student aid grant program. To be a recipient, a student must meet the Federal Pell Grant criteria for student eligibility and be enrolled in a program that is at least 600 clock hours or greater. The Federal Pell Grant requires a new FAFSA application each academic year (July 1-June 30). Application is available online at <https://studentaid.gov>

Criteria for receiving the Federal Pell Grant are:

- Complete a Free Application for Federal Student Aid
- Demonstrate financial need
- Enroll in a career certificate program (minimum of 600 clock hours)
- Have a high school diploma or GED
- Be a US citizen or eligible non-citizen of the US with a valid Social Security number
- Maintain satisfactory academic progress
- Be working toward a career certificate
- Not be in default of a federal education loan or owe federal funds

All potential students must meet all Treasure Coast Technical College's entry requirements, including appropriate testing and program selection. Students must then apply for financial aid through the Financial Aid office.

Financial Aid Policies & Procedures

Pell Deferments

Pell deferments are available for tuition, fees, books, and required supplies. Deferment will be permitted up to the total award amount for the initial payment period.

It is the responsibility of the student to notify the Financial Aid office of any change in program and/or hours of enrollment prior to or at the time of any change. A change may result in an award adjustment, termination of aid, and/or an increase/decrease in the cost of registration and tuition. Pell awards are based on continuous enrollment within an academic year without interruption up to the designated hours per program.

Pell refunds and disbursements (funds after all deferments are paid) are disbursed through checks. Checks are mailed to the student, it is the student's responsibility to ensure address is correct, this can be verified and updated through the student portal.

Verification

The federal mandated verification process uses documentation to confirm the information provided on the FAFSA is correct. Verification ensures eligible students receive all the federal financial aid to which they are entitled.

A student's application for federal financial aid may be selected for review in the federal verification process. The law says we have the right to ask you for financial information and other information, as it applies to your application, before awarding federal aid.

The Federal Verification process is a random selection process. It is usually a more in-depth review of the student's application data, as set according to the Department of Education (DOE) Student Aid Handbook.

The verification process requires that information from the student's application be compared with copies of the student's, spouse's (if married) and parent's (if dependent) federal tax form, or financial documents. Other documentation may be required as it applies to the information on the application.

The Financial Aid applicant must have verification information submitted by the last day of drop/add. Extenuating circumstances may be approved by Administration. Otherwise, student will be moved to a cash payer.

Financial Aid Policies & Procedures

Satisfactory Academic Progress (SAP) Policy

Federal student financial assistance regulations, at 34 CFR 668.34(a), require institutions to establish reasonable Satisfactory Academic Progress (SAP) policies for determining whether otherwise eligible students are making SAP in their educational programs, and may, therefore, receive assistance under Title IV of the Higher Education Act (HEA), as amended. Treasure Coast Technical College's (TCTC) clock-hour SAP policy must also be as strict or stricter as the one the institution applies to a student who is not receiving assistance under the Title IV, HEA programs, and it must be applied consistently to all categories of students and educational programs established by the institution. 34 CFR 668.34(a)(1) & (2). SAP, as assessed by TCTC's financial aid office, is separate and distinct from a student's academic standing as determined by other measures of academic progress. SAP is a method of measuring a Title IV recipient's progress toward program completion, and it is measured through the use of qualitative and quantitative standards. 34 CFR 668.34(4)(i) and 668.34(5)(i)

TCTC's SAP Policy for Clock-Hour Programs

The quantitative and qualitative standards listed below are used to evaluate the cumulative results of all periods of enrollment for clock-hour students at TCTC, including those payment periods during which they did not receive Title

IV funds or other types of financial assistance. Thus, a student who has not previously received Title IV aid may be ineligible to do so at initial application.

SAP Evaluation Items

- Clock-hour programs are also called Career Certificate Programs. Clock-hour and Career Certificate are used interchangeably in this policy.
- Frequency of Evaluation for Clock-hour/ Career Certificate Programs: HEA requires that an institution evaluate SAP at least annually for programs that are longer than one year and every payment period for programs of one year or less. TCTC evaluates all components of SAP at the point when the student's scheduled clock hours for the payment period have completed.
- Qualitative Component for Clock-hour/ Career Certificate Programs: TCTC uses the student's grade point average (GPA) to measure qualitative progress. To meet this standard Title IV recipients are required to achieve and maintain a minimum cumulative 2.6 GPA, which is consistent with TCTC's graduation requirements. The cumulative GPA that TCTC uses to evaluate the student's SAP status is calculated based upon all courses that have been attempted and apply toward the current certificate. Thus, the GPA used to evaluate SAP may be different from the student's transcript GPA.

Financial Aid Policies & Procedures

Some clock-hour/career certificate programs require a GPA that is higher than 2.6 in order to meet state licensing requirements. For those programs, the SAP GPA will be equal to the GPA required for the state licensure.

- **Quantitative Component for Clock-hour/Career Certificate Programs:** The HEA requires a quantitative component that evaluates the maximum time frame in which students must complete their educational program and a pace of completion that ensures they will complete the program within the timeframe. TCTC requires that all financial aid recipients successfully complete a cumulative minimum of 67 percent of the clock-hours and weeks scheduled for each payment period.

Maximum Timeframe

Financial aid recipients are also required to complete their program within 150 percent of the published length of the program as measured by the cumulative number of clock-hours the student is required to complete and expressed in calendar time. (Note that a student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.) Students become ineligible for Title IV aid in the current program of study when it becomes mathematically impossible to complete the program within 150 percent of the

length of the program, even when the student has not yet reached 150 percent.

Changes in Program of Study for Clock-Hour/Career Certificate Programs

Students are permitted to make changes to their program of study in accordance with their academic goals. So long as students are meeting all other SAP standards, changes of program alone will not disqualify them for financial aid eligibility. Students will be permitted one program change during drop/add only.

Successful/Unsuccessful Completion for Clock-Hour/Career Certificate Programs

Successful completion of coursework is defined as earning a grade of A, B or C at TCTC. All other grades including **I** (Incomplete), **F**, **NR** (Not Reported) and **W** (Withdrawn) are defined as unsuccessful completion.

Transfer Credits for Clock-Hour/Career Certificate Programs

HEA regulations require that at a minimum, transfer credits that count toward the student's current program must count as both attempted and completed hours. TCTC complies with those regulations. Transferring credit reduces total program hours and may alter payment periods.

Financial Aid Policies & Procedures

Repeat Coursework and GPA

The grade earned in a repeated course will be substituted for the original grade, if higher, in computing the grade point average for clock-hour SAP. Pell does not pay for repeat hours.

Consequences of Failing SAP

Students who fail to meet the minimum cumulative GPA of 2.6 or program GPA and/or fail to complete at the proper completion rate are given a warning. Students placed on a warning remain eligible for financial aid for one payment period. After the warning period, one payment period, students must meet the cumulative GPA and completion rate, they must have earned the weeks of instruction time for that time period or financial aid will end. The student will no longer be eligible for Title IV Aid. There will be no probation period.

Re-Establishing Financial Aid Eligibility

Students may regain financial aid eligibility with satisfactory academic progress reported after successfully completing a payment period. Financial Aid will not fund this payment period.

Appeals Process

The student must submit in writing and provide documentation of the circumstances within (5) business days of SAP not being met. The appeal committee will make a determination within 10 business days after receiving the appeal. The student will be notified in writing of the

committee's decision. The committee's decision is not open to further appeal. When an appeal is approved it is done on a probationary basis and an academic plan will be monitored weekly by instructor to ensure successful completion of the program and maintain SAP.

Treatment of Title IV Aid When A Student Withdraws: Return to Title IV Funds (R2T4)

Summary of the Requirements of 34 CFR 668.22 to Provide to Students as Part of Consumer Information: The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs offered at Treasure Coast Technical College that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned to the school by the student. The school is required to return the funds to the federal government.

Financial Aid Policies & Procedures

Additional information on Student Aid is available on the web at www.studentaid.gov

Bright Futures

Treasure Coast Technical College proudly accepts Bright Future. Student must be a Florida resident (and a U.S. citizen or eligible non-citizen) as determined by the student's postsecondary institution and must enroll in a degree or certificate program of study at an eligible Florida postsecondary institution. Student must enroll for a minimum of 225 clock hours per term by the end of the drop/add period. Eligibility for the award begins in the fall term of each academic year.

Florida Student Assistance Grant (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 at participating Florida colleges (public community colleges) or career centers operated by district school boards.

- Complete the Free Application for Federal Student Aid (FAFSA)
- Be a Florida resident and a U.S citizen or eligible non-citizen
- Not owe a repayment or be in default under any state or federal grant, loan or scholarship program unless satisfactory arrangements have been made

- Not have previously received a baccalaureate degree
- Enroll for a minimum of 180 clock hours per term (or equivalent of 6 semester credits) at an eligible and participating Florida college (public community college) or career center

Florida Farmworkers Student Scholarship Program

The Florida Farmworker Student Scholarship (FFSS) Program is a need-based merit scholarship that provides financial assistance to a maximum of 50 eligible students who are farmworkers (or children of farmworkers), as defined in section 420.503, Florida Statutes. Students who attend a public postsecondary institution will receive an award equal to the amount required to pay tuition and specified fees. Initial eligibility requirements below:

- Be a Florida resident
- Earn a minimum weighted cumulative grade point average (GPA) of 3.5 for all high school courses creditable toward a diploma
- Complete a minimum of 30 service hours
- As documented on the student's transcript, the student must:
 - Have a minimum 90% attendance rate; and,
 - Have no disciplinary action brought against him or her.
- Be a farmworker or child of a farmworker.

Financial Aid Policies & Procedures

Rosewood Family Scholarship

The Rosewood Family Scholarship Program was created to provide student financial assistance for a maximum of 50 eligible students who prove they are direct descendants of Rosewood families affected by the historical incidents of January 1923. Applicants are required to supply the descendant information on the Florida Financial Aid Application (FFAA) for verification. Eligible students must attend a state university, public state college, or public postsecondary technical center in Florida. Funds for the Rosewood Family Scholarship are contingent each year upon the appropriations made available to the Office of Student Financial Assistance (OSFA) by the Florida Legislature.

Initial Eligibility Requirements:

- Submit a completed, error-free Florida Financial Aid Application by April 1 (available October 1). Applicants will be ranked by their application submission date, if necessary.
- Provide copies of documents of ancestry by April 1. Mail these copies to the address listed in the Contact Information section. Acceptable genealogy documentation linking the applicant to the direct Rosewood family

member affected by the historical incidents of 1923 may include:

- Birth Certificate(s)
- Marriage License(s)
- Death Certificate, Church Record or Obituary
- Provide a copy of your birth certificate, photo identification and social security card.
- Complete and submit the Free Application for Federal Student Aid (FAFSA) online in time to be processed error-free by the U.S. Department of Education on or before May 15. If the FAFSA will not be sent to a Florida postsecondary institution, complete and submit the FAFSA in time to receive the Student Aid Report (SAR) from the processor and postmark a copy of the SAR to OSFA by May 15.

Institutional Scholarship Requirements

Honorably Discharged Graduate Assistantance Program

The Honorably Discharged Graduate Assistance Program (HDGAP) is a supplemental need-based veteran educational benefit. Funds are to be used to assist in the payment of living expenses during holiday and semester breaks for active duty and honorably discharged members of the Armed Forces who served on or after September 11, 2001. The student will demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA) in time to be processed error-free by the deadline specified by the institution. Requirements to receive fund.

The student must:

- Be an active duty or honorably discharged member of the Armed Forces who served on or after September 11, 2001;
- Be enrolled in a program of study;
- Be a Florida resident as determined by the postsecondary institution;
- Have completed an error-free Free Application for Federal Student Aid (FAFSA); and
- Have sufficient unmet need.

Scholarships for Children and Spouses of Deceased or Disabled Veterans

The Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV) provides an award to dependent children or unremarried spouses of qualified Florida veterans. Initial Requirements:

The Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV) provides an award to dependent children or unremarried spouses of qualified Florida veterans.

- Be a Florida resident and a U.S. citizen or eligible non-citizen. A student's residency and citizenship status are determined by the postsecondary institution.
- Not owe a repayment or be in default under any state or federal grant, loan or scholarship program unless satisfactory arrangements to repay have been made.
- Not have previously received a baccalaureate degree.
- Enroll in an undergraduate degree or certificate program for a minimum of six credit hours, 180 clock hours, or the equivalent, per term at an eligible participating postsecondary institution.

Institutional Scholarship Requirements

Florida public postsecondary institution will receive an award equal to the amount of tuition and required registration fees. A student enrolled part-time shall receive a reduced award by either one-half or three-fourths of the maximum award.

Treasure Coast Technical College Scholarship

Treasure Coast Technical College offers an internal scholarship (FAFT). Scholarship amounts vary depending on program. Tuition scholarships are based on total tuition, lab, & fees. Scholarship applications can be found on our website: tctc.indianriverschools.org

- Applications must be submitted online
- Essay must meet minimum word count in order to be considered
- Applicants will be notified by email of decision

Scholarship will be disbursed in two payments. The first payment will be applied to your tuition and fees midway through your program's required hours. The second payment will be made thirty days before completing the program. Scholarship recipients must meet satisfactory academic progress to remain eligible for payment.

Veterans Affairs

General Information

Treasure Coast Technical College is approved for training of qualified veterans under the Veterans Readjustment Benefit Act of 1966. Training is also approved for most programs under Public Law 894 (Disabled Veterans) and Public Law 634 (War Orphans). Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 1606, Chapter 1607, or Dependents of a Disabled Veteran will be entitled to one deferment each academic year and an additional deferment each time there is a delay (documentation from VA required) in the receipt of benefits. Any veteran who receives benefits under Chapter 31 (Post 9/11) will be entitled to receive a deferment each semester. Interested students should contact Veterans Affairs Office in Financial Aid for more information and policy requirements. If you are using benefits for the first time you must file an application with the Department of Veterans Affairs. Students who have used their benefits before at a different school must file the appropriate form with the Department of Veterans Affairs. VA will inform you if any more information is needed to complete your application for benefits.

Once your application is complete, VA will send you a Certificate of Eligibility telling you the length of eligibility. The application process and registration must be completed before a student can be certified and start receiving benefits. Students will be certified no later than

30 days after drop-add has ended or after their request for certification whichever is later.

Questions regarding benefit eligibility or form to determine eligibility should be directed to VA at 1-888-442-4551. Allow 30 to 45 days for all paperwork to be processed by VA.

Required Forms

- Federal Certificate of Eligibility (COE) DD-214 (member 4 copy) Marriage Certificate (if spouse of Veteran)
- Birth Certificate (if dependent) VA Form 28-1905 (if using VA Vocational Rehabilitation)

Veterans Affairs

Attendance for Students on VA Benefits

Regular attendance is mandatory. VA students will maintain attendance standards for VA benefits eligibility as follows: Students exceeding 20% total absences for any calendar month will be placed on probation. If the student fails to meet the attendance standard the following month, the student will be terminated from their VA benefits. Students, who have been terminated due to attendance, may be reinstated/re-certified upon attending one month of satisfactory attendance. Programs that are required to meet federal and state licensure requirements and lockstep program may require standards of progress and attendance more stringent than those outlined above. These programs will provide each student at the beginning of their training a written copy of the program's standards of progress requirements.

Grades for Students on VA Benefits

Veterans will also be evaluated every month on grade average. Any Veteran dropping below a "C"/2.0 average on a monthly evaluation will be placed on academic probation for one month and VA benefits will be terminated at the end of the month if the grade does not improve. Reinstatement of benefits is possible after an evaluation period, which shows that the veteran has met the required grade average.

Progress for Students on VA Benefits

Veteran students are expected to maintain satisfactory progress within their vocational program area. A monthly evaluation showing unsatisfactory progress will result in the veteran being placed on academic probation. If the veteran does not improve and show satisfactory progress by the end of the probationary month, VA benefits will be terminated at the end of the probationary month. Reinstatement of benefits is possible after an evaluation period, which shows that the veteran has made satisfactory progress.

Treasure Coast Technical College is compliant with the Veterans Benefits and Transition Act of 2018, section 3679 of title 38.

NOTE: A **Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

Treasure Coast Technical College must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to Treasure Coast Technical College a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Treasure Coast Technical College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her

financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. Treasure Coast Technical College requires the following of their Ch. 31 or 33 students wishing to utilize their educational benefits:

Submit a Certificate of Eligibility or Statement of Benefits by the first day of classes

Please note: Treasure Coast Technical College will hold a student responsible for any portion of tuition and other fees not covered by the VA (ex: room & board charges).

Allowing Veterans to attend or participate in courses pending VA payment

Background Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), TCTC adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA.

TCTC will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources

(access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to:

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

Financial Assistance

Financial Assistance is available for both AGE and Career Certificate Programs. Students must meet qualification guidelines. For more information about available financial resources, please contact the organizations below.

Financial Assistance Referral Agencies:

CareerSource Research Coast

Main Number – 866-482-4473

Indian River County – 772-494-2100

Indian River County Youth Connections (ages 16-24) – 772-342-6150

St. Lucie County – 772-461-6293

<https://careersourcerc.com>

Indian River County Veterans Service Office

VA 411 Information – 800-698-2411

VA Benefits – 800-827-1000

Vero Beach – 772-226-1395

www.ircgov.com/departments/general_services/veterans_services

Veterans Affairs

www.va.gov

AARP Foundation Senior Community Service Employment Program

Indian River County – 321-956-1444

Port St. Lucie – 772-336-3330

www.aarp.org

Vocational Rehabilitation

800-451-4327

Indian River County – 772-778-6348

rehabworks.org

EOC Reach Program

Indian River County – 772-562-4177

ecofire.net

Farmworker Career Development Program

Indian River County – 772-226-2684

Okeechobee County – 863-824-6015

St. Lucie/Martin County – 772-462-7916

<https://irsc.edu/programs/farmworker-career-development.html>

United Against Poverty

Vero Beach – 772-564-9365

Ft. Pierce – 772-770-9113

upirc.org

Official Withdrawal (Federal Financial Aid)

The office uses the date the student communicates their intent to withdraw or begins the institution's withdrawal process, as the official withdrawal date. If this date falls after the first day of classes, there will be a Return of Title IV (R2T4) calculation done to determine financial aid earned. If a withdrawal is completed prior to the FA disbursement date, and there is aid earned, the aid would be a post-withdrawal disbursement and TCTC would obtain permission from the student prior to disbursing earned aid. If a withdrawal is completed on or after the FA disbursement date, the aid is adjusted based on the pro rate of the R2T4 calculation given back to us by the FAA Access Return to Title IV Worksheet provided by the Department of Education (DOE). Adjustments are made and refunds sent back to the appropriate DOE program, at the time of processing the withdrawal form. If the student is present at the time of processing the withdrawal form, financial aid staff does a counseling session to explain how the calculation is determined and how it affects their responsibility to repay, if applicable. If the student is not present at the time of processing the withdrawal form, the financial aid office notifies of the adjustment made and any responsibilities that lay with the student, at that time. It is stated and understood that after the 60% point of the term a student has earned 100% of aid and in most cases there will not be pending aid. However, TCTC financial aid office will do an R2T4 calculation to determine a post withdrawal disbursement, if pending aid is present and all conditions are met.

Unofficial Withdrawal

Unofficial withdrawals are reviewed after grades post for each term. Any student earning all F's is considered an Unofficial Withdrawal. Students have the right to dispute the unofficial withdrawal date. If a student is disputing the unofficial withdrawal date, the student must provide, required documentation as proof of attendance. Students must submit documentation within in three business days of notification. Documentation can be an email directly from the instructor stating the student attended past the 60% date, along with either, a hard copy of coursework submitted after the 60% date or hard copy tests submitted after the 60% point.

If TCTC receives no response, Financial Aid will process an R2T4 calculation, using the 50% point of the term as the withdrawal date.

Adjustments are made and refunds sent back to the Department of Education. Financial Aid will notify the student, via USPS, of the adjustments made via the results of the R2T4 calculation. Clarification of the unofficial withdrawal and financial responsibilities, that may accrue, will be explained, and documented in the students record.

Drug and Alcohol Policy

It is the policy of TCTC to promote a safe, healthy and productive environment for all students and employees and to maintain a learning and working environment that is free from the negative impact of drug and/or alcohol abuse. In compliance with the provisions of the Drug Free Schools and Communities Act, TCTC has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

TCTC prohibits students, employees, and visitors from being on any TCTC campus or attending any sponsored off-campus activity while impaired by any impairing substance. TCTC also prohibits the manufacture, possession, use, distribution, or sale of controlled substances or alcohol during work time and breaks, on any TCTC campus or class/work sites, while driving a TCTC vehicle, and/or while driving any vehicle for a sponsored, sanctioned, or required activity.

Definitions

Student: A person who is registered for, enrolled in, or attending a TCTC program or course, regardless of the program/course location.

Employee: A person who is hired to provide services to TCTC on a regular basis in exchange for compensation and who does not provide these services as part of an independent business.

Visitor: A person on TCTC's premises or attending any sponsored activity who is not a student or employee.

Impairing substance: Any substance that, when introduced into a person's body, has the effect of impairing, to any degree, that per-son's mental or physical faculties. Impairing substances include, but are not limited to, alcohol in any form (ethanol, methanol or isopropanol), any substance included within the Florida Statute 893.03, Drug Abuse Prevention and Control Act, prescription medications, over-the-counter medications and chemical inhalants.

Drug and Alcohol Procedures

Controlled Substance: A drug, substance, or immediate precursor included in Schedules I through V of the Florida Drug Abuse Prevention and Control Act and/or any drug listed in Title 21 of the United States Code and other federal regulations. Generally, these are drugs which have a high potential for abuse and include “legal drugs” which are not prescribed by a licensed physician.

Alcohol: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

3124 - Drug-Free Workplace

The School Board recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse causes impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, higher health care costs, and diminished interpersonal relationship skills. The Board commits to create and maintain a drug-free workplace. The use of illegal drugs, the abuse of alcohol, and the misuse of prescription and over-the-counter drugs are unacceptable. The Board shall clearly communicate this message to its instructional staff.

This drug free policy requires testing for job applicants who have been selected for employment; reasonable suspicion; routine fitness for duty when required by job description and not subject to random test program; random test for safety sensitive employees; post accident; and/or follow-up to substance abuse treatment.

Refusal to take a drug and/or alcohol test is insubordination and will result in disciplinary action, which may include termination of employment. A supervisor may require an employee to take a drug and/or alcohol test (of the type prescribed and required by the School District at the expense of the District); whenever a supervisor has reasonable suspicion to believe that this policy may be violated by the employee. Under such circumstances, a refusal to submit to the drug and/or alcohol test on an immediate basis will be insubordinate and may result in job action up to and including a termination from employment. In addition, the Board shall publish a statement and provide a copy to each employee notifying the employee that controlled substances are prohibited in the workplace. This statement shall include notice that specific actions will be taken against District employees for violating the prohibition.

3170 - Substance Abuse

The School Board recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of instructional staff members. When appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

An instructional staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to instructional staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the instructional staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board. No instructional staff member will have job security or promotion opportunities jeopardized by the staff member’s request for counseling or referral assistance.

Instructional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

3170.01 - Employee Assistance Program (EAP)

The School Board believes that early recognition and treatment of illegal drug use, controlled substance abuse, or alcohol abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

The District encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. The decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member’s responsibility. Any costs associated with treatment in excess of those costs covered by the staff member’s medical insurance plan shall be borne by the individual.

Staff members with personal drug or controlled substance abuse problems should request assistance from the Office of Risk Management. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.

The Employee Assistance Program (EAP) is available to employees at no cost and provides substance abuse counseling and/or rehabilitation when appropriate. However, the Board cannot guarantee that the staff member’s use of illegal drugs or abuse of alcohol or controlled substances will not impact adversely

the staff member's employment status through disciplinary procedures.

3162 - Drug and Alcohol Testing of Employees who Perform Sensitive Safety Functions

The School Board believes that the safety of students is of utmost importance and is the responsibility of the employee. To fulfill such a responsibility, employees who perform safety-sensitive functions must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' and students' health and well-being.

For purposes of this policy and the procedures associated with the policy, the following definitions shall apply.

- a. The term illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- b. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- c. The term controlled substance abuse includes excessive use of alcohol as well as prescribed

drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.

- d. The term safety-sensitive functions includes all tasks associated with the operation and maintenance of Board-owned vehicles and other functions as assigned by the superintendent where impaired judgment puts in jeopardy the safety of employees or students.
- e. The term while on duty means all time from the time the employee begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

The Board requires all employees to comply with Board Policy 3124 on drug-free schools which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, the Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substance while on duty.

The Board directs the Superintendent to establish a drug and alcohol testing program whereby any staff member performing safety sensitive functions, is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- a. Marijuana
- b. Cocaine
- c. Opiates
- d. Amphetamines
- e. Phencyclidine (PCP)

The drug tests are to be conducted in accordance with Federal and State regulations:

- a. prior to employment (Controlled Substances Only);
- b. for reasonable cause;
- c. upon return to duty after any alcohol or drug rehabilitation;
- d. after any accident;
- e. on a random basis, and
- f. on a follow-up basis.

Candidates shall also be tested for the presence of alcohol in their system prior to employment.

Any staff member who is subject to drug tests in accordance with this policy and who tests positive shall be prohibited from performing safety sensitive functions:

- a. referred to the District's Employee Assistance Program;
- b. subject to discipline, up to and including discharge, in accordance with District procedures and the terms of any applicable collective bargaining agreements.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then the test will be considered positive. Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her safety-sensitive functions and may be subject to disciplinary action up to and including termination.

A staff member who voluntarily discloses that they have an addiction to alcohol or controlled substances may participate in the Employee Assistance Program, and will qualify for the receipt of medical insurance benefits for treatment of alcohol or substance abuse, including follow-up care, to the extent that such benefits are provided for or offered in the Board's health insurance package. Voluntary disclosure of an alcohol or drug addiction by a staff member will not subject the staff member to disciplinary action unless such disclosure is made after the staff member is selected to be tested or immediately prior to the selection of staff members to be tested. Nothing herein shall prevent the Board from disciplining a staff member for misconduct associated with his/her alcohol and/or drug use regardless of whether the employee has disclosed that s/he has an alcohol or drug addiction. A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:

- a. reports for duty or performs work while having an alcohol concentration of 0.02 or greater
- b. reports for duty or performs work while testing positive for using a prohibited drug, or while being under the influence of a prohibited drug
- c. refuses to submit to drug and/or alcohol testing
- d. alters or attempts to alter or unduly influence alcohol and/or drug testing results
- e. fails to remain readily available for post-accident testing (including notifying his/her

supervisor of his/her location, if the staff member leaves the scene of the accident prior to the submission of a post-accident test, unless the staff member's departure is to obtain necessary emergency medical care)

Prior to the beginning of the testing program, the District shall provide a drug-free awareness program which will inform each employee in a safety sensitive position about:

- a. the dangers of illegal drug use and controlled substance and alcohol abuse;
- b. Board Policy 3124 - Drug-Free Workplace, Policy 3161 - Fitness for Duty, Policy 3170 - Substance Abuse, and Policy 3170.01 - Employee Assistance Program;
- c. the sanctions that may be imposed for violations of Policy 3124.

All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at his/her overtime rate, if applicable. Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the "split specimen" at a Federally certified laboratory if so requested by a staff member. The Board will not pay for the employee's time while not on duty, if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under the Americans With Disabilities Act (i.e. test results shall be provided on a right to know basis).

A tested individual, upon written request, will have access to any records relating to his/her use of drugs and alcohol, including any records pertaining to his/her drug and alcohol tests. A tested individual must provide written authorization before his/her test result can be provided to any other person except a government agency specified in the applicable Federal regulations.

All tests shall be conducted in accordance with Federal testing procedures and be performed by a laboratory that is Federally certified (i.e. testing procedures and devices used will be as set forth in 49 C.F.R. Part 40).

The alcohol and drug testing program shall be under the direction of the Superintendent.

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- a. testing of all first and second test urine samples
- b. clear and consistent communication with the District's Medical Review Officer (MRO)
- c. methodology and procedures for conducting random tests for controlled substances and alcohol
- d. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Educational materials explaining the requirements of the Federal regulations and of the Board's policies and procedures to meet the Federal regulations shall be provided to all staff members, including the following:

- a. the name of the person designated by the Board to answer questions about the materials
- b. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- c. information concerning what conduct is prohibited
- d. the circumstances under which employees are subject to testing
- e. the procedures for testing in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test

- f. the requirement that staff members must submit to testing as required by the regulations
- g. an explanation of what constitutes a refusal to be tested and the attendant consequences
- h. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- i. the consequences for a test indicating an alcohol concentration greater than 0.02, and
- j. information concerning the effects of alcohol and drug misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management)

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. Each staff member must sign a statement certifying receipt of these materials. Each employee (and labor organization representing Board employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering employee questions about the materials.

Students

TCTC is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with TCTC's educational environment, and result in damage to TCTC property. Therefore, it is TCTC's policy that the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on all TCTC campuses or as part of any sponsored activity. The specifics of this policy are as follows:

1. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on any TCTC campus, at any other SDIRC locations, or at sponsored events activities or events.
2. A student's legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed

drugs or over-the-counter drugs.

3. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on any TCTC campus or as part of any sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions.
4. TCTC annually hosts Drug and Alcohol Abuse Awareness programs for students. These programs are open to all students. Additional educational materials, programs, and other resources are available in the Main Office.
5. Instructors have the discretion to determine whether a student may be under the influence of drugs or alcohol. If the instructor suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact an administrator to remove the student from the classroom. The administrator will notify the student of his/her alleged violation of Code of Student Conduct, his/her rights as outlined in the Code of Student Conduct, and the subsequent steps that will follow.

TCTC complies with applicable Department of Education requirements by taking the following steps, as they apply to students:

1. Prepares TCTC's Drug and Alcohol Prevention Program (DAAPP) for annual distribution to all currently enrolled students.

2. Publishes the Drug and Alcohol Policy and Procedures on the website and establishes an annual email notification to students with a link to the online documents attached.
3. Incorporates information about drug and alcohol policy and procedures in New Student Orientation.

Consequences for Violating Policy/Procedures
A student who violates the terms of this policy will be subject to disciplinary action.

TCTC complies with the Drug Free Schools and Campuses Act (DFSCA) and applicable Department of Education requirements by instituting the following practices:

1. TCTC will conduct an annual review of the effectiveness of DAAPP. This activity will be the responsibility of the TCTC Principal and the administrative team. The review will be completed by June 30 of each year, and the DAAPP will be re-revised accordingly and prepared for fall term distribution.
2. Annual review information will be compiled to produce a biennial review as required by the Department of Education and the DFSCA.

Local, State & Federal Legal Sanctions

(Title IV of Higher Education Act of 1965)

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession, sale, manufacture or distribution of alcohol or any other controlled substance is illegal under both state and federal drug laws. These laws are strictly enforced by any law enforcement agency with jurisdiction on TCTC's campuses. Students may not possess, use, or be under the influence of alcoholic beverages nor any narcotic or illegal drugs on campus or at affiliated activities or events.

Anyone found to be in violation of local, state or federal law, will be criminally charged and will be subject to criminal prosecution, fine and/or imprisonment.

Drug and Alcohol Abuse/Prevention

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUGS

There are obvious risks associated with alcohol and drug abuse, but there are a number of less obvious risks as well:

Physical and mental dependence
Memory loss
Violent behavior, aggressive acts, and angry feelings
Headaches
Nausea and/or vomiting
Muscle weakness
A drug tolerance
Liver, lung, and kidney problems
Brain damage
Hallucinations, tremors, and convulsions
Hyperactivity or Sluggish behavior
Poor academic performance
Unwanted sexual activity (i.e. date rape)
Sexually transmitted diseases, including HIV/AIDS
Unwanted pregnancy
Impact on future career prospects
Adverse effects from withdrawal

Drug and Alcohol Abuse/Prevention

Alcohol and other drug use may also lead to other health problems such as respiratory issues, depression, cancer, Fetal Alcohol Syndrome, elevated blood pressure, and, in some cases, death.

If combined with other depressants of the central nervous system, even low doses of alcohol can have dangerous effects.

Drug and Alcohol Referral Services

Students who may be in need of information, and/or help are referred to a variety of agencies:

- **211 of the Treasure Coast**, this is a community confidential 24 hour hotline that will assist individuals with immediate guidance and support.
- **Alcoholics Anonymous**, 1600 26th St. #6, Vero Beach, FL 772-562-1114
- **Substance Awareness Center of IRC**, 1507 20th Street, Vero Beach, Florida 772-770-4811
- **WOMEN'S REFUGE OF VERO BEACH**, 1850 Lemon Avenue, Vero Beach, FL 772-770-4424
- **ADAP Counseling Services**, 1458 Old Dixie Hwy, Vero Beach, FL, 772-466-4328

School Safety/ Campus Security

The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes school administrators and local law enforcement officials must work together to provide for the safety and welfare of students. The Board believes the first step in addressing school crime and violence is to assess the extent and nature of the problem, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence. To that end, the Superintendent shall develop an Emergency Management Plan with input from representatives of the local law enforcement agencies; the local Fire Marshall or designee; representative from emergency medical services; building administrators; School Resource Officers; and/or other District employees. Thereafter, the Superintendent shall convene a meeting annually for the purpose of reviewing the Emergency Management Plan, and making modifications as deemed necessary and proper; identifying additional training that might be needed; and discussing any other such related matters as may be deemed to

be necessary by the participants. The School District of Indian River County determines which communication tools will be used during an emergency. If the District and TCTC receive information about an immediate threat to the school, they will confirm that a threat exists, determine the appropriate segment or segments of the campus community to receive the information, if the threat is limited to a certain building or segment, as well as determine the content of the notification and initiate some or all of the notification systems. These entities work together to provide timely and accurate information to the community. All incidents will be evaluated on a case-by-case basis to determine if a serious or ongoing threat to the community exists.

School Safety/ Campus Security

Treasure Coast Technical College will immediately, without delay notify the campus community, upon the confirmation of a significant emergency or dangerous situation occurring on campus, which involve an immediate threat to the health or safety of students, faculty, and staff so that they may take reasonable precautions for safety, unless the notification at that time will compromise efforts to contain the emergency.

The Violence Against Women Reauthorization Act of 2013 (VAWA)

Treasure Coast Technical College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Treasure Coast Technical College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual

assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a staff. In this context, Treasure Coast Technical College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

TCTC is committed to assisting all members of the TCTC community in providing for their own safety and security. The annual security compliance document is available on the School District of Indian River County website @ tctc.indianriverschools.org

To report a crime or an emergency, students should call 911 and/or the School Resource Officer @ 772-564-5005

POLICIES ON CAMPUS CRIME

Mandatory Reporting of Misconduct by Certificated Employees - The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141 – Mandatory Reporting of Misconduct by Certified Employees.

Education and Training - In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding this policy and harassment in general will be age and content appropriate.

Annual Security Report

Treasure Coast Technical College's Annual Security Report is available online at tctc.indianriverschools.org/about_tctc/notices_disclosures

Campus Crime & Safety Information

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions to compile statistics for certain crimes that incidents of sexual assault, domestic violence, dating violence, and stalking. Schools will also be required to include certain policies, procedures, and programs pertaining to these crimes in their annual security reports. Beginning with the annual security report schools issue by October 1, 2020, these crime statistics must be included for calendar years 2017, 2018, and 2019, and they will also be reported to the Department through the web-based data collection in October 2020. This annual report is available at <http://www.ope.ed.gov/security/GetOneInstitutionData.asp>

Reporting Criminal Actions on Campus

In the event a student is a witness to or a victim of a crime on campus, the incident is to be reported to SRO or nearest staff member. The instructor/staff person reports to the school resource officer who then handles the law enforcement matter. The resource officer, who is a deputy with the Indian River County Sheriff's Department, reports the incident to the school Principal and files a report with the Sheriff's Department.

Preventing and Responding to Sexual Assault, Domestic Violence, Dating Violence, and Stalking

It is the policy of TCTC to provide a safe and secure environment for employees, students, and visitors by prohibiting sexual assault, domestic violence, dating violence, stalking and by establishing preventative measures, holding perpetrators accountable, providing assistance and support to victims, and reporting crimes consistent with Title IX of the Education Amendments the Civil Rights Act of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other applicable legal requirements.

Prevention

TCTC provides counseling and literature on sexual assault, date rape education, and risk reduction through the Admissions Office.

Responding

The first priority of a victim of sexual assault, domestic violence, dating violence or stalking should be to get to a place of safety. The second priority is to obtain necessary medical treatment. TCTC strongly recommends that victims report the incident to law enforcement in a timely manner.

Emergency assistance may be requested by calling 911 or during regular business hours on campus, 772-564-5005. An institutional personnel may assist student in notification of law enforcement if necessary.

Crisis Protocol

Measures have been taken to ensure our staff and students are prepared in the event a crisis situation occurs on one of our campuses. A comprehensive Emergency Management Plan has been created to guide our staff through a wide variety of situations. Fire drills, tornado drills, and lockdowns are practiced to ensure that routines and safety procedures are well established and familiar to all. In the event that a situation arises, either on or off campus, that in the judgment of the TCTC's Principal, constitutes an ongoing or continuing threat to health or safety, a "timely warning" will be issued.

Timely warnings are sent to all currently registered students and current employees using the TCTC email system. Students and employees should take responsibility for checking their email accounts frequently. Timely warnings are issued based on the nature of the crime, if the crime is a continuing danger to the TCTC community, and if the notification does not interfere with law enforcement efforts. Any TCTC student, staff, or visitor to TCTC who knows of a crime or other serious incident should report the incident immediately by phone to the SRO at 772-564-5005 so that a Campus Safety Alert can be issued, if warranted. The sole purpose of a timely warning is to ensure the health and safety of the TCTC campus community. Accordingly, victims' names will be held as confidential and will not be included in any notification.

Please cooperate with the college & district authorities during a lockdown crisis.

REGULATIONS YOU SHOULD KNOW

Safety Tips

1. Always be safety conscious. Safety is everyone's concern.
2. Suspicious persons and all potential dangerous/hazardous situations should be immediately reported to administrator or instructor.
3. Always make certain your vehicle is locked and valuables are placed out of view.
4. Park your vehicle only in authorized areas.
5. Report all injuries to Treasure Coast Technical College office or call 772-564-4970.
6. Stay out of all posted/unauthorized /restricted areas.
7. Obey all school rules and regulations as stated in the Student Handbook or Employee Handbook.
8. When on school property at night, make it a point to walk in well-lighted main walkways with other students or staff. There is safety in numbers.

Treasure Coast Technical College offers programs and seminars throughout the year on safety and crime prevention strategies.

****To report a crime or an emergency, students should call 911 and/or the School Resource Officer @ 772-564-5005**

REGULATIONS YOU SHOULD KNOW

Types of Student Discipline

1. Warning: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action
2. Official Notice: Written reprimand for violation of specified regulation
3. Disciplinary Probation: Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time
4. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages
5. Suspension: Exclusion from class and other privileges or activities set forth in the notice of suspension for a definite period of time
6. Expulsion: Permanent termination of student status without possibility of readmission
7. Other: other types of discipline as set forth in school district regulations

Full Time Faculty

Degree/Certificate

Michelle Bear
Practical Nursing

Bachelor of Science in Nursing
Conferring Institution:
Chamberlain College of Nursing

Takesha Brown
Practical Nursing

Masters Nursing Education
Conferring Institution:
Western Governors University

Leslie Merritts
Practical Nursing

Bachelor of Science Nursing
Conferring Institution:
University of Pennsylvania

Tracy Mitchell
Medical Assisting

Allied Health Certification
Registered Medical Assistant
Conferring Institution:
Indian River State College

Brian Mosblech
Welding Technology

AWS Certification D1.1
Conferring Institution:
Suffolk County Community College

Judy Tersillo-Bracken
Adult Education

Bachelor of Science
Florida Professional Certificate
(Family + Consumer Science 6-12)
Conferring Institution:
Florida State University

Scarlett West
Practical Nursing

Bachelor of Science in Nursing
Conferring Institution:
Vanderbilt University

**Per Diem
Clinicals
Instructors
Part-time**

**Degree
Certificate
Institution**

Nancy McClain

ADN Indian River State College

Jaqueline Nuttall

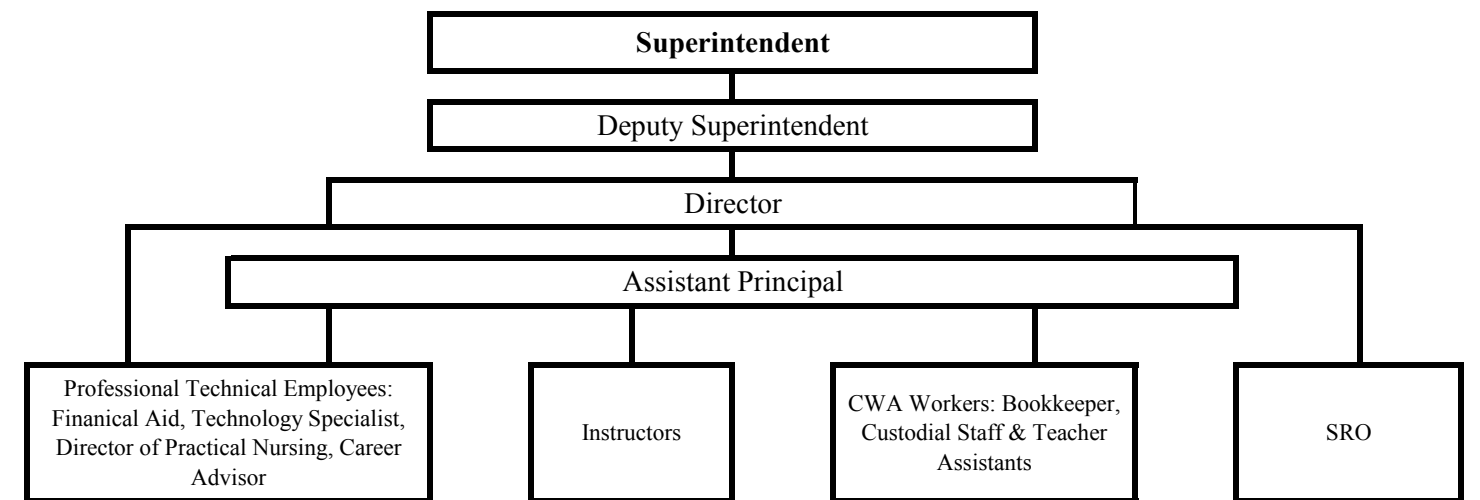
ADN Rhodes State College

Mark Seymour

A.A.S.
BSN HCIM Ferris State University
MSN Sacred Heart University



Treasure Coast Technical College Organizational Chart



Resources

For information on Disseminating information about Gainful Employment Programs please refer to website link below:

https://tctc.indianriverschools.org/about_tctc

Other Helpful Website Resources

<https://www.indianriverschools.org/schools>

<https://www.council.org>

<https://floridasnursing.gov>

<https://studentaid.gov>

Notes



**Treasure Coast Technical College
School District of Indian River County**

**4680 28th Court
Vero Beach, FL 32967**