



# **Student Catalog**

## **2018-2019**

## School District of Indian River County Treasure Coast Technical College Calendar for 2018-2019

DAY OF WEEK	DATE	EVENT DESCRIPTION
Monday	July 9, 2018	First Term for GED, ABE, and ESOL Classes
Monday	August 6, 2018	Teachers Report; Workday
Tuesday	August 7, 2018	Professional Development for Teachers (School)
Wednesday	August 8, 2018	PD (District)/Teacher Workday
Thursday	August 9, 2018	Teacher Workday/Ribbon Cutting Ceremony
Friday	August 10, 2018	Teacher Workday
Monday	August 13, 2018	First Day of School for Students – Career Programs
Wednesday	August 22, 2018	Professional Development; Early Release for Students
Thursday	August 31, 2018	Deadline to Apply for 2019 Practical Nursing Program
Monday	September 3, 2018	Labor Day; No School; Paid Holiday for Teachers
Tuesday	September 18, 2018	Constitution Day
Wednesday	October 17, 2018	Professional Development; Early Release for Students
Thursday	November 1, 2018	Second Term Begins for GED, ABE and ESOL Classes
Mon - Friday	Nov 19 - 23/2018	Thanksgiving Week; No School
Friday	December 14, 2018	Medical Programs Graduation; Performing Arts Center
Monday	December 24, 2018	No School; Winter Break Begins; 12/24/2018-1/07/2019
Monday	January 7, 2019	Teachers Return from Winter Break; Workday for Teachers
Monday	January 21, 2019	Dr. Martin Luther King, Jr. Day; No School;
Thursday	January 24, 2019	Professional Development; Early Release for Students
Monday	February 18, 2019	President's Day; No School; Paid Holiday for Teachers
Wednesday	February 27, 2019	Professional Development; Early Release for Students
Friday	March 1, 2019	Third Term Begins for GED, ABE, and ESOL Classes
Wednesday	March 13, 2019	Professional Development; Early Release for Students
Monday	March 18, 2019	No School; Spring Break Begins; 3/18/2019-3/22/2019
Friday	April 19, 2019	PD/Teacher Workday; No School for Students
Thursday	April 25, 2019	Professional Development; Early Release for Students
Tuesday	May 21, 2019	Professional Development; Early Release for Students
Wednesday	May 29, 2019	Teacher Workday; Last Day for Teachers
Wednesday	June 5, 2019	GED Graduation; Performing Arts Center

## **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 file-sharing 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](http://www.copyright.gov)

[www.copyright.gov/help/faq](http://www.copyright.gov/help/faq)

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

It is my pleasure to welcome you to the Treasure Coast Technical College. TCTC offers the community a wide variety of courses and programs to meet your needs whether you take a program to update your career skills or for sheer fun. Whatever the case might be, we can fulfill your educational needs.

The Career Programs are based upon the community and workforce needs. One of our goals is to provide career training in a year or less that results in gainful employment.

Students enrolled in Adult Basic Education (ABE), General Educational Development (GED) and English Language Learners (ELL) courses gain literacy skills necessary to be a successful worker, citizen, and family member. The GED program's purpose is to prepare students for academic and personal success through obtaining the necessary skills required to pass the Official GED Tests and to be awarded a State of Florida High School Equivalency Diploma.

As a student, you might be interested in taking one of our personal enrichment courses ranging from computer skills to foreign language. These lifelong learning classes are generally short-term fluctuating between 4 to 30 hours and are offered during the day and evening.

Why not try one of our programs and achieve success by "Building tomorrow's dreams.....Today."

Sincerely,

*Christi Shields, Principal*

**School District of Indian River County  
School Board Members**

**Dr. Mara Schiff (District 1)**

**Jacqueline Rosario (District 2)**

**Laura Zorc (District 3)**

**Teri L. Barenborg (District 4)**

**Tiffany Justice (District 5)**



**Dr. Mark J. Rendell, Superintendent**

Location:

Institutional Facilities Readily Available for Educational Purpose/Use:

**Treasure Coast Technical College**

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

Career Programs

Building Trades & Construction Design Technology (Dual Enrollment)  
Nursing Assistant (Dual Enrollment)  
Medical Assisting  
Medical Coder/Biller  
Pharmacy Technician  
Phlebotomy (Dual Enrollment)  
Practical Nursing  
Welding Technology (Dual Enrollment)



Accreditation:

Treasure Coast Technical College is accredited by the Commission of the Council on Occupational Education. [www.council.org](http://www.council.org)

## **General Information**

Treasure Coast Technical College adheres to a policy of non-discrimination in educational programs, activities, and employment. It strives to provide equal opportunities for all as required by:

**Americans with Disabilities Act Title II** – prohibits discrimination on the basis of disability in state and local government programs/services.

**Civil Rights Act of 1964 TITLE VII** – prohibits discrimination on the basis of race, color, religion, or national origin.

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

**Section 504 of the Rehabilitation Act of 1973** – prohibits discrimination against the disabled. It is the intent of Lake Tech to identify, evaluate and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students and parents have a right to due process under Section 504.

Please contact the School District of Indian River County for additional information regarding the above mentioned information. The main School Board office can be reached at (772) 564-3000.

## **ABE/GED – General Information**

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

### **Cost:**

Tuition is \$30 per term & \$10 TABE

#### **Main Campus**

8:00 am to 3:30 pm, Monday- Thursday

Friday 8:00 am-12:00pm

5:00 pm to 8:30 pm, Monday, Tuesday, & Thursday Evenings

#### **Sebastian Campus**

5:00 pm to 8:30 pm, Monday - Wednesday Evening

### **GED Requirements:**

- Testing in reading, math, and language (TABE)
- Must be at least 16-years-old and formally withdrawn from the previous school of enrollment
- Applicants under 18 years old must submit an application signed by a parent or guardian

### **Benefits**

Individualized instruction

Self-paced learning environment

Computer assisted learning

### **After GED you can start**

A Career and Technical Education (CTE) Program

The Council on Occupational Education (COE) does not accredit vocational programs such as ESOL, ABE, or GED. In addition, these programs do not qualify for Title IV financial aid assistance.

## **ESOL – General Information**

**Mission:** The mission of the ESOL program is to provide English language acquisition assistance to adult speakers of other languages.

**Cost:**

Tuition is \$30 per term

**Terms:**

July-October

November-February

March –June

**ESOL Requirements:**

Testing Requirements: CASAS intake test \$10

**Benefits to you**

- Individualized instruction
- Computer assisted learning in most of the classrooms
- 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

The Council on Occupational Education (COE) does not accredit vocational programs such as ESOL, ABE, or GED. In addition, these programs do not qualify for Title IV financial aid assistance.

## **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 offer 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 for assistance 772-564-5002.

## Student Admission/Testing Requirements

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.

Documentation of the completion of a high school diploma or its equivalent may be required for some programs.

TCTC accepts high school diplomas from recognized institutions within United States educational system that hold accreditation from a regional, national, or specialized accreditation body that is recognized by the U.S. Secretary of Education.

Students enrolling in programs of less than 450 hours are not required to take an entry level exam. PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., requires students who enroll in a program offered for career credit of 450 hours or more to complete an entry-level examination within the first six weeks after admission into the program unless they meet an exemption. Practical Nursing program applicants are required to take the HESI exam.

Admission requirements in regards to age requirements, prior education, and program entry levels offers reasonable expectations for successful completion of the occupational programs offered at Treasure Coast Technical College.

### **Florida Residency**

Classification of residency for tuition purposes is defined by F.S. 1009.21. Students shall be classified as residents or nonresidents for the purpose of assessing tuition. A “resident” means a person who has maintained his/her residence in this state for the preceding year or has purchased a home which is occupied by him/her as his/her residence. A “nonresident for tuition purposes” means a person who does not qualify for the in-state tuition rate.

### **Orientation**

Orientation meetings give students the opportunity to receive information outlining student responsibilities, student services, and program information. Students must go through orientation before they begin their classes.

## Testing Requirements

All applicants for Treasure Coast Technical College (CTE) programs (450 hours or more) take a state mandated Assessment prior to exiting the program. **In addition, Practical Nursing applicants, are required to take the HESI assessment to enter the program as well.** 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 TABE testing. (s.1004.91).
2. Applicants who earned a GED no more than two years prior to the start of class.
3. Students taking any accepted standardized tests such as PERT or ACT may be exempt from the TABE 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 from the TABE. 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 from the TABE. The test must be taken within two years of enrollment in a TCTC program.
6. Documented successful completion of college-level remedial coursework may be used to meet TABE requirement.
7. Documented passing scores on state-designated industry certification tests may be used.
8. Mandated TABE 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 TABE scores, may be considered for a TABE exemption.

## **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 (2 years)
- A Florida professional or occupational license

### **General Admissions Procedures**

Each program has its own admission requirements such as the Practical Nurse Program which 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:

[www.indianriverschools.org/tctc](http://www.indianriverschools.org/tctc)

## **Attendance Policy**

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 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 student seeks employment.

### **Excused Absences**

Absences due to a death in family will be approved for a week, depending upon the situation. Court appearance or absences for any other reason needs to be pre-approved by instructor at least one (1) week in advance of the absence. Death of immediate family members, required court appearances, and illness documented with a doctor's excuse will be the only absences excused. Absence for any other reason may only be excused at the discretion of the instructor.

## **Transfer Policy**

### **Transfer of Students between Programs within the institution:**

Adult Students may request a transfer between programs through the TCTC office. Requests will be reviewed on a case by case basis by the Principal. The decision will be based on available space as well as current performance and attendance record.

### **Transfer of Students from other Institutions:**

Treasure Coast Technical College offers clock hour programs. At this time there is no protocol for transferring from any other program. While having previous knowledge of the theory or skills is beneficial, since the programs are not credit hour programs, completion of all clock hours is required to earn a certificate.

### **Transfer of Credits:**

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

## **Grade Policy**

The grading system will be as follows:

93– 100 = A  
85 – 92 = B  
76– 84 = C  
75– 0 = Failing

A minimum grade of 76% is necessary to pass classroom requirements. 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 reentrance for those students who are dismissed for unsatisfactory progress. Students will be advised of their averages during the semester. Treasure Coast Technical College certificate will be given when student has successfully completed the designated number of hours in the classroom and clinical settings, if applicable.

### **Grade Disputes**

Criteria for final grade determination and assignments are the prerogative of the instructor of record; therefore, the instructor can change the final grade assigned to the student. 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. Assignments not turned in on time will lose a letter grade for each day assignment is late. Any grade less than 76% is considered failing for all courses.

### **Examinations**

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

### **Final Grade**

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

### **Transcripts**

Students must submit a written request for an official transcript or request in person. Transcripts requests are \$5.

**Progress Status:** FOCUS software provides students a tool to monitor and evaluate their student progress.

## **Disciplinary Policy**

Our goal in enacting a Discipline Policy is to maintain highest professional standards for our students, our patients, and community. In our efforts to maintain this standard of respect, dignity, and learning the following actions will be taken in regards to discipline.

### **FIRST INFRACTION/FIRST WARNING**

Upon any infraction of the items listed in the “Disciplinary Actions,” there will be a written documentation of the incident. The student and the person writing the report will review this report in a meeting. A copy of this report will be given to the school administrator.

### **SECOND INFRACTION/SECOND WARNING**

Upon a second infraction of the items listed previously; a written documentation will be made of the incident. The second report will be reviewed in a meeting with student, person writing report, and the school administrator. Documentation will be sent/given to student after the meeting stating second warning.

### **THIRD INFRACTION/THIRD WARNING**

**IMMEDIATE DISMISSAL FROM THE PROGRAM**

## **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:

1. Excessive absences (student unable to maintain acceptable class grades and/or required clinical skills/time requirements as deemed acceptable by instructor)
2. Excessive tardiness
3. Lack of the ability to organize and apply knowledge or skills correctly
4. Failure to perform in a safe and appropriate manner
5. Direct violation of instructions from any instructor
6. Evidence of drug and alcohol abuse– **may result in immediate dismissal**
7. Repeated inability to demonstrate safe judgment at program level
8. Cheating on a test or passing test information on to another student
9. Failure to accomplish clinical or program objectives
10. Failure to comply with attendance policy
11. Inappropriate professional attitude and behavior or inability to interact with others
12. Attitude or behavior that impedes classmates from learning or disrupts class
13. Disrespect, whether verbal or nonverbal, directed at instructors, staff, or classmates

## **Satisfactory Academic Progress (SAP)**

Treasure Coast Technical College provides postsecondary career education programs. Students must maintain satisfactory academic progress (SAP) toward completion of certificate in order to receive financial aid. Satisfactory academic progress is evaluated at the end of each payment period for students in programs lasting one year or less. For the practical nursing program, SAP is evaluated at the end of each course. Treasure Coast Technical College definition of an academic year is 900 clock hours and 26 weeks.

**The following SAP standards apply to students who receive federal financial aid:**

1. The qualitative standard for a career program student must have at each evaluation/course or payment period is 2.5 GPA on a 4.0 grading scale or a grade of 76% on a 100% scale, including any transfer credit.
2. The quantitative standard must provide for a student to successfully complete the program in a maximum of 150% of the time allotted (number of weeks). The minimum pace requirement a student must maintain the required clock hours and weeks of attendance in order to meet SAP each payment period which equates to a 67% completion rate.
3. If you have questions about maximum eligibility, contact the Financial Aid Office.
4. Transfer credits count toward a student's current program must count as both attempted and completed hours.
1. If SAP check shows a Career Program student does not have the required GPA or is not maintaining the required pace, student will be placed on financial aid warning.

## **WARNING**

If cumulative GPA and/or cumulative completion rate fall below the standards of SAP, you will be placed on one (1) payment period of warning. You will still be eligible to receive Federal Pell aid during the warning period. At the end of the warning period, you must meet the SAP requirements to continue to receive Federal Pell aid. If you do not meet SAP, you will be placed on probation.

## **PROBATION**

Students who do not demonstrate SAP are referred to student services for counseling to determine if there is a reasonable possibility of successful program completion. Students who do not demonstrate SAP after the warning period will be placed on academic probation for a minimum of one payment period to resolve the unsatisfactory progress or may be recommended for dismissal from the program. Students are not eligible for Title IV aid during the probation period, unless student appeals and it is approved.

## **APPEALS**

If student wishes to remain in the program and regain eligibility to receive federal aid, student must file an appeal in writing and supply documentation of the circumstance within five (5) calendar days of being notified SAP was not met. The appeal committee will determine within five (5) calendar days after receiving the appeal if student remains eligible to receive Federal financial aid and is considered for re-enrollment into program through a written document. 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 for student is developed. Students who are placed on an academic plan will be monitored weekly by instructor to ensure successful completion of the program and to maintain SAP.

**STUDENTS MAY APPEAL ONLY ONCE PER ACADEMIC YEAR**

## **Staff Information**

All full-time instructors hold either a district certification or state of Florida teaching certificate. The majority of our instructors hold at least a bachelors degree (80%). 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 specialty 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 MANY 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. Because of the dangers of participating in lab and clinical settings, it is important to follow all instructions carefully.

## 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.

# Medical Career Programs

## **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.

<b>Career Program</b>	<b>Frequency of Course Offerings</b>
Medical Assisting	Twice a year
Nursing Assisting	Twice a year
Pharmacy Technician	Once a year
Phlebotomy	Twice a year
Practical Nursing	Once a year
Welding Technology	Once a year
Building Trades & Construction Design Technology	Once a year

## **Essential Tasks**

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, 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. TCTC in its effort to maintain high standards of education and to comply with requirements mandated by cooperating clinical facilities, TCTC has implemented a drug-testing program. The purpose of the drug testing is to identify students who may be chemically impaired and unable to perform expected duties causing concern for the health and safety of the student and/or other individuals. If at any time during a pre-clinical screening or enrollment in any of TCTC programs a random screening or reasonable cause screening may be performed. If a student refuses to be tested, the student will be withdrawn from the program. If at any time the student's drug test is positive and has not been medically approved, the student will be withdrawn from the program.

## **CLINICAL EXPERIENCES**

Clinical experiences will be at facilities within Indian River County with whom TCTC has formal contractual agreements.

## **Medical Assisting - 565 clock hours (Full-Time)**

### **Estimated In State Tuition : \$1,894.80 plus fees & books**

### **Estimated Completion Time: One (1) 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 sit for the certification exam.

For a certificate of completion courses must be successfully completed:

<b>HSC0003 – Basic Healthcare Worker</b>	<b>90 hours</b>
<b>MEA0002 - Introduction to Medical Assisting</b>	<b>250 hours</b>
<b>MEA0501- Medical Office Procedures</b>	<b>75 hours</b>
<b>MEA0521– Phlebotomist, MA</b>	<b>75 hours</b>
<b>MEA0543 - EKG Aide</b>	<b>75 hours</b>

# Medical Assisting Requirements/Procedures

## Admission Requirements:

- ♦ Registration and Enrollment
- ♦ Orientation-1st day of class
- ♦ Clearance on FDLE Level 2 Background Check- Contact: Nicki Blanton 772-564-3024 for an appointment. Cost Approximately \$52.75-photo ID required

## Health & Other Program Costs/Fees

Tuberculin (PPD)–Included in tuition

Industry Certification -CCMA Exam-\$155- **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 \$200

Entry Level Examination (Wonderlic/TABE)- \$10

Other: equipment such as watch, access to a computer, internet access, etc. Online Component: **None**

**\*\*Prices are an approximation\*\***

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

## **Phlebotomy - 165 clock hours (Full/Part Time)**

**Estimated In State Tuition : \$581.80 plus fees & books**

**Estimated Completion Time: 2-4 months depending on part-time /full-time status**

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 the following courses must be successfully completed:

<b>HSC0003 - Basic Healthcare Worker</b>	<b>90 hours</b>
<b>MEA0520 - Phlebotomist</b>	<b>75 hours</b>

# Phlebotomy Requirements /Procedures

## Admission Requirements

- ♦ Registration and Enrollment
- ♦ Orientation– 1st day of class

## Other Program Costs/Fees

Industry Certification -CPT Exam- \$115

**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.

Uniform- scrubs & scrub tops (teal color), closed toed shoes -\$200

Other: equipment such as index cards, access to a computer, internet access, etc. Online Component: **None**

**\*\*Prices are an approximation\*\***

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

## **Practical Nursing - 1350 clock hours (Full-time)**

**Estimated In State Tuition : \$5,059 plus fees & books**  
**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 the following courses must be successfully completed:

<b>PRN0098</b>	<b>Practical Nursing Foundations 1</b>	<b>300 hours</b>
<b>PRN0099</b>	<b>Practical Nursing Foundations 2</b>	<b>300 hours</b>
<b>PRN0290</b>	<b>Medical Surgical Nursing 1</b>	<b>300 hours</b>
<b>PRN0291</b>	<b>Medical Surgical Nursing 2</b>	<b>300 hours</b>
<b>PRN0690</b>	<b>Nursing &amp; Transitional Skills</b>	<b>150 hours</b>

# Practical Nursing Requirements/Procedures

## Admission Requirements:

- ♦ Complete Program Orientation
- ♦ High school diploma or Equivalent
- ♦ Registration and Enrollment
- ♦ Clearance on FDLE Level 2 Background Check- Contact: Nicki Blanton 772-564-3024 for an appointment. Cost      Approximately \$52.75-photo ID required
- ♦ HESI Admission Assessment Exam
- ♦ Interview
- ♦ Immunizations and Physical
- ♦ Lab Drug Screening -though Quest (Negative Toxicology)

## Health & Other Program Costs/Fees

Industry Certification –PN License Exam-\$200

State of Florida NCLEX-PN Exam Application Fee-\$175

Uniform ( navy blue scrubs and top) & Supplies & closed toed shoes -\$200

Entry Level Examination (Wonderlic/TABE)- \$10

Other: equipment such as watch, access to a computer, internet access, etc.

Online Component: **None**

Upon successful completion of overall average of **76%** in the program, students will receive a Certificate of Completion 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.”

## **Clinical Policy**

Clinical performance progress to the clinical areas will be evaluated as satisfactory or unsatisfactory, with frequent counseling in area which needs 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.

## **Nursing Assistant - 165 clock hours Full or Part Time**

**Estimated In State Tuition: \$666.80 plus fees & books**

**Estimated Completion Time: 2-4 Months depending on Part/Full Time Status**

The nursing assistant is an important part of the nursing care team. A nursing assistant is a person under the direction of a licensed nurse, performs important 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 the following 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-1st day of class
- ♦ Registration and Enrollment
- ♦ Clearance on FDLE Level 2 Background Check- Contact: Nicki Blanton  
772-564-3024 for an appointment. Cost Approximately \$52.75-photo ID required
- ♦ Immunizations and Work Physical
- ♦ Lab Drug Screening -though Quest (Negative Toxicology)

## Health & Other Program Costs/Fees

Industry Certification –State Exam-\$155

**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) \$40

Influenza Vaccine (Flu Shot) Seasonal -\$35

2nd Level 2 Background Check for State Exam-(A1A Fingerprinting) -\$101

Uniform : top scrubs (2 front pockets), scrubs (teal color), Supplies & white closed toed shoes -\$200

Other: equipment such as watch, access to a computer, internet access, etc.

Online Component: **None**

**\*\*Prices are an approximation\*\***

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

## **Pharmacy Technician - 1050 clock hours (Full-time)**

**Estimated In State Tuition : \$3,391 plus fees & books**

**Estimated Completion Time: One year**

This course is designed to train students to obtain entry-level positions in the Pharmacy Technician industry. The program teaches students, basic pharmacology, measurement and calculating techniques, pharmaceutical abbreviations, terminology, preparations of unit dose packaging, preparation and delivery of medications, inventory control, legal and ethical responsibilities, clerical skills, and customer service skills.

Upon successful completion, students can expect to find entry level positions in community/retail pharmacy, hospital pharmacy, pharmaceutical industry, and other medical settings. This program allows successful students to sit for the Pharmacy Technician Exam ExCPT or the PTCE exam. Students need a high school diploma or GED to take exam. Students will receive a certificate from Treasure Coast Technical College upon completion.

To qualify for a certificate of completion the following courses must be successfully completed:

<b>HSC0003 - Basic Healthcare Worker</b>	<b>90 hours</b>
<b>PTN0084 Pharmacy Technician I</b>	<b>360 hours</b>
<b>PTN0085 Pharmacy Technician II</b>	<b>300 hours</b>
<b>PTN0086 Pharmacy Technician III</b>	<b>300 hours</b>

# Pharmacy Technician Requirements/Procedures

## Admission Requirements:

- ♦ Registration and Enrollment
- ♦ Orientation-1st day of class

## Health & Other Program Costs/Fees

Industry Certification –ExCPT Exam \$115 or PTCE \$129

### Requirements to sit for exam /eligibility for licensure:

Must have a high school diploma or its equivalent or Certification candidates who are within 60 days of acquiring their high school diploma or equivalent educational diploma are eligible to take the Pharmacy Technician Certification Exam (PTCE) and 30 days prior of acquiring their high school diploma for the ExCPT.

Uniform– scrubs & scrub tops (teal color), closed toed shoes \$200

Entry Level Examination (Wonderlic/TABE)- \$10

Other: equipment such as index cards, access to a computer, internet access, etc.

Online Component: **None**

**\*\*Prices are an approximation\*\***

Upon successful completion of overall average of **76%** in the program, students will receive a Certificate of Completion in Pharmacy Technician. Students will be eligible to take the ExCPT or PTCE Exam.

# Industrial Trade Programs

## **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. TCTC in its effort to maintain high standards of education and to comply with requirements mandated by cooperating clinical facilities, TCTC has implemented a drug-testing program. The purpose of the drug testing is to identify students who may be chemically impaired and unable to perform expected duties causing concern for the health and safety of the student and/or other individuals. If at any time during a pre-clinical screening or enrollment in any of TCTC programs a random screening or reasonable cause screening may be performed. If a student refuses to be tested, the student will be withdrawn from the program. If at any time the student's drug test is positive and has not been medically approved, the student will be withdrawn from the program.

## **Welding Technology –1050 clock hours (Full-time)**

**Estimated In State Tuition : \$4,182 plus fees & books**

**Estimated Completion Time: 1 year**

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 (GAC) principles, and visual examination skills.

For a certificate of completion the following courses must be successfully completed:

<b>PMT0070 - Welder Assistant I</b>	<b>150 hours</b>
<b>PMT0071– Welder Assistant II</b>	<b>150 hours</b>
<b>PMT0072– Welder SMAW I</b>	<b>150 hours</b>
<b>PMT0073– Welder SMAW II</b>	<b>150 hours</b>
<b>PMT0074– Welder</b>	<b>450 hours</b>

# Welding Technology Requirements/Procedures

## Admission Requirements

- ♦ Registration and Enrollment
- ♦ Orientation-1st day of class

## Other Program Costs/Fees

Certified Welder Application - Exam-\$50

**Requirements to sit for exam /eligibility for licensure:** Successfully complete program and have a high school diploma or equivalent.

Entry Level Examination (Wonderlic/TABE)- \$10

**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**

**\*\*Prices are an approximation\*\***

Upon successful completion of overall average of 76% in the program, students will receive a Certificate of Completion in Welding Technology, students will be eligible for the Certified Welder Application –Certified Welder (CW)

## **Building Trades & Construction Design Technology**

### **900 clock hours (Full-time)**

**Estimated In State Tuition : \$3,258 plus fees & books**

**Estimated Completion Time: 1 year**

This program prepares students for employment or advanced training in the building construction industry. Instruction focuses on broad, transferable skills and stresses the understanding of all aspects of the building construction industry to include planning, management, finance, technical and production skills, and underlying principles of technology, labor issues, community issues, health, safety and environmental issues. Students receive training in carpentry and installation of drywall, and basic skills in HVAC, plumbing fixtures, electrical components, concrete and masonry. Training in construction OSHA, fork lift and first aid are part of this program. Students learn through classroom, shop and laboratory activities.

For a certificate of completion the following courses must be successfully completed:

<b>BCV0080 - Building Construction Assistant</b>	<b>450 hours</b>
<b>BCV0081 - Carpentry &amp; Masonry Technician</b>	<b>150 hours</b>
<b>BCV0082– Electrical &amp; Plumbing Technician</b>	<b>150 hours</b>
<b>BCV 0083-A/C Painting Technician</b>	<b>150 hours</b>

# Building Trades & Construction Design Technology Requirements/Procedures

## Admission Requirements

- ♦ Registration and Enrollment
- ♦ Orientation-1st day of class

## Other Program Costs/Fees

**Requirements to sit for exam /eligibility for licensure:** Successfully complete program and have a high school diploma or equivalent.

**Dress Code:** Students are required to dress appropriately for the profession. No “tennis” or open-toed shoes are allowed. Long pants, preferably jeans and long/short sleeve cotton shirts, and boots are required. 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.

Entry Level Examination (Wonderlic/TABE)- \$10

Other: equipment such as index cards, access to a computer, internet access, etc.

Online component: **None**

**\*\*Prices are an approximation\*\***

Upon successful completion of overall average of 76% in the program, students will receive a Certificate of Completion in Building Trades & Construction Design Technology.

## **Fees and Tuition**

A low-cost, program tuition is required at enrollment and is payable in full upon enrollment. Dual-enrolled high school students pay no tuition but may need to purchase certain personal supplies needed for program operation. All high school students who take not-for-credit evening courses must pay for tuition, books and supply fees. Certain programs require the purchase of supplies, insurance, FDLE background checks, tools and uniforms. Fees are subject to change without notice. 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.

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 \$11.17 per clock hour. Students pay a non-refundable \$25.00 (in-state) 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.

## **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.
- Withdrawal through the closing of the fifth day of class, 100% of all tuition and eligible fees will be refunded.
- No fees will be refunded after the closing of the fifth 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 Technology College.

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

\* Refunds are made within 45 days (1) of the last day of attendance, or (2) from the date the institution terminates the student or determines withdrawal by the student.

### **Returned Check Policy**

Checks returned for insufficient funds 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 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.

## **Student Financial Obligation Terms**

### **Student Responsibility:**

Every effort is made at TCTC to provide a high quality education at a reasonable cost. Many financial aid and scholarship programs are available to eligible students to assist with the financing of their education at TCTC.

As a student at TCTC, you are responsible and obligated to Treasure Coast Technical College for the timely payment of TCTC tuition, fees and other charges incurred by you or on your behalf while at TCTC (collectively, your “student financial obligation”), regardless of your expected reliance on third-party resources such as financial aid, family gifts, employer reimbursement, government assistance or other similar resources. However, you are not responsible or obligated for such tuition, fees and/or other charges to the extent (and only to the extent) that TCTC has expressly agreed, in a writing signed by an authorized representative of Treasure Coast Technical College

### **Monies Owed Policy:**

Students become responsible for tuition, fees and related expenses upon registration for classes. Students who owe monies will not be able to register for additional classes or receive services (including transcripts) until the debt is paid in full. Any exception to this policy must be made in writing to the Principal.

## **Federal Financial Aid (Pell Grant)** **Polices and Procedures**

The financial aid policies of Treasure Coast Technical College are developed in collaboration with the School District of Indian River County finance department and approved by the School Board.

Students who are interested in pursuing career education goals through the school are encouraged to discuss their financial aid needs with the bookkeeper. Scholarship funds from a variety of resources can help make it possible for a student to attend and complete programs by addressing the student's demonstrated financial need.

Students who are applying for or receiving financial aid should discuss education progress and plans with the financial aid office to help ensure they will complete programs in a timely manner.

Treasure Coast Technical College recognizes the problem of constantly increasing educational costs and thus offers a substantial program of financial aid to help students pay for their education. The School makes every effort to ensure that qualified students are not denied the opportunity to attend TCTC due to their limited financial resources. Financial assistance at TCTC is based on financial need. Need is defined as the difference between the cost of attending TCTC and the calculated expected family contribution toward that cost. After the student submits the necessary application forms, the Financial Aid Office will determine the student's eligibility for financial assistance. Each applicant for financial aid must submit a Free Application for Federal Student Aid (FAFSA).

### **Federal Student Aid – Title IV (Pell Grant)**

Treasure Coast Technical College is eligible to receive funds. A Pell Grant is a subsidy the U.S. federal government provides for students who need it to pay for college. Federal Pell Grants are limited to students with financial need, who have not earned their first bachelor's degree, or who are enrolled in certain post-baccalaureate programs, through participating institutions.

## **Federal Financial Aid (Pell Grant)** **Polices and Procedures**

### **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.

#### **Application Review**

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 has **30** calendar days to provide this verification if selected.

## **Frequently Ask Questions about Verification**

### **How will I know if I am selected for verification?**

If you are selected for verification by the federal processor, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR). You will also be informed of having been selected for verification in the SAR Acknowledgement letter. If you are selected for verification you will be notified of any additional documentation that is required. If you have a Federal Pell Grant estimated in your financial aid award, you will be selected for verification.

### **Why was I selected for verification?**

Reasons vary; it may be that your FAFSA was incomplete or contains estimated or inconsistent information. You may have also been chosen randomly. Verification is a federal regulation. Students selected for verification are not being punished; rather verification prevents ineligible students from receiving aid by reporting false information and ensures that eligible students receive all the aid for which they qualify.

### **How will I know what additional documentation is required for verification, and where and when to send it?**

If your SAR indicates you were selected for verification or if the TCTC Office of Financial Aid determines that your application needs to be verified, you and/or parent(s) will be required to provide supporting documents to the Office.

Depending on certain financial indicators, the category of verification you were selected for and the specific documentation required will vary. You will receive a letter from the TCTC Office of Financial Aid outlining your requirements. Below is a breakdown of each verification category:

Category: Standard Verification

Category: Child Support Paid Verification

Category: Custom Verification

Category: Aggregate Verification

Category: Household Resources Verification

To avoid delays, all verification documents should be sent to:

TCTC  
4680 28th Court  
Vero Beach, Florida 32967

## **Federal Financial Aid (Pell Grant) Procedures**

- Students complete an online Free Application for Federal Student Aid (FAFSA).
- Financial aid is the term applied to the difference between the total cost of Treasure Coast Technical College career program and the family's expected family contribution (EFC) to the student's education as by the FAFSA Student Aid Report (SAR) household size, number attending college/postsecondary education, income and assets, and residency are among the factors considered in establishing the EFC.
- Students submit an accurate FAFSA as soon as possible after January 1 of each year.
- Students should note this application is required for all need-based financial aid.
- After submitting the FAFSA, the student should expect to receive a student aid report (SAR) within a few weeks.
- Students should complete the Center's financial aid packet and ensure stated timelines are followed.
- Students are required to provide a variety of documentations such as income tax returns or tax forms, VA or social security statements confirming benefits, and other relevant information.
- Students must notify the Center should a significant change in financial circumstance occur i.e. divorce, uninsured medical expenses or substantial reduction in income may result in re-evaluation of student's financial need.
- Students are required to notify TCTC's financial aid office if additional scholarships are received. Adjustments to the student's financial aid package may be necessary to ensure compliance with federal, state, institutional policies, and guidelines related to financial aid.

## **Local Financial Aid Requirements**

- Students must complete an application available on the website or at the main office.
- The completed application must be submitted with previous year's tax return and a copy of driver license showing residence for 12 months. In some cases application may require notarization.
- Student must qualify for Florida Income Eligibility Guidelines for Free and Reduced Price Lunch for the year in order to qualify.
- Students who qualify are eligible for one award per school year.
- Bookkeeper notifies all students who are awarded financial aid, the award amount and the portion or the cost of the tuition fee that is due from the student.
- Bookkeeper mails the financial aid award acceptance letter verifying the award to the student.
- Student has 10 business days to complete the registration process before the financial award is void.

## **Financial Assistance**

Financial Assistance is available for Career Programs (Students must meet qualifications guidelines-funds are limited, first come first serve bases) For more information about financial aid, please contact the bookkeeper at 772-564-4972.

Financial Assistance Referral Agencies:

### **CareerSource Research Coast:**

Indian River County –772-494-2100

Indian River County Youth Connections (ages 16-24)

772-342-6150

St. Lucie County 772-461-6293

### **AARP Foundation Senior Community Service Employment Program**

Indian River County– 321-956-1444

Port St. Lucie-772-336-3330

### **Vocational Rehabilitation**

Indian River County-772-778-6348

### **EOC Reach Program**

Indian River County 772-569-1030

### **Farmworkers Jobs & Educational Programs (IRSC)**

Indian River County 772-462-7916

## **Return of Title IV Funds Policy**

When students have been awarded Title IV financial aid withdraw from, or administratively withdrawn from, or discontinue attendance in **ALL** courses **BEFORE** completing 60% of the hours for the term/period in which they are enrolled and charged, the student may be required to return a portion of the financial aid received. A Return of Title IV Funds (R2T4) calculation must be performed to determine the amount of unearned funds student and/or school must return to the appropriate financial aid program. If you receive (or your school or parent receive on your behalf) excess Title IV program funds, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount of your Title IV program funds.

The student is responsible for any unearned funds repayment amounts owed to Treasure Coast Technical College. Students, who do not return required funds within the specified time period or enter into a repayment agreement with the U.S. Department of Education, will lose Title IV eligibility.

A school **must** return unearned funds for which it is responsible **as soon as possible but** no later than 45 days from the determination of a student's withdrawal.

## **Return of Title IV Funds Policy**

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources in the following order up to the total net amount disbursed from each source:

- Unsubsidized FFEL/Direct Stafford Loan
- Subsidized FFEL/Direct Stafford Loan
  - Perkins Loan
- FFEL/Direct Plus( Graduate Student)
  - FFEL/Direct Plus (Parent)
    - Pell Grant
- Academic Competitiveness Grant
  - National Smart Grant
    - FSEOG
    - Teach Grant
- Iraq Afghanistan Service Grant

## **Official Withdrawal (Federal Financial Aid)**

Any completed student withdrawal will be reviewed for the official withdrawal date, set forth by the financial aid staff.

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 seen as 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 rata 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 program, with the DOE, 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, at this point; however, we 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. We provide a notification letter to the student asking them to confirm attendance past the 60% point of the term and a timeline in which to provide documentation. Adequate attendance documentation can be an email statement directly from the instructors stating the student attended past the 60% date, hard copy print outs of online coursework submitted after the 60% date or hard copy tests submitted after the 60% point.

If the attendance documentation is not provided, we notify the student, again, through email reminding them of this opportunity. If we do not receive a response, TCTC will do an R2T4 calculation, using the 50% point of the term as the withdrawal date.

Adjustments are made and refunds sent back to the appropriate program, with the DOE, at the time of processing the Unofficial Withdrawal student record(s). We then notify the student, via USPS, of the adjustments made via the results of the R2T4 calculation, and we explain why the calculation had to be done and explain the financial responsibilities to the student.

## **Veteran's Attendance Policy**

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Early departures, class cuts, tardies, etc., for any portion of an hour will be counted as one day of absence.

Students exceeding 2 unexcused absences in a nine-week period will be **terminated** from their VA benefits for unsatisfactory attendance.

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

## **Veteran's Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges the length of the completed portion of the course bears to total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

## **Veteran's Credit for Previous Education or Training**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

## **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (GPA) of 2.0 each (term, quarter, semester, evaluation period, etc.).

A VA student whose GPA falls below 2.0 at end of any term, quarter, semester, evaluation period, etc. will be placed on academic probation for a maximum of two consecutive terms of enrollment. If VA student's GPA is still below 2.0 at the end of second consecutive term of probation, student's VA educational benefits will be **terminated**.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition school to be recertified after attaining a CGPA of 2.0.

**This Addendum becomes a part of the Catalog for all intents and purposes.**

**CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.**

<u>Christi Shields</u>	06/01/2018	Principal
<b>School Official's Signature</b>	<b>Date</b>	<b>Title</b>

Treasure Coast Technical College  
**School**

4680 28th Court  
**Address**

Vero Beach, FL 32967  
**City, State, Zip Code**

## **Grievance Policy**

A grievance is a complaint alleging a violation of Title IX, 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 and working environment for students free from harassment or discrimination on the basis of gender, marital status, race, national origin, religion, age, or disability.

### **Grievance Process:**

**1st step:** Informal Resolution:

Have you tried to resolve the problem informally with the person(s) alleged to have caused the grievance or with the direct supervisor/instructor?

**2nd Step:** A formal student grievance may be filed with the Assistant Principal

**3rd Step:** If not resolved by Assistant Principal, meeting with Principal is next course of action.

**4th Step:** TCTC is accredited by the Commission of the Council on Occupational Education. If not settled at the institution level the accrediting agency (COE) may be contacted.

Every effort will be made to resolve the situation at the local level. In the event a student cannot resolve a conflict concerning his/her technical training at the local level, he or she may contact our accreditation agency or our state agency:

**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](http://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

## **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 Continued**

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 @ [www.indianriverschools.org/tctc](http://www.indianriverschools.org/tctc)

To report a crime or an emergency, students should call 911 and/or  
Principal, Christi Shields 772-564-5006

## **Preventing and Responding to Sex 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, 772-564-4970. An institutional personnel may assist student in notification of law enforcement if necessary.

## **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 SRO, Deputy Beacham 772-564-6244**

## **Drug and Alcohol Abuse/Prevention**

Treasure Coast Technical College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property or as part of the school's activities.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The School Board believes 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 the individual responsibility. 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 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.

## **Drug and Alcohol Abuse/Prevention**

### **ZERO TOLERANCE FOR CONTROLLED SUBSTANCES AND ALCOHOL**

It is the intent of the Indian River County School Board and Administration to make very clear that there is a zero tolerance relating to drugs and alcohol. There will be disciplinary action taken when a student is determined to be under the influence of alcohol or other controlled substances as well as in matters involving possession, usage, delivery, sale, or the intent to sell or distribute drugs or alcohol on school property. The law enforcement agency that has jurisdiction will be notified as soon as possible with violations involving drugs and alcohol. Imposed sanctions could include suspension, expulsion from the program, and referral for prosecution.

The state of Florida statutes also declare that it is unlawful to be under the influence of, use, possess, distribute, sell, offer, agree, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except when permitted by prescription or law. Violations of these laws are dealt with through the criminal courts and The School District of Indian River County. Students found liable are subject to not only criminal prosecution, but also to administrative sanctions, including permanent expulsion from Technical Center for Career and Adult Education. There could also be additional local, state, and federal sanctions.

## **Drug and Alcohol Abuse/Prevention**

### **STUDENT CONDUCT CONTROLLED SUBSTANCES AND ALCOHOL**

It is the intent of the Indian River County School Board and Administration to make very clear drugs and alcohol will not be tolerated. There will be disciplinary action taken when a student is determined to be under the influence of alcohol or other controlled substances as well as in matters involving possession, usage, delivery, sale, or the intent to sell or distribute drugs or alcohol on school property. The law enforcement agency that has jurisdiction will be notified as soon as possible with violations involving drugs and alcohol.

Students enrolled in Treasure Coast Technical College programs are strongly encouraged to attend a presentation given by the local Indian River County Sheriff's Department on Substance Abuse and Prevention.

\*Practical Nursing and Nursing Assistant students will be required to submit to a drug test prior to gaining entrance to program. In addition, anytime during the program if a student is suspected of impairment by substances they may be tested at a cost to the student if the Director of Nursing deems 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 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 772-564-6244 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 school and district authorities during a lockdown crisis.**

## **Drug and Alcohol Abuse/Prevention**

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

- **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, Florida 772-562-1114
- **Substance Awareness Center of IRC**, 1507 20th Street, Vero Beach, Florida 772-770-4811

# **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

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.

# **REGULATIONS YOU SHOULD KNOW**

## **TYPES OF STUDENT DISCIPLINE**

- A. **Warning:** Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action
- B. **Official Notice:** Written reprimand for violation of specified regulation
- C. **Disciplinary Probation:** Exclusion from participation in privileges or extra-curricular activities as set forth in the notice of disciplinary probation for a specified period of time.
- D. **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- E. **Suspension:** Exclusion from class and other privileges or activities set forth in the notice of suspension for a definite period of time.
- F. **Expulsion:** Permanent termination of student status without possibility of re-admission
- G. **Other:** other types of discipline as set forth in school regulations.

## **Resources**

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

[www.indianriverschools.org/tccae](http://www.indianriverschools.org/tccae)

### **Other Helpful Website Resources**

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

<https://www.indianriverschools.org/safety-newsletters>

<https://www.indianriverschools.org/tccae-student-rights>

<http://www.council.org/>

<https://www.indianriverschools.org/component/attachments/download/1748>

## Treasure Coast Technical College Staff

Christi Shields	772-564-5006	Principal
Latonya Ross	772-564-4998	Assistant Principal
Deputy Beacham	772-564-6244	SRO
Cynthia Pless	772-564-5009	GED Instructor/Career Pathways
TBA	772-564-5002	Career and Technical Advisor
Robin Morgan	772-564-4973	Outreach Coordinator
Louise Arnold	772-564-5001	Secretary
Kimber Civita	772-564-4972	Bookkeeper
Cecelia Meeks	772-564-6252	Instructor, Nursing Assistant & Phlebotomy
Judy Bracken	772-564-5009	GED Instructor
Emma Saville	772-564-5009	Teacher Assistant, GED
Leslie Merritts	772-564-6253	Practical Nursing Director
TBA	772-564-6248	Financial Aid Specialist
Tracy Mitchell	772-564-4987	Instructor, Medical Assisting
Brian Mosblech	772-564-4968	Instructor, Welding Technology
James Davey	772-564-5001	Instructor, Building Trades & Construction
Mirta Vadell	772-564-4992	Instructor, Pharmacy Tech

<u><b>Full Time Faculty</b></u>	<u><b>Degree/Certificate</b></u>
Leslie Merritts <b>Practical Nursing</b>	Bachelor of Science Nursing
Lucy Threlkeld <b>Practical Nursing Phlebotomy</b>	Bachelor of Science Nursing
Cecelia Meeks <b>Nursing Assistant Phlebotomy</b>	Registered Nurse
Tracy Mitchell <b>Medical Assisting Phlebotomy</b>	Certificate of Practical Nursing
<b>Brian Mosblech Welding Technology</b>	AWS Certified

<u><b>Part Time Faculty</b></u>	<u><b>Degree/Certificate</b></u>
Dale Chalmers Nursing Assistant <b>Practical Nursing</b>	Bachelor of Science Nursing
Mirta Vadell <b>Pharmacy Technician</b>	Doctorate Degree in Pharmacy
<b>James Davey Building Trades &amp; Construction Design Technology</b>	NCCER Certified

# Appendix

# 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, with the following exception:

## 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 person'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 2014 Florida Statute 893.03, Drug Abuse Prevention and Control Act, prescription medications, over-the-counter medications and chemical inhalants.

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.

## Drug and Alcohol Procedures

### Employees

TCTC, working in partnership with Indian River County School Board (IRSD), complies with the Drug Free Workplace Act and applicable Department of Education requirements by taking the following steps, as they apply to TCTC/IRSD employees:

1. Prepares the Drug and Alcohol Prevention Program (DAAPP) for annual distribution to all employees.
2. Publishes the Drug and Alcohol Policy and Procedures in TCTC's Policies and Procedures Manual which is located on the TCTC's internet and annually notifies employees of the document's updating. The Drug and Alcohol Policy and Procedures document is also posted on the employee portal of the IRSD website.
3. Incorporates information about Drug and Alcohol policy and procedures in New Employee Orientation provided by IRSD.
4. Through IRSD, offers an employee assistance program, which includes drug and alcohol information, short-term counseling, and referrals.
5. Notifies employees of their obligation to notify the Human Resources Department of any conviction of a criminal drug violation in the workplace (see below).
6. In conjunction with IRSD, follows the established procedure for notifying the Florida State Department of Education when receiving notice that a covered employee has been convicted of a criminal drug violation that occurred.
7. Reserves the right to search the person, vehicle, and/or personal property of employees when on TCTC property and/or while on duty regardless of location, consistent with applicable law.

Consistent with the Drug Free Workplace Act, employees are required to:

1. Sign a Drug-Free Workplace Statement as a condition of employment.
2. Abide by all terms of the Drug and Alcohol Policy and Procedures.
3. Notify the Human Resources Department in writing, within 48 hours after conviction of a criminal drug violation that occurred while on the College's premises or while participating in a work related activity.
4. Participate in the employee assistance and/or complete a treatment program, if required by TCTC/IRSD as a condition of continued employment.

## Employee Assistance Program/Substance Abuse Treatment

TCTC encourages the identification and treatment of alcohol and chemical dependency in its early stages before work is affected. Toward this end, TCTC/IRSD provides the services of an Employee Assistance Program (EAP) to assist employees who request help with substance abuse. Employees will not be disciplined, demoted, or terminated for seeking professional counseling and/or treatment to recover from an alcohol or chemical dependency. However, employee performance and work behavior will continue to be evaluated consistent with the TCTC's expectations and requirements.

### Drug/Alcohol Screening

TCTC/IRSD maintains a drug/alcohol screening program consistent with legal requirements. All drug/alcohol screening is conducted in an approved laboratory identified by IRSD and in accordance with the Florida State Statutes. All drug/alcohol screens must be approved by TCTC/IRSD and coordinated through the TCTC Human Resources Department.

### Drug and/or alcohol testing occurs under the following circumstances:

1. Pre-employment drug screens are required of all job applicants selected for employment and/or TCTC programs where such screening is a requirement for placement at a clinical or other site.
2. Reasonable Suspicion drug testing is based on the belief that an employee is using or has used drugs in violation of the IRSD policy drawn from specific objective and articulate facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:
  - a. Observable phenomena while at work, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug.
  - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
  - c. A report of drug use in the workplace, provided by a reliable and credible source.
  - d. Evidence that an individual has tampered with a drug test during his employment with IRSD.
  - e. Evidence that an employee has caused or contributed to an accident while at work.
  - f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on any TCTC/ premises or while operating a TCTC/IRSD vehicle, machinery, or equipment.
3. Routine Fitness for Duty Drug Testing may be required of an employee if the test is conducted as part of a routinely scheduled employee fitness for duty medical examination that is part of or becomes part of TCTC's established policy or that is scheduled routinely for all members of an employment classification or group.

Participation in Sanctioned and other Work-related Activities where Alcohol Is Served: When an employee and/or guest attend a sanctioned or work-related activity where alcohol is served, each individual is expected to use good judgment with regard to the amount of alcohol consumed and the legal requirements for safely driving away from the activity. Under no circumstances may an individual under the age of 21 hold or drink an alcoholic beverage on the TCTC's premises or work related activity at another location.

When an employee is chaperoning students on an off-site activity, she or he has an obligation to inform the students that TCTC's Drug and Alcohol policy is still in effect. Knowingly permitting a student to consume alcohol, except as specifically allowed by the Drug and Alcohol Policy, may result in disciplinary action or dismissal, depending on the TCTC's interpretation of the circumstances and/or legal requirements.

### Consequences for Violating Policy/Procedures

As outlined in IRSD Policy, Alcohol and Drug-Free Workplace, any employee who violates the terms of this policy may be subject to non-renewal of his/her contract or employment or he/she may be disciplined, suspended or terminated. When an employee has a positive confirmed drug test, such action by the School Board will be considered to be for cause. When a job applicant has a positive confirmed drug test, or otherwise violates the terms of this policy, the School Board may refuse to hire the applicant and such refusal to hire will be considered to be for cause. Violations may also result in legal consequences TCTC/IRSD will notify the appropriate authorities whenever warranted.

TCTC/IRSD will inform the employee in writing of such positive test result, the consequences of such results, and the options available to the employee or job applicant. If an employee has a confirmed positive test result for an alcohol level or an unlawful drug or substance, the employee may be subject to disciplinary action up to and including termination of employment, consistent with the applicable collective bargaining agreement, if applicable.

### 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 IRSD 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.
4. Reserves the right to search the person, vehicle, and/or personal property of employees when on a TCTC campus and/or while on duty regardless of location, consistent with applicable law.

#### Consequences for Violating Policy/Procedures

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Code of Student Conduct policy and procedures. At his or her discretion, the TCTC Principal or her/his designee may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse awareness program or seminar conducted by member of the TCTC staff. For more severe infractions, the student may be terminated from the program.

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 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

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 TCTC or any law enforcement agency with jurisdiction on TCTC's campuses. TCTC's Code of Student Conduct also states 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.

*A violation of any law regarding alcohol is also a violation of the College's Code of Student Conduct will be treated as a separate disciplinary matter by TCTC.*

## ACKNOWLEDGMENT OF RECEIPT OF STUDENT CATALOG

The Student Catalog contains important information about Treasure Coast Technical College, and I understand that I should consult the Administrator/ Instructor/ [designate one] regarding any questions not answered in the catalog. I understand the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand I have an opportunity to read at <https://www.indianriverschools.org/tctc> under Student Catalog.

I understand that I may ask any questions concerning the handbook and accept the terms of the handbook. I also understand it is my responsibility to comply with the policies contained in this catalog and any revisions made to it.

I have been informed of location of where I can read catalog on the date listed below. I understand that I am expected to read the entire catalog. I understand that this form will be placed in my student file.

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**Signature of Student**

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**Date**

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**Student's Name - Printed**

**TREASURE COAST TECHNICAL COLLEGE**  
**SCHOOL DISTRICT OF INDIAN RIVER COUNTY**  
**4680 28TH COURT**  
VERO BEACH, FL 32967  
(772) 564-4970

**[WWW.INDIANRIVERSCHOOLS.ORG/TCTC](http://WWW.INDIANRIVERSCHOOLS.ORG/TCTC)**

