



FLAGLER TECHNICAL INSTITUTE
ADULT & COMMUNITY EDUCATION

CATALOG AND PROGRAM GUIDE





FLAGLER TECHNICAL INSTITUTE
ADULT & COMMUNITY EDUCATION

2012 - 2013

“Certified true and correct in content and policy”

Virginia Giaramita, Director

Date

Flagler County Schools 2012-2013 Public School Calendar

August 13-15	Mon-Wed	Pre-Planning Begins for Teachers
August 16	Thursday	First Day of School for Students
September 3	Monday	Labor Day Holiday
September 19	Wednesday	Early Release Day for Students
September 27-28	Thurs-Fri	Professional Development Day/Student Off
October 25	Thursday	End of First Quarter
October 26	Friday	Teacher Planning Day/Student Off
November 12	Monday	Veteran's Day/Schools & District Closed
November 16	Friday	Thanksgiving Holiday Begins at the End of Day
November 19-23	Mon-Fri	Thanksgiving Holiday Break
November 26	Monday	Classes Resume
November 28	Wednesday	Early Release Day for Students
December 18	Tuesday	Winter Break Begins – End of Day
December 19-January 1	Wed-Tues	Winter Break/Schools Closed
January 2	Wednesday	Classes Resume
January 17	Thursday	End of First Semester
January 18	Friday	Teacher Planning Day/Students Off
January 21	Monday	Dr. Martin L. King Birthday Holiday/District Closed
February 18	Monday	President's Day/District Closed
February 19	Tuesday	Professional Development Day/Student off
February 27	Wednesday	Early Release Day for Students
March 22	Friday	End of Third Marking Period
March 25-29	Mon-Fri	Spring Break/Schools Closed
April 1	Monday	Teacher Planning/Students off
May 1	Wednesday	Early Release Day for Students
May 27	Monday	Memorial Day/District Closed
June 6	Thursday	Last Day for Students
June 7	Friday	Post-Planning For Teachers/Last Day

Progress Report Dates: Sept 20th, Nov 28th, Feb 22, May 2nd

Report Card Dates: Oct 29th, Jan 23rd, April 4th, June 6th



FLAGLER TECHNICAL INSTITUTE
ADULT & COMMUNITY EDUCATION

Introduction

The Flagler Technical Institute offers multiple opportunities to individuals entering the workforce. Programs of varying lengths and emphasis prepare students to assume entry-level positions in many fields. In addition, FTI provides continuing workforce education for employed individuals who want to improve their skills in order to progress in their chosen profession.

All programs combine the study of theory and science with supervised “hands-on” practices. Program objectives are designed to enable students to acquire knowledge, attitudes, and skills necessary to function as accountable and responsible members of the business team. Students are prepared to work effectively with individuals of various ages and cultural diversities.

We believe that the future belongs to those who prepare for it, and we welcome you to your new future in career and technical education.

Flagler Technical Institute/Adult & Community Education Mission

Flagler Technical Institute / Adult & Community Education is to provide programs and services that enable residents of Flagler County to be educationally prepared, economically self-sufficient, physically fit, culturally enriched, and civic-minded.

Flagler Technical Institute/ Adult & Community Education Vision

Flagler Technical Institute / Adult & Community Education will employ resources effectively and efficiently to provide educational experiences that increase workforce preparedness and improve the quality of life for residents of Flagler County.

Governing Board

Flagler County School Board
Sue Dickinson, Chair Person
Colleen A Conklin, Member
Andy Dance, Member
John Fisher, Member
Trevor Tucker, Member

Superintendent of Schools

Janet Valentine

Administration

Virginia Giaramita, Director
Ronee King, Coordinator

Program Managers

Nicholas Della Fave, Apprenticeship & Architecture and Construction
Jack Jarrell, Public Safety
Sharon Kochenour, Human Services
LaJuana McKay, Business, Management, & Administration
David Nelson, Transportation, Distribution, & Logistics
Maureen Stowell, Education and Training
Shirley Lachiewicz, Health Science

Adult Advisory Council

Jean Hunter, Chair Person

Olivia Braxton	Jack Howell
Robert Cahill	Raymond Jackson
James Callendar	Trish LeNet
Merrill Climo	Jean MacAllister
Sue Dickinson	Edmund Pinto, Jr.
Joel Fallon	Ana Rodriguez
Josie Garcia	Soncera Ross
Virginia Giaramita	Marlene Shapiro
	Janet Valentine

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Program Categories

Flagler Technical Institute's instructional opportunities are divided into four categories: *Workforce Education*, *Apprenticeship programs*, *Continuing Workforce Education*, and *Adult Education*.

Workforce Education is job preparatory instruction designed to train students to enter the workplace. Students earn a Certificate of Completion upon successful program completion.

Apprenticeship Programs combine on-the-job training with classroom instruction to enable students to move from an apprentice (semi-skilled level) to a journeyman (skilled level).

Continuing Workforce Education provides short term training which allows students to upgrade their current work skills and qualify for higher skilled jobs.

Adult Education provides Adult Basic Education (ABE), General Education Diploma (GED), and GED preparation classes.

Admission Requirements

To enter career and technical education programs, students must be at least 16 or older and withdrawn from the K-12 school system or approved for dual enrollment. No entrance exam is required to enroll in a career program. The Test of Adult Basic Education (TABE) is the exit exam that must be passed for students to graduate from many career and technical education (CTE) programs. Therefore, the TABE is administered to students registered in programs that require the TABE within six weeks after registration. Applied Academic classes are available to ensure student success.

All participants should possess a high school diploma. To improve employment opportunities, students who do not possess a high school diploma are encouraged to attend GED preparation classes to ensure they earn their high school equivalency diploma prior to entering the CTE program.

Dual Enrollment

Students who are currently enrolled in local high schools and who are at the junior or senior level may be eligible to participate in the dual-enrollment program. This program provides students the opportunity to earn high school credits and vocational occupational completion points. Interested high school students should confer with their high school counselor for details and to obtain the necessary forms.

Transfer Credit Acceptance

Transcripts for previous educational training/experience must be evaluated by the program manager to determine acceptance. An official transcript from an approved training facility must be provided to determine transferability.

Discrimination Statement

Flagler Technical Institute shall not discriminate against any student, student applicant, employee or applicant for employment on the basis of race, creed, color, religion, sex, national origin, handicap, age, marital status or political involvement.

Section 504 of the Rehabilitation Act of 1973 states: “No otherwise qualified individual with a disability in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance or activity conducted by an executive agency...” Any student who is disabled, but not eligible under the Individuals with Disabilities Education Act may be eligible and protected under Section 504. Instruction will be individually designed to meet the needs of these students.

Program Certification

All programs offered through the Flagler Technical Institute are approved by the Florida Department of Education Office of Workforce Education. The Health Science program Patient Care Assistant (PCA) is approved by the State of Florida Board of Nursing. The Human Services programs are approved by the Florida Board of Cosmetology. The EMT program is approved by the Division of State Fire Marshal, Bureau of Fire Standards and Training.

Accreditation

Flagler Technical Institute is accredited through the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta GA 30346, 800-917-2081.

Tuition Rate

Students are classified as dependent or independent residents, dependent or independent non-residents, or foreign students for the purpose of assessing tuition. A foreign student is a non-immigrant who possesses a VISA and is not considered to be a resident of the United States or of Florida. To establish legal residence in the State of Florida the applicant must meet one of the following documentation requirements:

- Residence in Florida for at least 12 months or longer prior to enrollment
- Purchase of a home in Florida, which is occupied as the applicant’s residence.
- Filing a declaration of domicile in Flagler County, Florida
- Current active duty in the United States military.
- Employment as a civilian employee of the Federal Service.
- Employment as a migratory agricultural worker.



Note: Fees are subject to change by School Board approval and/or state statute.

The current resident base tuition rate for Workforce Education programs is \$2.44 per clock hour plus the cost for supplies, materials, facilities, and equipment.

FLAGLER TECHNICAL INSTITUTE

General Information

Campus Locations

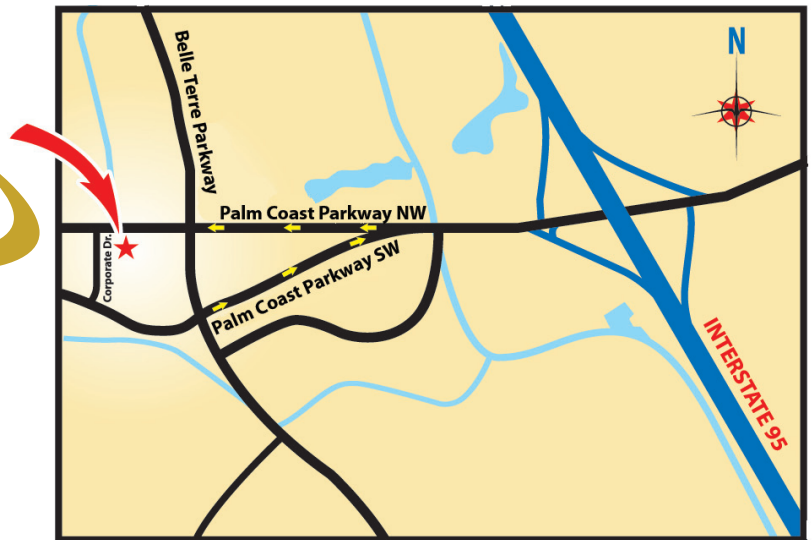
Flagler Technical Institute's main campus is located in the heart of Palm Coast. The three-story building houses classes in Career and Technical Education (CTE), Adult Education, and Community Education, both days and evenings. Flagler Technical Institute (FTI) also offers evening classes at Flagler Palm Coast High School. All sites have state-of-the-art equipment, current textbooks, and other resource manuals/materials to offer students the most up-to-date information and technology. We have up-to-date computer labs, a health occupations lab, a construction technology workshop, and apprenticeship equipment to simulate many required applications.

Early Childhood Education classes are held at childcare facilities throughout the region. Fire fighter training is done at the Tiger Bay facility in Volusia County, a training site certified by the State Fire Marshal. Class locations are listed in the program catalog and on the website at <http://fti.flaglerschools.com>.



Flagler Technical Institute

1 Corporate Drive
Palm Coast FL 32137
386-447-4345



Additional Campuses

A1A Center

5633 North Oceanshore Blvd.
Palm Coast, FL 32137
(386) 446-6730

Matanzas High School

3535 Old Kings Rd. N.
Palm Coast, FL 32137

Flagler Palm Coast High School

3265 East Highway 100
Palm Coast, FL 32164

Flagler EOC

1769 E. Moody Blvd.
Bunnell, FL 32110
(386) 446-6730

Fire Fighter Training Facility

3889 Tiger Bay Road
Daytona Beach, FL 32124

Administrative Staff

Coordinator

Ronee King
386-447-4345
KingR@flaglerschools.com

Program Managers

Apprenticeship/Architecture & Construction

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Apprenticeship/Education & Training

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Business, Management, & Administration

TBA
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Transportation, Distribution & Logistics

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Health Science Education

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Human Services

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Law, Public Safety & Security

Jack Jarrell MSM, Executive Fire Officer
386-447-4345 Ext. 1820
JarrellJ@flaglerschools.com

Hospitality & Tourism

Ronee King
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KingR@flaglerschools.com

Support Staff

Testing Center

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RardonC@flaglerschools.com

Finance Office

David Skinner
386-447-4345 Ext. 1815
SkinnerD@flaglerschools.com

Susan McManus
McManusS@flaglerschools.com

Karen O'Shaughnessy
O'ShaughnessyK@flaglerschools.com



Student Policies

The Student Policy Handbook is available on the Flagler Technical Institute website, <http://fti.flaglerschools.com>. This handbook contains all of the policies and procedures of Flagler Technical Institute and should be reviewed prior to registration.

Student Identification Badges

All students are required to wear a photo identification badge when on campus. Badges are issued by appointment between the hours of 7:30 a.m. and 3:30 p.m. at the main campus. Lost badges will result in a replacement fee.

Career Counseling

Program Managers are available to assist students during the academic period at FTI and with post graduation career assistance. Services include:

- career interest searches
- researching career information
- outlooks
- potential salaries
- job searches
- interviewing skills

Uniforms

Some programs require uniforms which must be purchased by students and worn to every class.

Industry Certification Testing

Add credibility to your resume, increase your competitive edge, and prove you have a comprehensive understanding of your profession. Certification allows you to achieve these goals and more.

Studies show that certification...

...Demonstrates your expertise and gets you the recognition your skills deserve. It is tangible evidence that you not only have the know-how to provide top-notch support for your position, but are committed to a life-long, continuous learning process.

...Proves you are proficient on the latest technology. Undergoing training and becoming certified means you have a comprehensive understanding of the most recent technology and can apply it to the current position.

Financial Assistance

Financial aid is available to students who qualify. FTI accepts Florida Pre-Paid, Pell Grants, Florida Student Assistance Grant (FSAG), Bright Futures scholarships, Veterans Benefits, funding from the Center for Business Excellence (One-Stop), the Northeast Florida Community Action Agency (NFCAA) as well as limited local scholarships. All students seeking financial aid must complete the free application for Federal Student Assistance (FAFSA) at www.fafsa.ed.gov, school code 041583. For more information, call the institute's main office at 386-447-4345.

Refund Policy

Tuition paid by students, minus the registration fee and any expenses incurred by Flagler Technical Institute, will be refunded if the student formally (in writing) withdraws within the first week of instruction. Add/drop dates are posted on the website. A full refund will be granted if a program is cancelled by Flagler Technical Institute. Requested refunds are given within 45 days of student withdrawal or program cancellation.

Returned Check Policy

When students paying their own tuition have a returned check, all future fees must be paid in cash, by certified check, or money order.

Registration Process

Program Listings are posted at <http://fti.flaglerschools.com>. Students register at Flagler Technical Institute's main campus located at One Corporate Drive, Palm Coast. For additional information or to make an appointment, call 386-447-4345. Flagler Technical Institute works on a quinmester system. Classes begin in August, October, January, March, and June.

Student Grievance Procedures

A student in an adult environment must attempt resolution of an issue at the classroom level. If there is no resolution at that level, the student may present the concern to the program manager. If a satisfactory solution is not reached, the issue is regarded as a grievance and the student must state the grievance in written form to the program manager. Within five (5) school days, the appropriate administrator will meet with the student. The student will be afforded the opportunity to state his/her side of the story and to present evidence or witnesses. Within five (5) school days of the initial meeting, a student may appeal the outcome of that meeting to the Director who will schedule a meeting with the student within two (2) weeks. As Flagler Technical Institute is accredited by the Council on Occupational Ed, in the event of an unresolved grievance, a student may contact the Council at:

Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta GA 30350
(800) 917-2081 or (770) 396-3898
FAX: (770) 396-3790
<http://council.org>

Grievance files will be maintained in the office for the director of Adult and Community Education. These files will be kept for five years after the date of the final resolution of the grievance.

Test of Adult Basic Education

(TABE)

Course	Reading	Math	Language	HS Diploma Required
Cosmetology	9	8	8	If Receiving Financial Aid
Culinary Arts	9	9	9	If Receiving Financial Aid
Early Childhood Education (Vocational)	9	9	9	Yes
Emergency Medical Technician	10	10	10	
Fire Fighting	10	10	10	
Landscaping/Nursery Management	9	9	9	If Receiving Financial Aid
Medical Administrative Specialist	10	10	10	If Receiving Financial Aid
Medical Assisting	10	10	10	Yes
Medical Coder/Biller	11	9	11	Yes
Patient Care Technician	10	10	10	Yes
PC Support Services	9	9	9	If Receiving Financial Aid

Program Fees

Nonrefundable Registration Fee	\$35.00
Technology Access Fee	\$35.00
Assessment Fee	\$15.00
Replacement Badge Fee	\$ 5.00
Capital Improvement	\$15.00

Additional Nonrefundable Fees

CDL Program DOT Physical	\$75
CDL Program Drug Screening	\$55
PCA Program Background check	\$24
Cosmetology Program Background Check (Day Only)	\$30

As a part of the admissions process, all students will complete the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.ed.gov and submit their Student Aid Report (SAR) to FTI.

Students approved for financial aid must maintain satisfactory academic progress to maintain their eligibility for funding.

Attendance Policy

Students are expected to attend all classes, arrive on time, and depart upon the completion of the class. Career and technical programs are based on hours and students must meet federal and state requirements to complete a program. To meet these requirements, student must make up absences. In case of an absence due to illness or other emergency (excused absences), the student shall call the main office at 386-447-4345. Examples of excused absences include personal illness or serious injury, death in the immediate family, serious illness of the immediate family, or subpoenas. Any other absence is an unexcused absence. Students may be terminated from the program in the case of chronic absences. Attendance policies vary per program. See the individual program listing for program requirements. Students receiving financial aid must meet grantor requirements.

Grading System

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 59	F
Pass/Fail	

Students must earn a final grade of “C” (75%) or above to receive a certificate of completion in the Business Technology, Health Science, & Human Services programs. Students must earn a final grade of “B” or above to receive a certificate of completion in the Public Safety and Human Services programs. Apprenticeship, Electrician, Landscaping/Nursery Management, HVAC, Early Childhood Education, Childcare Center Operator, and Business Construction Technology programs are pass/fail. The Commercial Vehicle Driving program is also a pass/fail program. Students must earn their Commercial Vehicle Driver’s License to complete the CDL program.

Occupational Completion Points

Students who complete specific classes in each program earn Occupational Completion Points (OCPs). To earn an OCP, students must demonstrate mastery of the required skills for each class. A student who successfully completes all OCPs in their program will earn a Flagler Technical Institute Program Certificate.

Standards of Academic Progress for Veteran's Administration (VA) Students

Students will be granted an excused absence for extenuating circumstances only. Excused absences will be substantiated by entries in the student's file. Students are responsible for all class work missed; work is to be made up within 48 hours upon return to class. Special note: In our commercial vehicle driving program, driving hours must be made up prior to graduation. It is the student's responsibility to schedule driving hours and make up time with the instructor. VA funded students exceeding three days unexcused absences in a class session will be terminated for unsatisfactory attendance.

Students must be able to perform both the classroom and the practical skills within the specified time frames.

If a student is unsuccessful on either the written portion of the exam or the practical portion of the exam, the student will re-take only that exam.

Students receiving VA Educational benefits must maintain a minimum cumulative grade point average (CGPS) of "C" – 80% on each subject exam and skill test. A VA student whose CGPA falls below 80% at the end of any semester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA Educational benefits will be terminated. If a student cannot perform at a C grade level the student will be terminated from the program.

Conditions of re-entrance for those students dismissed for unsatisfactory progress will be that the student must re-enroll and re-pay the fee in the next class session. A VA student terminated from VA Educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

Transcripts for previous Educational training/experience must be evaluated by the current school in a timely manner. Should credits be accepted and/or granted, the VA student's training time and tuition will be reduced proportionally. The VA student will receive a written notice of the credits allowed.

Recent Changes in the GI Bill

The Department of Veterans Affairs is reaching out to inform veterans of recent changes made by Congress to the Post 9/11 GI Bill that take effect in 2011. Beginning October 1, changes will include eligible individuals being able to use the Post 9/11 GI Bill for programs such as non-college degrees, on-the-job training and correspondence courses. Information on the Post 9/11 GI Bill is available at the VA's GI Bill website at www.gibill.va.gov or by calling 1-888-GIBILL-1

ARCHITECTURE & CONSTRUCTION

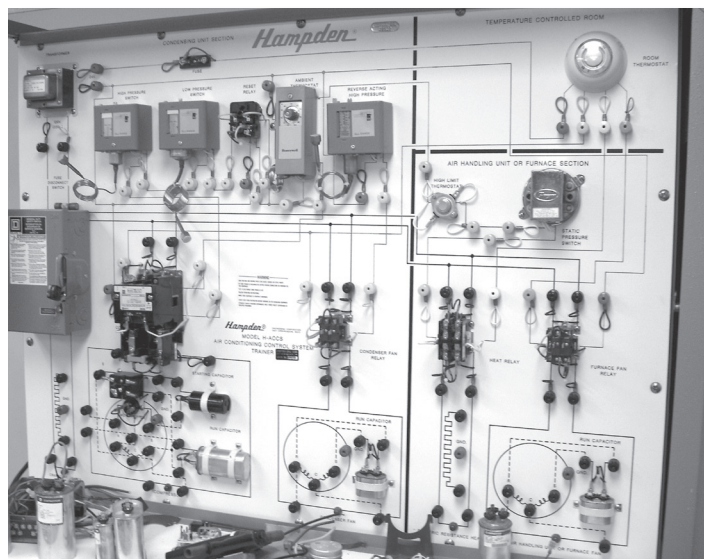
Nick Della Fave, Program Manager

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

Program Number: C400100

**Program Length: 750 hours / One year / Full-time
500 hours / 3 years / Part-time**

The Air Conditioning, Refrigeration, and Heating Technology program (HVAC) is designed to prepare students for employment in the heating, air-conditioning, refrigeration and ventilation industry. Students will be prepared for employment as A/C, Refrigeration and Heating Helper, A/C Refrigeration and Heating Mechanic Assistant. Upon employment in the industry, students will be candidates for the HVAC Apprenticeship program.



OCP A: A/C, Refrigeration, Heating Helper

250 classroom hours

OCP B: A/C, Refrigeration, Heating Mechanic Assistant

250 classroom hours

OCP C: A/C, Refrigeration and Heating Mechanic

250 classroom hours

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY APPRENTICESHIP

Program Number: I47021R

Program Length: 500 classroom hours; 6,000 on-the-job-training hours

The Air Conditioning, Refrigeration, and Heating Technology Apprenticeship program (HVAC) is designed to provide advanced training in the heating, air-conditioning, refrigeration and ventilation industry. To enroll in the apprenticeship program, students must be employed in the field. Completion of required classroom instruction and on the job training hours will allow students to advance in the HVAC industry. Successful completion of each occupational completion point will allow students to achieve the status of A/C, Refrigeration and Heating Helper, A/C Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic and A/C Refrigeration and Heating Technician.

ELECTRICIAN

Program Number: I460314



Program Length: 750 hours / four year program (part-time only)

The Electrician program prepares students for employment or advanced training in a variety of construction electrical industries. It provides students with the skills, knowledge, and attitudes necessary to succeed in residential, commercial, and industrial fields. Training includes assembly, installation, operation, maintenance, and repair of electrical equipment. This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Students who successfully complete these classes will receive a certificate of completion. Students who enter employment in the electrical industry while enrolled in the Electrician program will be candidates for the Electrician Apprenticeship program.

OCP A: Electrician Helper

300 classroom hours

OCP B: Residential Electrician

450 classroom hours

ELECTRICIAN - APPRENTICESHIP

Program Number: I46032R

Program Length: 750 classroom hours; 8,000 on the job training hours

The Electrician program provides advanced training in a variety of construction electrical industries. It provides students with the skills, knowledge, and attitudes necessary to succeed in residential, commercial, and industrial fields. Training includes assembly, installation, operation, maintenance, and repair of electrical equipment used in these applications. This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.



LANDSCAPING / NURSERY MANAGEMENT

Program Number: A010616

Program Length: 300 hours / two-year program (part-time only)

The Landscaping/Nursery Management program prepares students for employment in the horticulture and landscape industries as first-line supervisors/managers of landscaping and grounds keeping, nursery and greenhouse managers, landscape or horticulture specialists, landscape gardeners, park workers, gardeners, special effects landscapers, landscape or horticulture professionals, landscape supervisors, first-line supervisors of landscaping and horticulture, production and nursery supervisors, and horticulture technicians.

The content includes instruction pertaining to an understanding of plant physiology and growth, plant nutrition and fertilization, plant classification and identification, pest control, pruning and shaping plants, maintenance of landscape plants, equipment maintenance, and employability and human relations skills. This program also prepares for certification and licensure as a horticulture professional and landscape technician.

Students who enter employment in the Landscape/Nursery field while enrolled in this program will be candidates for the Landscaping/Nursery Management Apprenticeship Program.

OCP A: Nursery Worker

300 classroom hours

LANDSCAPING / NURSERY MANAGEMENT APPRENTICESHIP

Program Number: A01061R

Program Length: 300 classroom hours; 4,000 on the job training hours

The Landscaping/Nursery Management program prepares students for employment in the horticulture and landscape industries as first-line supervisors/managers of landscaping and grounds keeping, nursery and greenhouse managers, landscape or horticulture specialists, landscape gardeners, park workers, gardeners, special effects landscapers, landscape or horticulture professionals, landscape supervisors, first-line supervisors of landscaping and horticulture, production and nursery supervisors, and horticulture technicians. The content includes instruction pertaining to an understanding of plant physiology and growth, plant nutrition and fertilization, plant classification and identification, pest control, pruning and shaping plants, maintenance of landscape plants, equipment maintenance, and employability and human relations skills. This program prepares for certification and licensure as a horticulture professional and landscape technician.

The following classes and OJT requirements comprise the Landscaping/Nursery Management program. Successful completion of these classes will earn the student a Certificate as a Landscape Technician.

OCP A: Nursery Worker

150 classroom hours

2,000 on-the-job training hours

OCP B: Nursery and Greenhouse Manager

150 classroom hours

2,000 on-the-job training hours

BUSINESS, MANAGEMENT & ADMINISTRATION

MEDICAL ADMINISTRATIVE SPECIALIST

Program Number: B070300

Program Length: 1,050 hours / 10-12 months

The Medical Administrative Specialist program offers a broad foundation of knowledge and skills expanding the traditional role of the Medical Secretary. The course teaches the use of technology to develop communication skills, higher level thinking skills and decision making skills. The program includes medical terminology; office procedures; transcription of medical documents; and business software.

The following classes comprise the Medical Administrative Specialist program. Successful completion of these classes will earn the student a Medical Administrative Specialist Certificate.



OCP A: Information Technology Assistant	150 hours
OCP B: Front Desk Specialist	300 hours
OCP C: Medical Office Technologist	300 hours
OCP D: Medical Administrative Specialist	300 hours

PC SUPPORT SERVICES

Program Number: B070400

Program Length: 900 Hours

This program is designed to prepare students for employment as a Help Desk Support Assistant, Help Desk Specialist, and Help Desk Analyst.

The program offers a broad foundation of knowledge and skills to prepare students for employment in PC support services positions. The content includes software applications and operating systems including the use of advanced software/system features and programs; electronic communication via the Internet; Web page components; computer networking and network administration; the interrelationships among major components of networks; hardware and software selection and installation; integration techniques to enhance projects; and preventative hardware maintenance.

PC Support Services focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; and health, safety, and environmental issues.

Students completing the following courses will earn a certificate of completion and be eligible to test for industry certification.

OCP A Computing for College and Career (BTE Core)
OCP B Help Desk Support Assistant
OCP C Help Desk Technician
OCP D Help Desk Analyst



150 hours
300 hours
300 hours
150 hours

EDUCATION AND TRAINING

Maureen Stowell, Program Manger

CHILDCARE CENTER OPERATIONS

Program Number: V200206

Program Length: 45 hours / 4.5 Continuing Education Units (CEU)



Childcare Center Operations prepares students to become Childcare Center Directors. The course is offered to Early Education Teachers, owners, and operators. Students acquire knowledge in the areas of organizational leadership, financial management, legal obligations and responsibilities, marketing strategies, assessment, monitoring practices, observations, referrals and collaboration of programs with families and community resources.

Completion of the class is required for the foundational level of the state mandated Child Care Director's Credential. Students who complete this class will earn a Child Care Center Director Certificate.

OCP A: Child Care Center Director 45 classroom hours

EARLY CHILDHOOD EDUCATION

Program Number: V200210

Program Length: 675 hours

Prerequisite: OCP A: Childcare Worker 45 hour class (not offered at FTI)

The Early Childhood Education program prepares students for employment in the childcare industry. Instruction includes learning activities provided in a classroom setting using hands-on experiences with the equipment and materials appropriate to program content. Activities provide instruction in the use of manipulative equipment, language development; creative art, music, science, and dramatic play; developmentally appropriate practices; brain research; classroom management; and Child



Development Associate (CDA) competencies. Observation and supervised work experience with young children in the community childcare industry or a community laboratory setting are an integral part of this program. Completion meets the requirements for the Florida Staff Credential. Students who become employed in the childcare field prior to completion of this program will be transferred to the apprenticeship program.

The program consists of 150 hours of classroom time and 450 hours of direct work with children. Successful completion of this program earns the student a Florida Department of Ed Early Childhood Professional Certificate.

OCP A: Childcare Teacher Aide	75 classroom hours
OCP B: Preschool Teacher	75 classroom hours

EARLY CHILDHOOD EDUCATION APPRENTICESHIP

Program Number: V20021R

Program Length: 150 classroom hours; 2,000 on-the-job-training hours per year for two years (Total classroom hrs 300; Total OJT hrs 4,000)

Prerequisite: OCP A: Childcare Worker 45 hour class (not offered at FTI)

The Early Childhood Education program prepares students to earn a Florida Department of Education Early Childhood Professional Certificate. Instruction includes learning activities provided in a laboratory setting using hands-on experiences with the equipment and materials appropriate to program content. Activities provide instruction in the use of manipulative equipment, language development; creative art, music, science, and dramatic play; developmentally appropriate practices; brain research; classroom management; and Child Development Associate (CDA) competencies. Completion meets the requirements for the Florida Staff Credential.

Successful completion of this program earns the student an FTI Certificate in Early Childhood Education and a Florida Department of Education Early Childhood Professional Certificate. Through an agreement with the Department of Children and Families students who complete this program will be awarded nine (9) college credits toward an Associate Degree in Early Childhood Education when they enroll in an Associate Degree program.

Childcare Teacher Aide	75 classroom hours
OCPA: Infant/Toddler	75 classroom hours
Preschool Teacher	75 classroom hours
OCPB: Childcare Development Specialist	75 classroom hours

HEALTH SCIENCES

Shirley Lachiewicz, Program Manager

MEDICAL ASSISTING

Program Number H170503

Program Length: 1300 HOURS/18 months

This comprehensive program offers a sequence of courses with rigorous standards and content that will prepare students to function as Medical Assistants in both the administrative and clinical areas of a medical office or clinic. This applied learning experience provides both the academic knowledge and technical skill proficiency necessary to be successful in the health care field. General employability skills, work attitudes including leadership and teamwork skills, problem-solving and critical thinking skills, and proficiency in the use of information technology tools/systems are emphasized throughout the program.

Program content includes communication and interpersonal skills; transcultural considerations; legal and ethical issues; safety, emergency preparedness and procedures (CPR, first aid); infection control concepts/procedures including asepsis and sterilization; medical terminology; health/wellness concepts; anatomy and physiology; disease concepts; medical office function and administrative procedures; medical records management; introduction to coding/billing/health insurances. Clinical skill proficiency includes patient preparation/obtaining patient history and vital signs; assisting with basic medical examination and minor surgical procedures; minor treatments; basic patient education; phlebotomy; laboratory procedures for collecting and processing specimens for diagnostic testing; basic X-ray procedures; performing electrocardiograms; pharmaceutical principles and medication administration.

The student will complete an unpaid practicum totaling 160 hours in certain ambulatory settings, performing the skills learned throughout the program. The student will be prepared to take an optional, national certification examination after completion of the program, once the program has been accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Medical Assisting Education Review Board (MAERB).

A Basic Healthcare Worker	90 hours
B Medical Office Receptionist	100 hours
C Phlebotomist, MA	75 hours
D EKG Aide, MA	75 hours
E Medical Assistant (1 of 3) - Includes Medical Terminology	320 hours
Medical Assistant (2 of 3) - Includes Computers for College and Career	320 hours
Medical Assistant (3 of 3) - Includes Intro to Coding/Billing/Health Ins.	320 hours

MEDICAL CODER/BILLER

Program Number: H170526

Program Length: 1,000 hours / 15 months

The Medical Coder/Biller program prepares students for employment in a variety of health care settings as entry level coder, medical record coder, coding technician, coding clerk, medical coder/biller or Medical Records

and Health Information Technician. Course content includes medical terminology; anatomy and physiology; coding systems; fundamentals of disease process including pharmacology; health care delivery systems; basics of medical records services; ethical and legal responsibilities; safety/security procedures; basic data processing; and employability skills.

The following classes comprise the program. Students that successfully complete these classes will earn a Medical Coder/Biller certificate.

OCP A: Introduction to Health Information Technology	90 hours
OCP B: Medical Coder/Biller I (Includes Computers for College and Career	300 hours
Medical Coder/Biller II (Includes Pathophysiology and Intro to Coding/Billing/Health Ins.)	300 hours
Medical Coder/Biller III (Includes Medical Office Receptionist; and Medical Coder/Externship)	310 hours

PATIENT CARE ASSISTANT

Program Number: H170692

Program Length: 290 hours / 6 months part-time

The Patient Care Assistant program prepares students for employment as Patient Care Assistants, Nursing Aides and Orderlies, or Home Health Aides. This program offers a broad foundation of knowledge and skills that patient care assistants will use in both acute and long term care facilities. The program stresses proper work attitudes, problem-solving skills, critical thinking, and employability skills throughout the course content. The Health Science Core Course focuses on broad transferable skills including skill in planning, management, personal finance, underlying principles of technology, labor issues, community issues, health /safety/environmental issues.

In addition, principles of patient care and associated skills are taught and demonstrated including personal hygiene, bathing, dressing, feeding/nutrition, elimination, mobility, communication. Special emphasis is given to caring for the elderly (geriatric) population. Successful completion of this program will prepare the student to take the state certification exam to become a certified nursing assistant (CNA).



The following classes comprise the program.

OCP A: Basic Healthcare Worker	90 hours
OCP B: Nursing Aide and Orderly (Articulated)	75 hours
OCP C: Advanced Home Health Aide	50 hours
OCP D: Patient Care Assistant	75 hours

PATIENT CARE TECHNICIAN

Program Number: H170694

Program Length: 600 hours/9 months

This program is designed to prepare students for employment as advanced cross trained Patient Care Assistants offering a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings. The PCA courses prepare the student to function as a caregiver in nursing homes, home health agencies and hospitals. Further, additional competencies prepare the student in Phlebotomy and Electrocardiograph Technician skills. Extended clinical experience promotes the transition from the classroom setting to work as an advanced allied health assistant (PCT).

Successful completion of these classes will earn the student a FTI Patient Care Technician certificate.

OCP A: Basic Healthcare Worker	90 hours
OCP B: Nursing Aide and Orderly	75 hours
OCP C: Advanced Home Health Aide	50 hours
OCP D: Patient Care Assistant	75 hours
OCP E: Allied Health Assistant (EKG Aide, Phlebotomy)	150 hours
OCP F: Advanced Allied Health Assistant (EKG Monitor Tech)	100 hours
OCP G: Patient Care Technician (Clinical final rotation)	60 hours

PHLEBOTOMY

Program Number: H170302

Program Length:

165 hours /16 weeks – part-time

The Phlebotomy program prepares students for employment as phlebotomists (SOC Code 31-9099) and Healthcare Support Workers. The content includes communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; emergency procedures including CPR (Heart saver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

The following classes comprise the Phlebotomy program.

OCP A: Basic Healthcare Worker	90 hours
OCP B: Phlebotomist	75 hours



HOSPITALITY & TOURISM

CULINARY OPERATIONS

Program Number: N100500

Program Length: 1200 hours / 18 months

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality and Tourism industry.

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

The following four classes comprise the program.

FOOD PREPARATION:

Examine the history and development of the food service industry. Identify occupations in the food service and hospitality industry and their impact on the economy. Identify resources for a job search and conduct a job search using current technology for jobs at various levels of the industry. Identify levels of training required for food service and hospitality occupations. Identify professional organizations related to hospitality/food service.

RESTAURANT COOK:

List the essential nutrients and their functions. Interpret food labels. Identify different dietary needs. Apply knowledge in creating menus that utilize nutritional principles.

CHEF, HEAD COOK:

Identify types of greens and their characteristics and prepare them for salads. Identify and select fruits and demonstrate various preparation methods (peel, core, score, Zest, section, puree, marinate, preserve, glaze, juice extraction). Identify and select vegetables and demonstration various preparation methods (peel by Hand or machine, cut, puree, stew, stuff). Prepare fruit salads and vegetable salads. Create fruit and vegetable garnishes.

FOOD SERVICE MANAGEMENT:

Identify characteristics of an effective manager. Examine management skills. Demonstrate effective communication skills. Use positive reinforcement techniques to increase productivity.



HUMAN SERVICES

Sharon Kochenour, Program Manager



COSMETOLOGY

Program Number: D500100

Program Length: 1,200 hours / Full-time students: 10 months, Part-time students: 17 months

The Cosmetology program prepares students for employment as licensed hairdressers, hairstylists, and cosmetologists. Instruction will qualify students for employment upon successfully obtaining a Cosmetology license.

Program content includes: acquisition of knowledge of cosmetology and related chemistry, anatomy, and physiology; and bacteriology. Students will learn and develop skills in performing manicures and pedicures; facials, hair removal; eye lash and brow tinting; make-up; hairstyling, hair cutting, hair coloring services and chemical texture services. The content also includes but is not limited to communication, leadership, human relations, and employability skills; safe and efficient work practices, Florida law and Board rules and business management.

Students must complete the core or demonstrate the mastery of skills contained in the core, before advancing in the program. Students that successfully complete these classes will earn a Cosmetology certificate of completion.

Graduates must complete an application to the Florida Board of Cosmetology and pay the appropriate fee in order to qualify for the Florida Cosmetology license examination. Upon successfully passing the state examination, students will be able to work as cosmetologists in the State of Florida.

Grooming and Salon Services, Facials and Nails	225 classroom hours
Cosmetologist and Hairdresser (1 of 3)	300 classroom hours
Cosmetologist and Hairdresser (2 of 3)	300 classroom hours
OCP A: Cosmetologist and Hairdresser (3 of 3)	375 classroom hours

FACIAL SPECIALTY

Program Number: I120424

Program Length: 260 hrs. / Full-time students: 9 wks., Part-time students: 17 wks.

The Facial Specialty Career and Technical Education training program prepares students for a career in professional facial skin care services. The program provides students training in scientific principles and fundamentals related to the structure and function of the skin, as well as the safety and sanitation required to perform services in the professional world. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty registration.



Students will learn technical skills and treatment methods to maintain and improve the facial skin's appearance. Program content includes: acquisition of knowledge of the facial specialist and related chemistry, bacteriology, anatomy and physiology; hair removal; eye lash and brow tinting; the art of make-up, and the development of skills in performing the manipulative and electrical techniques required in the practice of facials specialist occupations. The content also includes but is not limited to communication, leadership, human relations, and employability skills; safe and efficient work practices, Florida cosmetology law and rules and business management.

Students who successfully complete this class will earn a Facials/Skin Care Specialist certificate of completion.

Graduates must complete an application to the Florida Board of Cosmetology for their specialty registration and pay the appropriate fee in order to work as a Facial Specialist.

OCP A: Facials/Skin Care Specialist
260 classroom hours

NAIL SPECIALTY

Program Number: I120414

Program Length: 240 hrs

Full-time students: 9 wks. (Summer Only)

Part-time students: 16 wks.

The Nail Specialty Career and Technical Education training program prepares students for a career in the professional care and beautification of the nails, hands and feet. The program provides students training in scientific principles and fundamentals related to the structure and function of the nails, as well as the safety and sanitation required to perform services in the professional world.

Students will learn proper procedures in the art of performing manicures and pedicures, adding nail extensions, and techniques in nail artistry. The content also includes but is not limited to communication, leadership, human relations, and employability skills; safe and efficient work practices, Florida law and Board rules and business management. Students that successfully complete this class will earn a Nail Specialist certificate of completion.

Graduates must complete an application to the Florida Board of Cosmetology for their specialty registration and pay the appropriate fee in order to work as a Nail Specialist.

OCP A: Manicurist & Pedicurist 240 classroom hours



LAW, PUBLIC SAFETY & SECURITY

Jack Jarrell, Program Manager

EMERGENCY MEDICAL TECHNICIAN (EMT)

Program Number: W170208

Program Length: 250 hours

This is an instructional program that prepares students for employment as emergency medical technicians to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. The program prepares students for certification as EMT's in accordance with Chapter 64J of the Florida Administrative Code. The program must be approved by the Department of Health, Bureau of Emergency Medical Services and the curriculum must adhere to the U.S. Department of Transportation (DOT) 2009 National Emergency Medical Services Education Standards: Emergency Medical Technician Instructional Guidelines. This is the initial level for a career in emergency medical services and the primary prerequisite for paramedic training and certification.

The content includes but is not limited to : patient assessment, airway management, cardiac arrest, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, acute abdomen, communicable diseases, patients with abnormal behavior, alcohol and drug abuse, the unconscious state, emergency childbirth, burns, environmental hazards, communications, reporting, extrication and transportation of patient. The student must be proficient in patient assessment and evaluation, the use of suctioning devices, oral and nasal airways, resuscitation devices, oxygen equipment, sphygmomanometer and stethoscope, splints of all types, pneumatic anti-shock garments, extrication tools, dressings and bandages, stretchers and patient carrying devices.

In addition to the 250 hours of classroom, the students are required to participate in a clinical setting at the Emergency Room and on State of Florida certified patient transport ambulances.

FIRE FIGHTING

Program Number: P430205

Program Length: 398 hours for Firefighter I & Firefighter II

40 hours for First Responder

20 hours for Emergency Vehicle Operations

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Fire Service.

The program is approved by the Division of State Fire Marshal, Bureau of Fire Standards and Training. Outcomes and Student Performance Standards in this program have been adapted from the National Fire Protection Association Standard for Fire Fighter Professional Qualifications (NFPA 1001), as regulated by the Florida Bureau of Fire Standards and Training through Chapter 633, F.S. and the State Fire Marshal Rules, Chapter 69A-37, Florida Administrative Code (F.A.C.).



The firefighter training embodied in the curriculum requirements consists of 206 hours of training to complete Part I (equivalent to NFPA Firefighter I compliant) and an additional 192 hours to complete Part II (equivalent to NFPA Firefighter II compliant) training. Completion of both Part I and Part II represents the required 398 hours referred to collectively hereinafter as the “Minimum Standards Course” which is required to be certified as a firefighter.

The fire fighter program content includes, but is not limited to, orientation to the fire service, fire alarms and communication, vehicles, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools and equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first responder emergency medical techniques, water supplies, principles of in-service inspections, safety, controlled burning, and employability skills.

First Responder – This is an instructional program that prepares individuals to provide initial care to sick or injured persons. First Responder is a prerequisite for this program. Completion of a State of Florida approved Emergency Medical Technician Program also meets the prerequisite for this program.

Firefighter I – Provides training in the basic concepts and skills required of a volunteer firefighter. This program meets the requirements for the Florida Bureau of Fire Standards, and successful completion qualifies the student to take the State Exam for Firefighter I. All combat volunteer firefighters in the State of Florida must be Firefighter I certified.

Firefighter II – Combined with Firefighter I, provides training in the basic concepts and skills required to be a career firefighter. The program meets the requirements for the Florida Bureau of Fire Standards, and successful completion qualifies the student to take the State Exam for Firefighter Minimum Standards.

Emergency Vehicle Operations Course – This instructional program prepares students for driving Fire Apparatus. The curriculum consists of Legal Aspects of Emergency Vehicle Driving, Vehicle Dynamics, Vehicle Inspection and Maintenance, Vehicle Operations and Safety, and Emergency Vehicle Competency.

OCP A: Fire Fighter I	206 hours
OCP B: Fire Fighter II	192 hours

Transportation, Distribution, & Logistics

Dave Nelson, Program Manager

CDL – COMMERCIAL VEHICLE DRIVING

Program Number: I490205

Program Length: 320 hours / 8 weeks – full-time, 20 weeks – part-time

The Commercial Vehicle Driving program prepares students for employment as tractor trailer/truck drivers. The course includes the following: operation of trucks and tractor-trailer vehicles; loading and unloading cargo; reporting delays or accidents on the road; verifying load against shipping papers; and communication and leadership skills; mathematical skills; human relations and employability skills; keeping records; and safe and efficient work practices.

Successful completion of this program will result in the receipt of a Commercial Vehicle Driver's License. Student must be aged 21 or older to enter the program.

OCP A: Commercial Vehicle Driver 320 hours



CDL REFRESHER

Program Number: CWE

Program Length: 40 hours

Students admitted to this continuing workforce education course must have an active and current CDL Class A License. Classes are held periodically throughout the year. Contact the program manager to enroll.



OTHER TESTING AND ENDORSEMENTS AVAILABLE

- Third Party Testing, License Classes A, B, and C
- Passenger Endorsement
- School Bus Endorsement

Program Schedules

Program schedules are available in Flagler Technical Institute's main office and on the website. Program information is also sent to every Flagler County household five times yearly and posted on the school website, <http://fti.flaglerschools.com>. For additional program information, contact the appropriate Program Manager listed on the previous page.

Quin- mester	Start Date	End Date	Registration Deadline	Add/Drop Date	Financial Aid Deadline
1	June 11, 2012	August 24, 2012	June 18, 2012	June 18, 2012	May 17, 2012
2	August 27, 2012	October 26, 2012	September 3, 2012	September 3, 2012	August 2, 2012
3	October 29, 2012	January 18, 2013	November 5, 2012	November 5, 2012	October 4, 2012
4	January 21, 2013	March 22, 2013	January 28, 2013	January 28, 2013	December 13, 2012
5	April 1, 2013	June 7, 2013	April 8, 2013	April 8, 2013	February 28, 2013

Program Admission / Exit Requirements

To enter career and technical education programs at Flagler Technical Institute (FTI) students must be at least 16 or above and withdrawn from the K-12 school system or approved for dual enrollment. Students must possess a high school diploma or a General Education Diploma (GED) from an accredited institution. High school diplomas from unaccredited institutions are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Students who do not possess a high school diploma or GED will be provided with Flagler Adult General Education GED preparation class information.

Most programs require the student to take the appropriate Test of Adult Basic Ed (TABE) upon entrance. Each program has a specific minimum TABE test score that must be met before a student can earn a completion certificate.

Patient Care Assistant, Patient Care Technician, Phlebotomy and Medical Assisting students must submit to and pass a Level 2 background check prior to acceptance into the program. Commercial Vehicle Driving students must submit to and pass a drug analysis test prior to acceptance into the program. Early Childhood Education students must submit to and pass a Level 2 background screening prior to acceptance into the program.



FTI

FLAGLER TECHNICAL INSTITUTE
ADULT & COMMUNITY EDUCATION

Student Notes



CONGRATULATIONS

FTI

GRADUATES

