

2025-2026



INSTITUTIONAL CATALOG

William H. Turner Adult & Continuing Education Center

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Table of Contents

| | |
|--|----|
| Welcome | 5 |
| Introduction | 5 |
| School Details | 5 |
| Vision | 5 |
| Mission..... | 5 |
| General Admission Information..... | 5 |
| Verification of Florida Residency | 7 |
| Tuition and Fees..... | 7 |
| Admission Test Requirements Description | 8 |
| Withdrawal | 8 |
| Re-Entry | 9 |
| Program Transfers Within the School | 9 |
| Transfers from Other Institutions | 10 |
| Academic Policies | 10 |
| Academic Progress | 11 |
| Unsatisfactory Progress | 11 |
| Progress Records..... | 11 |
| Applied Academics For Adult Education (AAAE)..... | 11 |
| Adult General Education (AGE)..... | 12 |
| Adult Basic Education (ABE) | 12 |
| English For Speakers Of Other Languages (ESOL) | 12 |
| GED®..... | 12 |
| Attendance | 13 |
| Adult High School..... | 13 |
| Technology Support For Adult General Education | 13 |
| Student Records | 13 |
| Safety And Security | 14 |
| Student Id..... | 14 |
| Classroom Breaks/Room Use | 14 |
| Student Parking..... | 14 |
| Bicycles, Etc..... | 14 |
| Smoking | 14 |
| Drugs and Weapons | 15 |

| | |
|--|----|
| Electronic Devices/Personal Property | 15 |
| Electronic Transmissions..... | 15 |
| Trimester 2025-1 Information Sheet | 16 |
| How Tuition is determined for Career/Technical Education | 16 |
| Vocational Course Offerings/Bookstore Hours..... | 17 |
| Financial Aid Programs Available | 18 |
| District Financial Aid Program (DFAP) | 18 |
| Fees Waiver Program | 19 |
| Pro Rata Refund | 19 |
| Students Refund Policy (GI Bill® Recipients) | 19 |
| Pending Payment Policy | 20 |
| Refund Policy (Non-Accredited Programs Only) | 20 |
| MDCPS – 2025-2026 School Calendar | 21 |
| William H. Turner Adult & Continuing Education Center Course Offerings 2025-2026 | 23 |
| Barbering..... | 24 |
| Building Trades and Construction Design Technology | 25 |
| Electricity..... | 26 |
| Electricity 1 | 28 |
| Facials Specialty | 29 |
| Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1 | 31 |
| Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 2 | 32 |
| Medical Assisting (New) | 34 |
| Nails Specialty..... | 36 |
| Phlebotomy | 37 |
| Plumbing | 38 |
| Welding Technology | 40 |
| Welding Technology – Advanced | 42 |
| Faculty and Staff | 44 |
| Out of State Tuition and Fee Waiver for Military Affiliated Students | 46 |
| Isakson and Roe, Section 1018 Requirements | 48 |
| Anti-Discrimination Policy | 52 |

WELCOME

Welcome to William H. Turner Adult and Continuing Education Center. Our center provides a wide variety of programs and course offerings to meet the needs of the citizens of this community. We strive for your tenure with us to be rich and educationally rewarding.

INTRODUCTION

William H. Turner Adult and Continuing Education Center endeavors to provide quality programs and course offerings. This handbook is to serve as a useful tool, as you, the student, engage in various courses of study. Herein are guidelines, policies, procedures, and necessary information for your benefit.

SCHOOL DETAILS

William H. Turner Adult and Continuing Education Center is set up as an academy/magnet career technical program during the daytime in which the students receive their diploma as well as a certificate of completion in that field. Once high school students graduate, they are qualified to apply directly with an organization based on the credentials they have successfully achieved. The school's capacity includes 96 classrooms, and the total student enrollment is 1,275. The Adult Education program attendance has been between 400 to 800 students during a given trimester with class instruction between the hours of 3:00 p.m. - 10:00 p.m.

VISION

To equip our students with academic and professional expertise necessary for success in a global society.

MISSION

To work collaboratively with all stakeholders to provide a rigorous curriculum that leads to high school graduation, college readiness and industry certification for all students.

GENERAL ADMISSION INFORMATION

Anyone who is at least 16 years of age, and not currently enrolled in the secondary program, may enter the adult training programs. Students must, however, be withdrawn from traditional high school, or must have graduated from high school before they are eligible to enroll as an adult. Students entering as co-enrolled students (high school completion credits) that are in 9-12th grades have no minimum age requirement. Students enrolled in a career and technical program of 450 hours must demonstrate specific levels of reading, language and mathematical competency prior to receiving a certificate from the program. CTE students must take a placement exam, Test of Adult Basic Education (T.A.B.E.), upon entry. Exceptions from the basic skills testing requirements are given to students who have one of the following:

A Florida Standard High School Diploma issued after 2006 or

- An Associate of Applied Science or Arts or higher.

Students may obtain general information and an application for admission by visiting the center between 2:00 p.m. to 8:30 p.m. Monday through Thursday or can apply online at www.turnertechadultedu.net. No registration is conducted on Fridays. All students are admitted based on the ability to benefit.

Additionally, entrance into CTE programs may require that the student meet additional prerequisites, in such a case, these requirements will be noted on the respective program materials. These requirements may include:

- High School graduation or GED transcripts.
- Orientation
- Test of Adult Basic Education (T.A.B.E.); Minimum scores on entrance test

Students who want to enter CTE programs but have not met the minimum basic skills levels established by the State of Florida for completion of their selected program, may need to register for remediation in Adult Basic Education (A.B.E.) classes and/or the Applied Academics for Adult Education (AAAE) laboratory concurrently with their CTE program or prior to entering their selected program.

For students who enroll in a CTE program, basic skills testing in mathematics, language and reading must be completed no later than six weeks from the time of entry. William H Turner Adult and Continuing Education Center uses the Test of Adult Basic Education (T.A.B.E.) for all basic skills testing. All students must be administered for a basic skills test with the following exceptions:

- Students possessing an associate of arts or associate in science, baccalaureate, or graduate level degree, or those who have passed the College Level Academic Skills Test (CLAST) and/or have met the minimum requirements on college placement exams. Students must present an official copy of the degree, transcript and/or documentation of test scores, as evidence of the above.
- Students enrolling in job preparatory programs of less than 450 clock hours of instruction.
- Students who have passed a state, national or industry licensure exam are exempt from post testing on the basic skills test, Test of Adult Basic Education (T.A.B.E.), although they must take an initial test within six weeks of entering a CTE program. Every school year, the State of Florida submits updates to the TABE exception list based on industry licensure exams.

If counseling and/or test scores indicate that the student does not qualify for the original program choice, then an alternative program or remediation is recommended. (Adult Basic Education classes – ABE).

VERIFICATION OF FLORIDA RESIDENCY

As a result of Florida Statute 1009.21, which took effect on July 1, 2010, and Florida Statute 1009.22, which became effective on July 1, 2011, an applicant seeking to enroll in Career and Technical Education courses, must show proof of Florida residency. A student is eligible for in-state tuition and fees once Florida residency is verified. A student who cannot verify residency is charged out-of-state tuition fees for Career and Technical Education programs. Florida residency is defined as documents

TUITION AND FEES

Each trimester fees are collected at the time of registration for classes. The State of Florida determines the range of tuition per contact hour. Current fees are listed in Class Schedule and are subject to change Without notice. Career/Technical Program: Resident (In-State) \$2.56/hour Non-Resident (Out-State) \$10.25/hour Application \$20.00 AAAE-LAB \$30.00 Materials \$Varies by Program Student School I.D. \$5.00 Testing \$8.00 Insurance \$6.00 Adult General Education: AGE \$30.00 Student School I.D. \$5.00 Test \$8.00 Adult High School: AGE \$30.00 Student School I.D. \$5.00 Test \$8.00 which verify that a student has lived or resided in the State of Florida for twelve (12) consecutive months. This does not refer to other definitions of residency established by other entities, including the U.S. Citizenship and Immigration Service (USCIS).

| Career/Technical Program: | |
|----------------------------------|---------------------|
| Resident (In-State) | \$2.56/hour |
| Non-Resident (Out-State) | \$10.25/hour |
| Application | \$20.00 |
| AAAE-LAB | \$30.00 |
| Materials | \$Varies by Program |
| Student School I.D. | \$5.00 |
| Testing | \$8.00 |
| Insurance | \$6.00 |
| Adult General Education: | |
| AGE | \$30.00 |
| Student School I.D. | \$5.00 |
| Test | \$8.00 |
| Adult High School: | |
| AGE | \$30.00 |
| Student School I.D. | \$5.00 |
| Test | \$8.00 |

Tuition is assessed and prorated daily, depending on when the student begins class and how many days they are attending during the week. Tuition costs vary each trimester due to calendar day during that trimester.

Students must purchase textbooks for required classes.

ADMISSION TEST REQUIREMENTS DESCRIPTION

The Test of Adult Basic Education (TABE) is a required examination to ensure placement in the appropriate level in Adult Basic Education (ABE) and General Education Development (GED) preparation classes, including Career Technical Education (CTE) required scores. The Comprehensive Adult Student Assessment System (CASAS) test is required for appropriate placement in the English for Speakers of Other Languages (ESOL) program. Students must be at least 16 years of age and not currently enrolled in another K-12 program to enroll in all Adult General Education Classes

WITHDRAWAL

- A. If the student initiates his/her withdrawal from the school, the following School Board refund policy applies:
 - 1. Before the start of class, **FULL** refund of course fee or refund of any special fee paid.
 - 2. Within fourteen (14) calendar days after the start of class, **50% refund** or course fee; no refund of any special fees paid.
 - 3. After 14 calendar days of the start of class, **NO REFUND** can be issued.
 - 4. Partial payments are **NOT** refundable.
- B. If the student is withdrawn from the school because of administrative action, the student is **NOT** entitled to a refund.
- C. Withdrawal because class is closing due to low enrollment, the student could be transferred to another class or entitled to a prorated refund upon completion of the proper forms.
- D. Students transferring to a higher priced class will be required to pay the **difference** at the time of the transfer.
- E. Students transferring to a lower-priced class will:

1. Be entitled to a refund of the difference if the transfer occurs within two weeks from the date of registration.
2. Not be entitled to a refund if a transfer occurs within two weeks of the date of registration. If a student has received a refund for a class and wishes to re-enroll; the student's tuition will be charged according to the fee schedule in effect at that time.

NOTE: Veterans utilizing Veterans Administration benefits are withdrawn on the third absence of any month. These absences need not be in succession. The "W" will appear the day following the third absence.

Please refer to the attached Pro Rata Refund Policy as it relates to Veterans and VA Students Refund

Policy (GI Bill® Recipients)

RE-ENTRY

Re-entering is the trimester used when a student has been withdrawn from a class and subsequently reenters the same class.

Student's payment records are checked to determine whether refunds were issued when these students initially withdrew. The way in which fees will be affected by a re-entry depends on the previous withdrawal code and the re-entry code.

1. Students dropped for non-attendance and wishing to re-enter must pay the adjusted amount of fees, if any, at the time of re-entry.
2. Administrative reentry is at no charge to the students. However, refund requests as well as the actual disbursement of refunds should be checked regarding these students to ensure that no refund was provided at the time of original withdrawal.
3. If an adult center maintains a waiting list for an AGE or Career/Technical course, openings should be filled through the waiting list.

TRANSFERS

Program Transfers Within the School

A student is allowed one transfer of CTE programs. Program transfers must be approved by an administrator. If approved, the registration office processes the transfer request.

Students transferring to a higher priced class will be required to pay the difference at the time of the transfer. Student transferring to a lower-priced class:

- Will be entitled to a refund of the difference if transfer occurs with two weeks from the date of registration.
- Will not be entitled to a refund if transfer occurs after two weeks from the date of registration. If a student has received a refund for a class and wishes to reenroll, the student's tuition will be charged according to the fee schedule in effect at that time.

Transfers from Other Institutions

A student who has completed career technical hours within any Miami-Dade County Public School may transfer their hours. All others, upon providing an official transcript or evidence of proficiency in specific competencies, may be advanced in their program of study based on the assessment of the instructor. After evaluation of official transcripts, students are directed to complete the enrollment process for the requested program.

William H. Turner Adult & Continuing Education Center through the Veterans' Administration (VA) requires students to report all previous education and training. The school will evaluate such and grant credit as appropriate, and U.S. Department of Veterans' Affairs so notified.

ACADEMIC POLICIES

Grading System

| Grade | Numeric Value | Interpretation | Grade Point |
|-------|---------------|-----------------------------------|-------------|
| A | 90- 100% | Outstanding | 4 |
| B | 80- 89% | Good | 3 |
| C | 70-79% | Satisfactory | 2 |
| D | 60-69% | Minimal; Improvement needed | 1 |
| F | 0-59% | Unsatisfactory | 0 |
| I | 0 % | Incomplete (secondary only) | 0 |

The grading system used for high school completion students (co-enrolled and adult), follows the MDCPS (MIAMI DADE COUNTY PUBLIC SCHOOLS) Grading System. A majority of the CTE programs are competency based (Occupational Completion Points) and use a variety of means to assess students' understanding of the program including, but not limited to, competency checklists, written tests, and performance tests. A final grade is given at the time an OCP is earned.

ACADEMIC PROGRESS

Hours of attendance and earned OCPs summaries for students enrolled in career/technical programs can be obtained through FOCUS.

Verification of enrollment and hours of attendance enrolled in AGE classes can also be obtained through FOCUS.

Grades and transcripts for students completing OCPs are kept in the Registrar's Office together with the Certificate Request Clearance Packet. Grades for completion of OCPs are manually posted in FOCUS by the registrar. In addition, instructors must report student's attainment of competencies and grades in FOCUS.

UNSATISFACTORY PROGRESS

The School Board of Miami-Dade County, Florida requires that all students be notified in writing at any time during a grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or program. An acknowledgement of such notification is obtained. A conference must be called among the teacher, student, counselor, and administrator to create a contract to assist the student and avert an action leading to dismissal or failure.

PROGRESS RECORDS

Hours of attendance and earned OCP's summaries for students enrolled in career/technical programs can be obtained through Data-In-Your-Hands (DIYH), created by the Adult Education Data Systems team to provide data in a timelier and user-friendly manner for records older than 2016.

Verification of enrollment and hours of attendance for students enrolled in AGE classes can also be obtained through DIYH. All records from 2016 to present can be pulled from FOCUS.

Grades and transcripts for students completing OCP's or full programs are kept in the registrar's office, together with the Certificate Request Clearance Packet. Grades for completion of OCP's are manually posted in FOCUS by the registrar. In addition, instructors must report students' attainment of competencies and grades in FOCUS.

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

Applied Academics for Adult Education (AAAE) Laboratory provides basic skills remediation in a CTE Education forum. The T.A.B.E. examination is used to determine the student's strengths and weaknesses in reading, language, and mathematics. This type of remediation assists students in meeting the grade level requirements for the receipt of a CTE Education Certificate. Students

whose test scores fall one or two grade levels below the CTE program's basic skills requirement for completion of the program are required to remediate in the AAAE Labs.

ADULT GENERAL EDUCATION (AGE)

Adult General education (ABE) non- accredited courses provide you with the opportunity to improve the level of literacy skills required to lead productive. Students perform and progress at their own pace depending on ability, levels of achievement and educational goals. Programs include ESOL, ABE and GED.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education courses provide basic literacy, mathematics and writing skills to those students who are performing below ninth grade level. Instruction is delivered in the areas of reading, mathematics, and language. The emphasis of these courses is to assist adults to function in today's competitive society, to encourage further educational endeavors and to improve employment opportunities.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

English for Speakers of Languages (ESOL) courses assist students in developing literacy skills to help students communicate in English, succeed in Career/Technical Education programs, find, and keep a job and advance in chosen careers. There are five consecutive levels of language instruction in ESOL. These levels are configured logically and sequentially for language acquisition.

GED®

This course prepares students for the GED® test, often referred to as the high school equivalency exam. It consists of reading comprehension, mathematics, writing, social studies and science and provides a review for students taking the GED® test. Upon receiving a passing score on the GED® examination, the student is issued a State of Florida High School Diploma.

| LENGTH OF COURSE | |
|-------------------------|---|
| ABE | Reading/Writing/Math-varies |
| ESOL | One trimester minimum per level (approximate) |
| GED® | One trimester minimum |

ATTENDANCE

Students are expected to attend all classes daily and on time. Regular attendance is essential for academic success and is the responsibility of each student. Attendance is recorded daily by instructors using the FOCUS platform. Students enrolled in Career and Technical Education (CTE) or Adult General Education (AGE) programs who are absent for six (6) consecutive class meetings are withdrawn from the class. CTE students are required to complete at least 67% of scheduled clock hours each trimester.

Student attendance will be reviewed every 30 days through the FOCUS platform. Any student who does not meet the minimum 67% attendance requirement will be subject to disciplinary measures in accordance with the M-DCSP Post-Secondary Student Code of Conduct.

Excessive absences or tardiness will result in referral to a counselor and will be grounds for disciplinary action according to the M-DCSP Post-Secondary Student Code of Conduct. Additionally, students must maintain continuous enrollment. Withdrawal will result in cancellation of financial aid/educational benefits (VA, DFAP, Fee Waiver).

ADULT HIGH SCHOOL

To obtain a standard adult education diploma, a student must earn either the standard 24 credits or 18 credits under the ACCEL option, maintain a minimum 2.0 GPA and successfully complete all required statewide exams (or earn concordant or comparative scores in respective exams) in accordance with State of Florida guidelines.

TECHNOLOGIY SUPPORT FOR ADULT GENERAL EDUCATION

English for Speakers of other languages (ESOL) students are scheduled to attend the ESOL computer language laboratory where they get additional practice in reading, listening, and speaking English using Burlington English. Students view mini-videos, listen, repeat, record words, phrases, and sentences and interact with the program to complete multiple-choice, true/false, matching and fill-in-the exercises.

Adult Basic Education (ABE) classes are scheduled into the ABE labs. Students get additional practice in reading, language, and mathematics. Using instruction targeted for TABE Success (ITTS), the student completes exercises which prepare him /her for the Test of Adult Basic Education (TABE) and for the CTE class of their choice.

STUDENT RECORDS

Miami-Dade County Public Schools maintains educational records in accordance with state and federal laws. Educational records are maintained to facilitate the instruction, guidance, and educational progress of students in programs operated under the authority and direction of the School Board of Miami-Dade County. These records include the data necessary to facilitate the orderly educational progress of students as stated in school Board Policy 8320, Student Records. The Document Student Educational Records, published by the Division of Student Services, contains the guidelines and district directives regarding student records and outlines the rights afforded by eligible students.

SAFETY AND SECURITY

Your personal safety and building security are of the utmost importance to us. Please report any unsafe conditions to the office. Should you encounter or observe conduct on school grounds that is suspicious, please make an immediate report to any member of the security team.

Your cooperation with the people hired for your security will permit them to perform their jobs effectively. There are no security personnel on duty after 10:00 p.m. All students are required to leave promptly at dismissal.

STUDENT ID

All students are required to purchase and to display on the chest area the school ID with a photo. For the security of all students and staff, ID badges must be always worn while in the building. The ID fee is \$5.00 per trimester. In addition, replacement IDs are also available at the same cost. A student schedule is required to purchase or replace an ID. **Duplicate schedule cost is \$2.00.**

CLASSROOM BREAKS/ROOM USE

There are no extended breaks. Students are allowed to excuse themselves briefly as needed for emergencies. No eating or drinking is permitted in classrooms, library (media center) or labs. Under no circumstances are alcoholic beverages permitted on school grounds. Students are expected to exercise care in the use of the school classrooms.

Teacher's desk, file cabinets, and materials displayed are not disturbed. Please respect the requirement for the day and evening teacher to return to a neat and clean classroom.

STUDENT PARKING

Student parking is available in the designated areas and west parking lot (19th Avenue entrance). Additional parking can be found in the east parking lot (103rd Street entrance). Handicapped spaces are available for eligible students. Students should ensure that their vehicles are properly parked to avoid blocking exit of other vehicles, block driveways, gates, or park in handicap spaces. Students are not permitted to double park or park on grassy areas. Improper parking may result in vehicles being ticketed or towed away.

BICYCLES, ETC.

Students riding their bicycles to school are responsible for the safety and security of their equipment. Bicycles may be secured on the south side of the auditorium. Under no circumstances are you to secure your bicycle to any gate on the grounds. You may also speak with your instructor or an administrator regarding the storage of your bicycle while in class.

SMOKING

Smoking is prohibited on the premises of any Miami-Dade County Public School facility. Possession or use of any pyrotechnic devices will result in severe disciplinary action.

DRUGS AND WEAPONS

Use and/or possession of drugs or weapons in school will result in automatic withdrawal from the program. School security and the police will be contacted if these items are found. Anything that might be considered a weapon (such as chains, sticks, sharp instruments, etc.) is not to be brought onto school grounds.

ELECTRONIC DEVICES/PERSONAL PROPERTY

No cell phones, iPads or tablets should be used during class time, except those approved by the instructor as supportive teaching tools. No enormous amounts of money should be brought to school. The school cannot accept responsibility for the losses the students may incur.

Sole possession of a cellular telephone is not a violation. However, the possession of a cellular telephone which disrupts the educational process; the use of a cellular telephone during class time, and the possession or use of a cellular telephone which disrupts or interferes with any safety-to-life issue is not permitted.

ELECTRONIC TRANSMISSIONS

Violation of Miami-Dade County Public Schools (M-DCPS) "*Acceptable use Policy for the Exploration and Utilization of the Internet*" and any inappropriate use of computers and/or electronic communication devices, are also violations of the Code of Student Conduct. The advancement of technology has enabled many students with access and the opportunity to commit offenses which violate the Code of Student Conduct. For example, an e-mail from a student threatening to do bodily harm to another can be considered an assault.

New students please visit www.turnertechadulthoodedu.net and complete the online application Returning students will be sent to registration by their current instructor during the preregistration period.

Trimester 2025-1 Information Sheet

Date of Trimester:
August 18, 2025 – December 18, 2025

There will be no classes on:
September 1st, 2025: Labor Day
November 11, 2025: Veteran's Day
November 24-27, 2025: Thanksgiving Recess Days

Adult Education Fee Information:
High School Completion Co-Enrolled \$5.00
High School Completion Adult -\$43.00 (AGE \$30.00 + ID \$5.00 + Testing Fee \$8.00)
ESOL -\$43.00(AGE \$30.00 + ID \$5.00 + Testing Fee \$8.00)
GED- \$43.00(AGE \$30.00 + ID \$5.00 + Testing Fee \$8.00)

Career/Technical Education Fee Information:
ID Fee: \$5.00 Per trimester
Insurance Fee: \$6.00
Application Fee: \$20.00 per trimester
Adult General Education CLT: \$30.00 per test
Testing Fee: \$8.00 per trimester
Tuition: Determined by number of days attended per trimester. (See chart below)
Material Fee: Varies per Career/Technical program (see back of this page) How Tuition is determined for Career/Technical Education Courses:

| Day of Week | # Of days in trimester | Hours per class | Total Hours in Trimester | In-State Tuition \$2.56 per hour | Out of State Tuition \$10.25 per hour |
|-------------|------------------------|-------------------|--------------------------|----------------------------------|---------------------------------------|
| Monday | 15 | 4 | 60 | 153.60 | 615.00 |
| Tuesday | 15 | 4 | 60 | 153.60 | 615.00 |
| Wednesday | 17 | 4 | 68 | 174.08 | 697.00 |
| Thursday | 16 | 4 | 64 | 163.84 | 656.00 |
| Full-time | 63 | 16 hours per week | 252 | 645.12 | 2,583.00 |

VOCATIONAL COURSE OFFERINGS

| Course | Days of Week/Time of Class | Material Fee Charge Only If Classes are held on campus |
|--|---|--|
| Barbering 900 hours | Monday-Thursday 5-9 pm Room 76 | \$65.00 |
| Building Trades Const. Design Tech 900 hours | Monday-Thursday 5-9 pm Room 125/66 | \$85.00 |
| Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1 750 hours | Monday-Thursday 5-9 pm Room 114 | \$100.00 |
| Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)2 600 hours | Monday- Thursday 5-9 pm Room 114 | \$85.00 |
| Plumbing 1080 hours | Monday- Thursday 5- 9 pm Room 119-A | \$95.00 |
| Welding Technology 1050 hours | Monday- Thursday 5- 9 pm Room 114 | \$85.00 |
| Welding Technology Advanced 750 hours | Monday- Thursday 5- 9 pm Room 113 | \$85.00 |
| Electricity 1200 hours | Monday – Thursday 5 – 9 pm Room 120 | \$100.00 |
| Electricity 1 750 hours | Monday – Thursday 5 – 9 pm Room 120 | \$100.00 |
| Nails Specialty 180 Hours | Monday – Thursday 5 – 9 pm Room 77 | \$50.00 |
| Facials Specialty 220 Hours | Monday – Thursday 5 – 9 pm Room 77 | \$50.00 |
| Medical Assisting NEW 1200 hours | Monday – Thursday 5 – 9 pm Room 75 | TBD |
| Phlebotomy 165 Hours | Monday – Thursday 5 – 9 pm Room 75 | \$50.00 |
| Book Store Hours | | |
| CORE | Monday, Tuesday and Thursday 3:00 -7:00 pm | \$88.16 |
| FUTURE INTRO, I, II, III, IV | Monday, Tuesday and Thursday 3:00 -7:00 pm | \$63.33 |

Financial Aid Programs Available At William H. Turner Adult & Continuing Education Center

Please ask at registration regarding application.

- **Post-9/11 GI Bill (Chapter 33)**

The Post-9/11 GI Bill (Chapter 33) helps you pay for school or job training. If you've served on active duty after September 10, 2001, you may qualify for the Post-9/11 GI Bill (Chapter 33). Find out if you can get this education benefit.

Am I eligible for Post-9/11 GI Bill (Chapter 33) benefits?

You may be eligible for education benefits if you meet at least one of these requirements. **At least one of these must be true:**

- You served at least 90 days on active duty (either all at once or with breaks in service) on or after September 11, 2001, **or**
- You received a Purple Heart on or after September 11, 2001, and were honorably discharged after any amount of service, **or**
- You served for at least 30 continuous days (all at once, without a break in service) on or after September 11, 2001, and were honorably discharged with a service-connected disability, **or**
- You're a dependent child using benefits transferred by a qualifying Veteran or service member

Note: If you're a member of the Reserves who lost education benefits when the Reserve Educational Assistance Program (REAP) ended in November 2015, you may qualify to receive restored benefits under the Post-9/11 GI Bill.

Veteran Readiness and Employment (Chapter 31)

If you have a service-connected disability that limits your ability to work or prevents you from working, Veteran Readiness and Employment (formerly called Vocational Rehabilitation and Employment) can help. This program—also known as Chapter 31 or VR&E—helps you explore employment options and address education or training needs. In some cases, your family members may also qualify for certain benefits.

District Financial Aid Program (DFAP)

This is a District need-based grant program. Students must complete a FAFSA and be enrolled in a career/technical program. Awards may vary but cannot exceed tuition (not applied toward materials, ID fees, Textbooks or supplies). Awards are determined by the school and are based upon need and availability of funds. Please refer to School Board Policy 2450-Adult, Post-Secondary, Career and Community Education. Students receiving DFAP fund who do not maintain Satisfactory Academic Progress (SAP) will be denied

approval for future awards. Students who fail a class while receiving funds from DFAP or Fee

Waiver will not receive this assistance to repeat the course. Students must follow the attendance and academic guidelines established by the school. Students must complete FM 6498 DFAP/Fee Waiver Application. **No DFAP is allowed for students taking career technical educational classes strictly for personal or hobby use.**

Fee Waiver Program

This is a District need-based grant program. Awards may vary but cannot exceed tuition (not applied toward materials, ID feeds, textbooks, supplies). Awards are determined by the school and are based on need and the availability of funds.

The student must not be receiving other sources of financial aid from the school for that trimester. An application must be submitted each trimester and the applicant must be able to provide documentation to verify financial need. Satisfactory academic progress and attendance must be maintained to continue receiving a fee waiver. **No Fee Waivers are allowed for students to take classes strictly for personal or hobby use.**

Pro Rata Refund

Students Refund Policy (GI Bill® Recipients)

Students attending this facility will be given a pro rata refund which is prorated daily. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total of number of instructional days in the course. If the student fails to enter the course or withdraws or is discontinued from at any time prior to the completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly, within 40 days (about 1 and a half months). Registration fees above \$10 is subject to proration.

Students will not be required to apply for this refund; it will be made when the school becomes aware of the individual's failure to enter the course, withdrawal, or other discontinuance there from. If this institution ever applies a more favorable refund policy for the general student population, it shall be applied to veterans/VA students as well.

§ 21.4255 Refund policy; nonaccredited courses.

Non-accredited schools must refund tuition and fees on a pro rata basis when VA students withdraw from courses or do not enroll after paying for courses, in whole or part. The pro rata refund must, at a minimum, meet the following criteria:

- (1) The refund must be prorated daily.

(2) VA regulations allow a 10% deviation from the requirement that the amount of the refund be exactly pro rata.

(3) VA regulations allow schools to retain up to \$10.00 of any registration fee.

(4) If schools have refund policies that are more favorable to the students, SAAs will require the schools to use those policies.

(5) School or course catalogs must have a description of the refund policies. A simple statement that refunds are made on a pro-rata basis is not sufficient. The description must be clear enough for students to determine the amount of their refund.

(6) Schools must make refunds promptly, i.e., within 40 days.

(7) Schools must not require VA students to request refunds.

(8) Schools may apply the pro rata refund policy to VA students only.

Pending Payment Policy

In accordance with federal regulations, Chapter 33 and Chapter 31 beneficiaries may attend approved courses for up to 90 days while awaiting VA payment. To be eligible:

- Submit a Certificate of Eligibility or VA Form 28-1905.
- Provide a written request to use VA benefits.
- Ensure all documentation is submitted no later than the first day of class.

The 90-day period begins once the school certifies tuition and fees after receiving the required documents.

During this time, the school will not impose penalties, deny access or require loans or alternative funding due to delayed VA payments.

Note: The State Approving Agency (SAA) or the VA may approve or disapprove certain courses or programs. In some cases, a waiver may be granted by the VA.

Refund Policy (Non-Accredited Programs Only)

For non-accredited programs, veterans or an eligible person who fails to enter, withdraw, or discontinue before completion are entitled to a pro-rata refund of tuition, fees, and other charges. The refund will cover all amounts paid that exceed the portion of the course completed, calculated based on:

- The ratio of completed instructional days or hours to the total course length.

The school may retain:

- A registration fee not exceeding \$10.00
- A breakage fee equal to the actual cost of breakage.
- A consumable supplies fee equal to the value of supplies actually used.

This policy complies with 38 CFR 21.4255



MIAMI-DADE COUNTY PUBLIC SCHOOLS

2025-2026 SCHOOL CALENDAR

TECHNICAL COLLEGES / ADULT EDUCATION CENTER

| AUGUST 2025 | | | | |
|-------------|------|------|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| (11) | (12) | (13) | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| SEPTEMBER 2025 | | | | |
|----------------|-------------------|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | (23) ^a | 24 | 25 | 26 |
| 29 | 30 | | | |

| OCTOBER 2025 | | | | |
|--------------|----|----|------------------|----|
| M | T | W | T | F |
| | | 1 | (2) ^a | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| NOVEMBER 2025 | | | | |
|---------------|---------------|---------------|------|---------------|
| M | T | W | T | F |
| (3) | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | (27) | 28 |

| DECEMBER 2025 | | | | |
|---------------|---------------|---------------|---------------|---------------|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| JANUARY 2026 | | | | |
|--------------|----|----|--------------|-------------------|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | (16) ^a |
| (19) | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| FEBRUARY 2026 | | | | |
|---------------|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |

| MARCH 2026 | | | | |
|---------------|---------------|---------------|---------------|-------------------|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | (20) ^a |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

| APRIL 2026 | | | | |
|------------|----|----|----|------------------|
| M | T | W | T | F |
| | | 1 | 2 | (3) ^a |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

| MAY 2026 | | | | |
|---------------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| JUNE 2026 | | | | |
|-----------|----|----|----|---------------|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | (5) |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

| JULY 2026 | | | | |
|-----------|----|----|-------------------|--------------|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | (30) ^o | 31 |

| AUGUST 2026 | | | | |
|----------------|----|----|----|----|
| M | T | W | T | F |
| ^o 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

- New Teachers Report
- Teacher Planning Day
- District-wide Professional Learning Day
- ^a Teacher Planning Day available to opt
- Recess Day (10 and 11.5 month)
- 2026-2027 School year

- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Available to opt

| DAYS IN GRADING PERIOD |
|------------------------|
| 1 - 82 |
| 2 - 65 |
| 3 - 69 |

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

216 Days Total

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2025-2026 SCHOOL CALENDAR
TECHNICAL COLLEGES / ADULT EDUCATION CENTERS**

| | |
|-------------------------------|--|
| August 11, 2025 | Teacher planning day; no students in school, not available to opt |
| August 12 | Teacher planning day; District-wide Professional Learning Day; no students in school, not available to opt |
| August 13 | Teacher planning day; no students in school, not available to opt |
| August 14 | First day of school; beginning of first trimester |
| September 1 | Labor Day; holiday for students and employees |
| September 23* | Teacher planning day; no students in school, available to opt |
| October 2* | Teacher planning day; no students in school, available to opt |
| November 3 | Teacher planning day; District-wide Professional Learning Day; no students in school, not available to opt |
| November 11 | Veterans' Day; holiday for students and employees |
| November 24-26 | Recess Days (10-month and 11.5-month employees only) |
| November 27 | Thanksgiving; Board-approved holiday for students and employees |
| November 28 | Recess Day for students and employees |
| December 19 | End of first trimester |
| December 22 - January 2, 2026 | Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees |
| January 5 | Beginning of second trimester |
| January 16* | Teacher planning day; no students in school, available to opt |
| January 19 | Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees |
| February 16 | All Presidents Day; holiday for students and employees |
| March 20* | Teacher planning day; no students in school, available to opt |
| March 23-27 | Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees |
| April 3* | Teacher planning day; no students in school, available to opt |
| April 17 | End of second trimester |
| April 20 | Beginning of third trimester |
| May 25 | Memorial Day; holiday for students and employees |
| June 5 | Teacher planning day; no students in school, not available to opt |
| June 19 | Juneteenth; holiday for students and employees |
| July 3 | Observance of Fourth of July; holiday for students and employees |
| July 29 | Last day of school; end of third trimester |
| July 30* | Teacher planning day, no students in school, not available to opt |

* **Teachers** may opt to work one or two days, August 7, 8, 2025, July 31 or August 3, 2026 in lieu of any of the teacher planning days except August 11, 2025, August 13, 2025, June 5, 2026 and July 30, 2026, and the designated District-wide Professional Learning Days, August 12, 2025, and November 3, 2025. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

**William H. Turner Adult & Continuing Education Center
Course Offerings 2025-2026**

Program Title: Barbering
Program Type: Career Preparatory
Career Cluster: Human Services

| Career Certificate Program | | |
|----------------------------|---|---|
| Program Number | 1120403 | |
| CIP Number | 0612040202 | |
| Grade Level | 30, 31 | |
| Program Length | 900 hours | |
| Teacher Certification | Refer to the Program Structure section. | |
| CTSO | SkillsUSA | |
| SOC Codes (all applicable) | Please see the CIP to SOC Crosswalk located at the link below. | |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.stm | |
| Basic Skills Level | Computation (Mathematics): 9 | Communications (Reading and Language Arts): 9 |

Purpose

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 Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem- solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

The purpose of this program is to prepare students for employment as barbers. Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination.

The content includes but is not limited to communication skills, leadership skills, human relations skills and employability skills, safe and efficient work practices; Florida barber law and rules, knowledge of barbering and its related chemistry, bacteriology, anatomy and physiology; development of skill in performing the manipulative technique required in the practice of barbering.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of one occupational completion point.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and

Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length |
|-----|---------------|--------------|-----------------------|-----------|
| A | COS0160 | Barber 1A | BARBERING 7 G | 320 hours |
| | COS0161 | Barber 2A | | 150 hours |
| | COS0162 | Barber 3A | | 300 hours |
| | COS0163 | Barber 4A | | 130 hours |

Program Title: Building Trades and Construction Design Technology

Program Type: Career Preparatory

Career Cluster: Architecture & Construction

| Career Certificate Program | |
|----------------------------|---|
| Program Number | C100100 |
| CIP Number | 0646041506 |
| Grade Level | 30, 31 |
| Standard Length | 900 Hours |
| Teacher Certification | Refer to the <u>Program Structure</u> section. |
| CTSO | SkillsUSA |
| SOC Codes (all applicable) | 49-9071 - Maintenance and Repair Workers, General |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.shtml |
| Basic Skills Level | Mathematics: 9 Language: 9 Reading: 9 |

Purpose

The purpose of this program is to prepare students for employment or advanced training in the building construction industry.

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

The content includes but is not limited to applying construction techniques; reading plans and specifications; and developing trade skills in carpentry, masonry, electricity, plumbing and air conditioning.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instructions consisting of four occupational completion points. This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length | SOC Code |
|-----|---------------|------------------------------------|---|-----------|----------|
| A | BCV 0080 | Building Construction Assistant | AC HEAT ME @7 7G BLDG CONST @7 7G BLDG MAINT @7 7G CARPENTRY @7 7G | 450 Hours | 49-9071 |
| B | BCV 0081 | Carpentry and Masonry Technician | DRAFTING @7 7G ELECTRICAL@7 7G ENG 7G PLUMBIN @7 7G | 150 Hours | 49-9071 |
| C | BCV 0082 | Electrical and Plumbing Technician | ROOFING 7G SHEETMETAL @7 7G TEC CONSTR @7 7G TEC DRAFT 7G | 150 Hours | 49-9071 |
| | BCV 0083 | Building Maintenance Technician | TEC ED 1@2 ENG&TEC ED1@2 TROWEL TR 7G | 150 Hours | 49-9071 |

Program Title: Electricity

Program Type: Career Preparatory

Career Cluster: Architecture and Construction

| Career Certificate Program | |
|-----------------------------------|---|
| Program Number | I460312 |
| CIP Number | 0646030202 |
| Grade Level | 30,31 |
| Standard Length | 1200 Hours |
| Teacher Certification | Refer to the <u>Program Structure</u> section. |
| CTSO | SkillsUSA |

| | |
|----------------------------|---|
| SOC Codes (all applicable) | 47-3013 - Helpers--Electricians 47-2111 - Electricians |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.shtml |
| Basic Skills Level | Mathematics: 9 Language: 9 Reading: 9 |

Purpose

The purpose of this program is to prepare students for employment or advanced training in a variety of electrical construction industries.

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.

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 Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instructions consisting of three occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length | SOC Code |
|-----|---------------|-------------------------|---|--------------|----------|
| A | BCV0603 | Electrician Helper | ELECTRICAL @7 7G IND ENGR 7G TEC ED 1@2 ENG&TEC ED 1@2 | 300 Hours | 47-3013 |
| B | BCV0640 | Residential Electrician | ELECTRICAL @7 7G | 450 Hours | 47-2111 |
| C | BCV0652 | Commercial Electrician | | 450 Hours | 47-2111 |

Program Title: Electricity 1
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

| Career Certificate Program | | | | | |
|-----------------------------|---|---|---|---|---|
| Program Number | C400500 | | | | |
| CIP Number | 0646030208 | | | | |
| Grade Level | 30,31 | | | | |
| Program Length | 750 Hours | | | | |
| Teacher Certification | Refer to the Program Structure section. | | | | |
| CTSO | SkillsUSA | | | | |
| SOC Codes (all applicable) | Please see the CIP to SOC Crosswalk located at the link below. | | | | |
| Career Certificate Program | | | | | |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml | | | | |
| Basic Skills Level | <table border="1"> <tr> <td>Computations (Mathematics):</td> <td>9</td> <td>Communications (Reading and Language Arts):</td> <td>9</td> </tr> </table> | Computations (Mathematics): | 9 | Communications (Reading and Language Arts): | 9 |
| Computations (Mathematics): | 9 | Communications (Reading and Language Arts): | 9 | | |

Purpose

The purpose of this program is to prepare students for employment or advanced training in a variety of electrical construction industries.

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.

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 Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of two occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and

Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

| Course Number | | | | |
|---------------|--------------|-------------------------|---|-----------|
| | Course Title | Teacher Certification | Length | |
| CP | | | | |
| A | BCV0603 | Electrician Helper | ELECTRICAL @7 7G IND ENGR 7G TEC ED 1@2 ENG&TEC ED 1@2 | 300 Hours |
| B | BCV0640 | Residential Electrician | ELECTRICAL @7 7G | 450 Hours |

Program Title: Facials Specialty
Program Type: Career Preparatory
Career Cluster: Human Services

| Career Certificate Program | |
|----------------------------|---|
| Program Number | I120425 |
| CIP Number | 0612040806 |
| Grade Level | 30, 31 |
| Program Length | 220 hours |
| Teacher Certification | Refer to the Program Structure section. |
| CTSO | SkillsUSA |
| SOC Codes (all applicable) | Please see the CIP to SOC Crosswalk located at the link below. |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.shtml |
| Basic Skills Level | N/A |

Purpose

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 Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of one occupational completion point.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the course listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length |
|-----|---------------|--------------------|-----------------------------------|-----------|
| A | CSP0266 | Facials Specialist | FACIAL TEC 7 G COSMETOL @7 7 G | 220 hours |

Regulated Programs

This program is regulated by The Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.

Please refer to 61G5-22.017, F.A.C., for specific hours of instruction in the indicated theory items as well as the required number of hours of services a student must complete within the program.

Program Title: Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

| Career Certificate Program | |
|-----------------------------------|---|
| Program Number | C400410 |
| CIP Number | 0615050111 |
| Grade Level | 30, 31 |
| Standard Length | 750 Hours |
| Teacher Certification | Refer to the <u>Program Structure</u> section. |
| CTSO | SkillsUSA |
| SOC <u>Codes</u> (all applicable) | 49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.stml |
| Basic Skills Level | Mathematics:10 Language:9 Reading: 9 |

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration, and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

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 Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

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

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instructions consisting of three occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length | SOC Code |
|-----|---------------|--------------------------|-----------------------------------|-----------|----------|
| A | ACR0000 | Introduction to HVAC/R | AC HEAT ME @7 G REFRG MECH 7 G | 250 Hours | 49-9021 |
| B | ACR0001 | HVAC/R Fundamentals | | 250 Hours | 49-9021 |
| C | ACR0012 | HVAC/R Service Practices | | 250 Hours | 49-9021 |

Program Title: Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2

Program Type: Career Preparatory

Career Cluster: Architecture and Construction

| Career Certificate Program | |
|----------------------------|---|
| Program Number | C400420 |
| CIP Number | 0615050112 |
| Grade Level | 30, 31 |
| Standard Length | 600 Hours |
| Teacher Certification | Refer to the <u>Program Structure</u> section. |
| CTSO | SkillsUSA |
| SOC Codes (all applicable) | 49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.shtml |
| Basic Skills Level | Mathematics:10 Language:9 Reading: 9 |

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration, and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

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 Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to designing, testing and repairing heating, ventilation, air conditioning/refrigeration (HVAC/R) systems.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instructions consisting of two occupational completion points. The recommended sequence allows students to complete specified portions of the program for employment or to remain for advanced training. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or trimesterinate as an occupational completer.

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 is a core program. It is recommended that student completes Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1, or demonstrates mastery of the outcomes in that program, prior to enrollment in Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length | SOC Code |
|-----|---------------|---|-----------------------------------|-----------|----------|
| A | ACR0013 | HVAC/R Intrimesterediate Service Practices | AC HEAT ME @7 G REFRG MECH 7 G | 250 Hours | 49-9021 |
| B | ACR0044 | HVAC/R Advanced Service Practices (formerly 'AirConditioning, Refrigeration and Heating Technician') | | 350 Hours | 49-9021 |
| | -OR- | | | | |
| | ACR0045 | -OR- HVAC/R Advanced Commercial and Industrial Service Practices (formerly 'Refrigeration Mechanic') | | 350 Hours | |

Program Title: Medical Assisting
Program Type: Career Preparatory
Career Cluster: Health Science

| Career Certificate Program | |
|----------------------------|---|
| Program Number | H170515 |
| Career Certificate Program | |
| CIP Number | 0351080102 |
| Grade Level | 30, 31 |
| Program Length | 1300 hours |
| Teacher Certification | Refer to the Program Structure section. |
| CTSO | HOSA |
| SOC Codes (all applicable) | Please see the CIP to SOC Crosswalk located at the link below. |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.stml |
| Basic Skills Level | Computation (Mathematics): 10 Communications (Reading and Language Arts): 10 |

Purpose

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

This program is designed to prepare students for employment as medical assistants.

The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical

duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical trimesterinology, anatomy and physiology, and employability skills.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instructions consisting of 5 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length |
|-----|---------------|------------------------------------|---|-----------|
| A | HSC0003 | Basic Healthcare Worker | MED ASST 7G LPN 7G LAB TECH @7 7G REG NURSE 7 G PRAC NURSE @7 %7%G (Must be a Registered Nurse) | 90 hours |
| OCP | Course Number | Course Title | Teacher Certification | Length |
| B | MEA0002 | Introduction to Medical Assisting | MED ASST 7G LPN 7G LAB TECH @7 7G REG NURSE 7 G BUS ED 1@2 SECRETAR 7 G CLERICAL @7 7G PRAC NURSE @7 %7%G (Must be a Registered Nurse) | 250 hours |
| | MEA0501 | Medical Office Procedures | | 75 hours |
| C | MEA0521 | Phlebotomist, MA | MED ASST 7G LPN 7G LAB TECH @7 7G REG NURSE 7 G PHLEB 7G PRAC NURSE @7 %7%G (Must be a Registered Nurse) | 75 hours |
| D | MEA0543 | EKG Aide, MA | | 75 hours |
| E | MEA0581 | Clinical Assisting | | 230 hours |
| | MEA0530 | Pharmacology for Medical Assisting | | 90 hours |
| | MEA0573 | Laboratory Procedures | MED ASST 7G LPN 7G LAB TECH @7 7G REG NURSE 7 G PHLEB 7G PRAC NURSE @7 %7%G (Must be a Registered Nurse) | 125 hours |
| | MEA0506 | Administrative Office Procedures | | 90 hours |
| | MEA0942 | Practicum Experience | | 200 Hours |

Program Title: Nails Specialty
Program Type: Career Preparatory
Career Cluster: Human Services

| Career Certificate Program | |
|----------------------------|---|
| Program Number | I120415 |
| CIP Number | 0612041005 |
| Grade Level | 30, 31 |
| Program Length | 180 hours |
| Teacher Certification | Refer to the Program Structure section. |
| CTSO | SkillsUSA |
| SOC Codes (all applicable) | Please see the CIP to SOC Crosswalk located at the link below. |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.shtml |
| Basic Skills Level | N/A |

Purpose

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 Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes general employability skills, technical skills, and occupation-specific skills, and knowledges of all aspects of Human Services career cluster.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of that nail specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instructions consisting of one occupation completion point. Students must complete the core or demonstrate the mastery of skills standards contained in the core, before advancing in the program.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the course listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length |
|-----|---------------|----------------------------------|--------------------------------|-----------|
| A | CSP0016 | Manicure and Pedicure Specialist | NAIL TEC 7 G COSMETOL@7 7 G | 180 hours |

Regulated Programs

This program is regulated by The Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.

Please refer to 61G5-22.016, F.A.C. for specific hours of instruction in the indicated theory items as well as the required number of hours of services students must complete within the program.

A student completing the Nails Specialty program is prepared for employment as a licensed Manicurist and Pedicurist. Instruction is designed to qualify students for employment upon successfully obtaining a Nails Specialty Certification.

Program Title: Phlebotomy

Program Type: Career Preparatory

Career Cluster: Health Science

| Career Certificate Program | |
|-----------------------------------|------------|
| Program Number | H170302 |
| CIP Number | 0351100901 |
| Grade Level | 30, 31 |
| Standard Length | 165 hours |

| Career Certificate Program | |
|-----------------------------------|---|
| Teacher Certification | Refer to the Program Structure section. |
| CTSO | HOSA |
| SOC Codes (all applicable) | Assignment pending. |
| CTE Program Resources | http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.stml |
| Basic Skills Level | N/A |

Purpose

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

employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The purpose of this program is to prepare students for employment as phlebotomists.

The content includes but is not limited to 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; observing safety policies and procedures; medical trimesterology; emergency procedures including CPR (Heartsaver); 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.

Program Structure

This program is a planned sequence of instructions consisting of 2 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length | SOC Code |
|-----|---------------|-------------------------|--|----------|----------|
| A | HSC0003 | Basic Healthcare Worker | PHLEB 7G | 90 hours | |
| B | MEA0520 | Phlebotomist | LAB TECH @7 7G MED ASST 7G LPN 7G PARAMEDIC @7 7G REG NURSE 7 G RESP THER @7 7G PRAC NURSE @7 %7%G (Must be a Registered Nurse) | 75 hours | |

Program Title: Plumbing
Program Type: Career Preparatory
Career Cluster: Architecture & Construction

| Career Certificate Program | |
|----------------------------|------------|
| Program Number | C500500 |
| CIP Number | 0646050312 |

| | |
|----------------------------|---|
| Grade Level | 30, 31 |
| Standard Length | 1080 Hours |
| Teacher Certification | Refer to the <u>Program Structure</u> section. |
| CTSO | SkillsUSA |
| SOC Codes (all applicable) | 47-3015 - Helpers—Pipelayers, Plumbers, Pipefitters, and Steamfitters 47-2152 - Plumbers, Pipefitters, and Steamfitters |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.shtml |
| Basic Skills Level | Mathematics:9 Language:9 Reading: 9 |

Purpose

The purpose of the programs in this cluster is to prepare students for employment or advanced training in a variety of pipe occupations.

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 Architecture and Construction career cluster; provides technical skill proficiency, and includes competency based applied learning that contributes to the academic knowledge, higher order reasoning and problem solving skills, work attitudes, general employability skills, technical skills, and occupation specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to reading construction documents, understanding building codes in the pipe trades, plumbing pipe cutting and joining skills and plumbing layout and installation.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

This program is a planned sequence of instructions consisting of four occupational completion points. The recommended sequence allows students to complete specified portions of the program for employment or to remain for advanced training. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or trimesterinate as an occupational completer.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length | SOC Code |
|-----|---------------|-----------------------------|---|-----------|----------|
| A | BCV0508 | Helper, Plumber, Pipefitter | PLUMBIN @7 7G BLDG CONST 7 G TEC CONSTR 7 G | 360 Hours | 47-3015 |
| B | BCV0540 | Residential Plumber | | 240 Hours | 47-2152 |
| C | BCV0562 | Commercial Plumber | | 240 Hours | 47-2152 |
| D | BCV0596 | Plumbing Applications | | 240 Hours | 47-2152 |

Program Title: Welding Technology

Program Type: Career Preparatory

Career Cluster: Manufacturing

| Career Certificate Program – Career Preparatory | |
|---|---|
| Program Number | J400400 |
| CIP Number | 0648050805 |
| Grade Level | 30, 31 |
| Standard Length | 1050 hours |
| Teacher Certification | Refer to the Program Structure section |
| CTSO | SkillsUSA |
| SOC <u>Codes</u> (all applicable) | 51-9198 – Helpers-Production Workers 51-4121 – Welders, Cutters, Soldiers, and Brazers |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.shtml |
| Basic Skills Level | Mathematics: 9 Language: 9 Reading: 9 |

Purpose

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

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instructions consisting of three occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length | SOC Code |
|-----|---------------|--------------------|--------------------------------|--------------------------------|-----------|
| A | PMT0070 | Welder Assistant 1 | METAL WORK 7G WELDING @7 7G | 150 hours | 51-9198 |
| | PMT0071 | Welder Assistant 2 | | 150 hours | 51-9198 |
| B | PMT0072 | Welder, SMAW 1 | | METAL WORK 7G WELDING @7 7G | 150 hours |
| | PMT0073 | Welder, SMAW 2 | 150 hours | | 51-4121 |
| C | PMT0074 | Welder | | | 450 hours |

Program Title: Welding Technology - Advanced
Program Type: Career Preparatory
Career Cluster: Manufacturing

| Career Certificate Program – Career Preparatory | |
|--|---|
| Program Number | J400410 |
| CIP Number | 0648050806 |
| Grade Level | 30, 31 |
| Standard Length | 750 hours |
| Teacher Certification | Refer to the Program Structure section |
| CTSO | SkillsUSA |
| SOC <u>Codes</u> (all applicable) | 51-4121 – Welders, Cutters, Soldiers, and Brazers |
| CTE Program Resources | http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/programresources.shtml |
| Basic Skills Level | Mathematics: 9 Language: 9 Reading: 9 |

Purpose

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

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instructions consisting of two occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and

Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

The standard length of this program is 750 hours. **Welding Technology** is a core program. It is recommended that students successfully complete **Welding Technology** or demonstrate mastery of the outcomes in that program prior to enrollment in the **Welding Technology - Advanced** program.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

| OCP | Course Number | Course Title | Teacher Certification | Length | SOC Code |
|-----|---------------|-------------------|--------------------------------|-----------|----------|
| A | PMT0075 | Advanced Welder 1 | METAL WORK 7G WELDING @7 7G | 600 hours | 51-4121 |
| B | PMT0076 | Advanced Welder 2 | | 150 hours | 51-4121 |

Faculty and Staff

William H Turner Tech Adult’s Administrative and Instructional personnel are certified by the Florida Department of Education (FLDOE) and/or Miami-Dade County Public Schools. Each instructor has met or exceeded the teacher certification requirements in their respective subjects as indicated on the 2025-2026 FLDOE Curriculum Frameworks, accessible at: <https://www.fldoe.org/academics/career-adult-edu/career-techedu/curriculum-frameworks/2025-26-frameworks/>

| Employee Name | Title | E-mail | Extension |
|-------------------------|---|---------------------------------|-----------|
| Belvin, Shaniquah | Digital Coordinator | Msbelvin@dadeschools.net | 2318 |
| Bernier, Vernon | Welding Instructor | 126882@dadeschools.net | 0 |
| Brinson, Freddie | Technology Support | Fbrinson@dadeschools.net | 2203 |
| Burden, Tonja | Social | drtcarterburden@dadeschools.net | 2337 |
| Burgains, Janine | Instructional Coach | Jburgains@dadeschools.net | 2207 |
| Chappell, Brian | Educational Lab Instructor | CHAPPELLB@dadeschools.net | 0 |
| Clark, Cherea | Esol Coach | CClark-Mike@dadeschools.net | 2204 |
| Clark, Theodore | Esol Instructor | 305007@dadeschools.net | 2256 |
| Dauphin, Lashaune | Esol Instructor | Dauphinl@dadeschools.net | 0 |
| De Castro, Tania | Registrar And School Certifying Official | 278189@dadeschools.net | 2238 |
| Durden, Sonya | Counselor | drdurden@dadeschools.net | 2225 |
| Docteur, Givre | Mathematics Instructor | 206284@dadeschools.net | 2227 |
| Echavarria, Peter | Plumbing Instructor | 335470@dadeschools.net | 2265 |
| Edward, Leslie | FACIALS And NAILS SPEC. INSTRUCTOR | 336676@dadeschools.net | 2247 |
| Fullington, Darius | Esol Instructor | 312025@dadeschools.net | 8401 |
| Gilet, Jude | Electricity Instructor | judegilet@dadeschools.net | 2264 |
| Ham, Barbara | Abe Instructor | BHam@dadeschools.net | 0 |
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| Innocent, Julia | Counselor | jinnocent@dadeschools.net | 2232 |
| Jean, Mickael | Esol Instructor | mickaelje@dadeschools.net | 2224 |
| Jones, Tenille | Testing Chair | 297422@dadeschools.net | 2318 |
| Johnson, Suzette | Esol Instructor | 1817551@dadeschools.net | 0 |
| Laboy, Eduardo | Welding Instructor | 339833@dadeschools.net | 0 |
| Luma, Manouchka | Treasurer | 325899@dadeschools.net | 2274 |
| Ofc. MacKey, Yolanda | Police Officer | ymackey@dadeschools.net | 2315 |
| McCullough, Kimberly | Clerical Assistant | 171374@dadeschools.net | 2225 |

| | | | |
|--------------------|----------------------|--------------------------------|------|
| McCullough, Tracie | Vice Principal | TMcCullough@dadeschools.net | 2291 |
| McKinney, Stanley | English Instructor | simckinney@dadeschools.net | 2284 |
| Morin, Mike | Plumbing Instructor | 331059@dadeschools.net | 2265 |
| Moss, Marcellino | Barbering Instructor | 310353@dadeschools.net | 2247 |
| Muraro, Michael A. | Principal | mmuraro@dadeschools.net | |
| Noya, Jade | Science Instructor | noyajm@dadeschools.net | 0 |
| Pongnon, Samuel | Esol Instructor | sirsam143@dadeschools.net | 0 |
| Postell, Lamont | Security Lead Person | 230298@dadeschools.net | 2215 |
| Ramsey, Travis | Esol Instructor | tramsey@dadeschools.net | 2284 |
| Rhodes, Pyree | Hvac/R Instructor | prhodes@dadeschools.net | 2266 |
| Saunders, Dexter | Abe Instructor | dextersaunders@dadeschools.net | 0 |
| Smith, Xavier | Plumbing Instructor | 310193@dadeschools.net | 2265 |
| Stirrup, Percy | Security | 338379@dadeschools.net | 0 |



Out-of-State Tuition and Fee Waiver for Military Affiliated Students

Required Information

In accordance with Florida Statute 1009.26(13) and (14), out-of-state tuition and fees shall be waived for covered eligible individuals (Chapters 30, 31, 33, 35, 1606, 1607, and Transfer of Entitlement (TOE), or Active-Duty member outside of the state) who meet any ONE of the following. Check the appropriate box below and submit this signed form along with the appropriate supporting documents to the address at the bottom of this form. By signing this form, I acknowledge approval of this Out-of- State Tuition and Fee Waiver does not constitute a change in my designated residency status.

- Honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, and the National Guard

- Copy of DD214 Certificate of Release
- Proof of residing in Florida. This may include but is not limited to a copy of Florida driver's license, Florida identification card, or a copy of lease.
- Additional documentation that may be required

- Any student who is entitled to and uses education assistance provided by the United States Department of Veterans Affairs who physically resides in the state of Florida while enrolled as a degree or certificate seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program. I acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for any term.

I do not elect to utilize VA educational assistance.

- Copy of VA Certificate of Eligibility (COE)
- Proof of residing in Florida. This may include, but is not limited to copy of Florida driver's license, Florida identification card or copy of lease
- Additional documentation that may be required

- Active-Duty member of the Armed Forces of the United States residing or stationed OUTSIDE of the state of Florida who are enrolled as a degree or certificate seeking student. Tuition and fees charged to as student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program.

- Proof of Active-Duty status

FM-4892 (08-24)



Out-of-State Tuition and Fee Waiver for Military Affiliate Students

- Individual using educational assistance from the U.S. Department of Veterans Affairs under Chapter 31, Veterans Readiness & Employment (VR & E) who physically resides in the state of Florida while enrolled in the institution. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program. I acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for any term.

I do not elect to utilize VA educational assistance.

- Copy of VAF 28-1905
- Proof of residing in Florida. This may include but is not limited to copy of Florida driver's license, Florida identification card or COPY of lease.
- Additional documentation that may be required

| Student Name (Print) | Signature | Date |
|----------------------|-----------|------|
|----------------------|-----------|------|

Lindsey Hopkins Technical College
750 NW 20th St, Miami, FL 33147
Office: (305) 324-6070

George T. Baker Aviation Technical College
3275 NW 42nd Avenue, Miami FL 33142
Office: (305) 871-3143

D.A. Dorsey Technical College
7100 NW 17th Ave, Miami FL 33147
Office: (305) 693-2490

Miami Lakes Educational Center and Technical College
Main Campus
5780 NW 158th Street, Miami Lakes, FL 33014
(305)557-1100
Parkway Educational Complex
2349 NW 175th St, Miami Gardens, FL 33056
Office: (305) 624-9613

Robert Morgan Educational Center & Technical College
18180 SW 122 Ave, Miami, FL 33177
Office: (305) 253-9920

South Dade Technical College
Homestead Campus
109 NE 8th St, Homestead, FL 33030
Office:(305) 248-5723

William H. Turner Technical Arts Adult Education Center
10151 NW 19th Ave, Miami, FL 33147
Office: (305) 691-8324

South Dade Skills Center Campus
28300 SW 152nd Ave, Leisure City, FL 33033
Office:(305) 247-7839

FM-4892 (08-24)

ISAKSON AND ROE, SECTION 1018 REQUIREMENTS

Overview

Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. The Veterans Health Care and Benefits Improvement Act of 2020 adds new requirements for educational institutions participating in VA educational assistance programs. Effective June 15, 2021, these provisions apply to Institutions of Higher Learning and NonCollege Degree institutions beginning August 1, 2021.

Codified Requirements

SECTION 1: Schools must provide covered individuals (students using benefits under chapters 30, 31, 32, 33, 35 of title 38, or chapter 1606 of title 10) with a personalized shopping sheet including:

- Estimated total cost of the course (tuition, fees, books, supplies, and other costs) Estimated cost of living expenses.
- Amount covered by VA Education Benefits Other federal financial aid offered by the institution.
- Estimated student loan debt upon graduation.
- Graduation rates
- Job-placement rates (if available)
- Acceptance of transfer credits, including military credits Additional requirements for licensure or certification Information to compare aid packages across institutions.

Shopping sheets must be provided within 15 days after tuition and fees are detrimestered for the academic year if changes occur.

School Policies

Schools must maintain policies that:

- Inform students of available federal financial aid not administered by VA.
- Alert students of potential eligibility before arranging loans or alternative financing.
- Prohibit automatic course/program enrollment.
- Require student approval for course enrollment.
- Allow readmission for service members temporarily unavailable due to military service.
- Accommodate short absences for military service.

Graduation Requirements

Schools must provide covered individuals with graduation requirements and timelines. Accredited Institutions must obtain approval from an accrediting agency for each new course or program.

Point of Contact

Schools must designate an employee to assist covered individuals and their families with:

- Academic Counseling
- Financial Counseling
- Disability Counseling
- Other educational support SECTION 2

State Approving Agency Actions

The State Approving Agency will take action if an institution:

- Use deceptive or persistent recruiting techniques.
- Misrepresents incentive compensation.
- Make three or more unsolicited contacts in one month.
- Engages in same-day recruitment and registration.
- Provides incentive payments based on enrollment or financial aid decisions (per 38 U.S.C. § 3696(d)(1))

I. Discrimination and Harassment

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination and harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of the Education Amendments of 1972. Title IX prohibits all forms of sex discrimination and unwelcome sexual conduct, including conditioning any aid, benefit or service of the school on an individual's participation in unwelcome sexual conduct, sexual assault, dating or domestic violence, stalking, and all forms of sexual harassment that a reasonable person would deem so severe, pervasive, and objectively offensive that it denies a student access to an education program or activity. Such conduct may include, but is not limited to, unwelcome touching, graphic verbal comments, sexual jokes, slurs, gestures, or pictures, whether in-person or through any other method, including sexual cyber-harassment. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of prohibited discrimination or harassment against students by employees, other students, and their parents or guardians, or third parties. This policy prohibits discrimination and harassment at locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the prohibited conduct occurs, including but not limited to such events occurring on school property, during any school-related or school-sponsored program or activity, and on school-sponsored transportation. This policy also prohibits retaliation against a person who has made a report or filed a formal complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

The Board does not, as a condition of employment, membership, certification, licensing, credentialing, or passing an examination, subject individuals to training, instruction, or other required activity that is prohibited under F.S. 760.10 and F.S. 1000.05. Prohibited discrimination occurs when any student or employee is subjected to training or instruction that is unlawful under these provisions. The prohibited activities should not be construed to exclude discussion of the concepts listed therein as part of a larger course of training or instruction, provided such training or instruction is given objectively without endorsement of the concepts.

For additional information about Title IX or any other discrimination or harassment concerns, contact:

Office of Civil Rights Compliance (CRC)
Executive Director/District Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, FL 33132
Phone: (305) 995-1580 Fax:
(305) 995-2047
crc@dadeschools.net
<http://crc.dadeschools.net/>

For additional information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns, contact:

Division of Special Education
504 Coordinator
1501 N.E. 2nd Avenue, Suite 409
Miami, FL 33132 Phone: (305) 995-1796 Fax: (305) 523-0591 ese@dadeschools.net
<http://ese.dadeschools.net/>

II. Retaliation and Other Violations

The Board will take immediate steps to discipline individuals for:

Retaliating against a person who has made a report or filed a complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

Filing a malicious or knowingly false report or complaint of discrimination or harassment.

Disregarding, failing to investigate adequately, or delaying investigation of allegations of prohibited discrimination or harassment, when responsibility for reporting and/or investigating unlawful discrimination or harassment charges comprises part of one's duties.

The District compliance officer will supervise compliance with Federal and State regulations and address complaints in accordance with law and Policy 5517.02. The Board will provide proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

III. Reports and Complaints

Students who believe they have been the victim of discrimination, harassment, or retaliation are entitled to use the complaint procedures in Policy 5517.02, or, if the complaint involves sexual harassment prohibited by Title IX, to file a formal complaint in accordance with the District's Title IX Sexual Harassment Manual and request an investigation. Reports will be addressed as soon as possible after the alleged conduct occurs, while the facts are known and potential witnesses are available. When a sexual harassment report is made, supportive measures will be offered, and the formal complaint process will be explained to the complainant. During an investigation of prohibited conduct, the complainant and the respondent shall be provided an equal opportunity to present witnesses and evidence relevant to the complaint. The Principal shall apply the Code of Student Conduct to allegations of discrimination and harassment by students, except as otherwise specified in law or regulation.

Initiating a report or formal complaint will not adversely affect the complainant's participation in educational or extracurricular programs unless the complainant makes the complaint maliciously or with knowledge that it is false. Investigation of an allegation shall not proceed solely based on an anonymous complaint without first attempting to ascertain the identity of the complainant. If, after such efforts, the complainant remains anonymous, the investigation will proceed to the extent possible.

The Superintendent shall develop guidelines setting forth the conditions and requirements to implement this policy in accordance with Federal and State laws, regulations, and Board policies. The District's Title IX Coordinator is authorized to coordinate the Board's Title IX obligations.

III. Privacy/Confidentiality

The District respects the privacy of students, including the complainant, the respondent, and the witnesses, consistent with the Board's legal obligations to investigate, take appropriate action, and comply with any regulatory, discovery, or disclosure obligations. All records generated under this policy and Policy 5517.02 shall be maintained as confidential to the extent permitted by law, except as otherwise outlined in law or regulation.

The complaint processes in Policy 5517.02 and/or the Title IX Sexual Harassment Manual are not intended to interfere with student rights to pursue complaints with the United States Department of Education, Office for Civil Rights, or the Florida Department of Education. The CRC Office processes such complaints according to the procedures and standards set forth by Federal and State agencies.

IV. Retention of Investigatory Records and Materials

All individuals responsible for receiving reports, applying formal complaint procedures, and/or conducting investigations under this policy, Policy 5517.02, Policy 5517.03, and/or the Title IX Sexual Harassment Manual shall retain all information, documents, electronically stored information (ESI), and electronic media created and/or received as part of the report, complaint, or investigation. The information shall be retained immediately upon receipt of specific information and/or written notice that could lead to an investigation, formal complaint, or potential litigation.

The information, documents, ESI, and electronic media retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media created or received a part of a sexual harassment complaint procedure shall be retained for not less than seven (7) years. All other types of investigations shall be maintained for not less than three (3) years, but longer if required by Policy 8320, Policy 8330, or the District's records retention schedule.

V. Education and Training

The Board promotes preventative educational measures to create greater awareness of unlawful harassment and discrimination. The Superintendent shall provide appropriate training to members of the School District community related to the implementation of this policy and Policy 5517.02. The District's sexual harassment training information shall be retained for not less than seven (7) years.

VI. Employee Sexual Conduct

Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.

VII. Effect of Other Policies

The definition of harassment that is not based upon protected categories is contained within the Code of Student Conduct, referenced in Policy 5500. Florida law also defines Bullying and Harassment, as outlined in Policy 5517.01. In accordance with Florida law, Policy 5517.03 defines Dating Violence or Abuse. Policy 5136.02 defines Sexting.

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Revised 10/19/22.

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Legal

F.S. 110.1221

F.S. 784.049 F.S.

1000.05

F.S. 1006.07

F.S. 1006.147

F.S. 1006.148

F.A.C. 6A-19.008

20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act) 20 U.S.C. 1681 et seq.

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended.

42 U.S.C. 1983 42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq. 34 C.F.R. Part 106

National School Boards Association Inquiry and Analysis – May 2008

Anti-Discrimination Policy

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

Title VI of the Civil Rights Act of 1964, as amended - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

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

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

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against qualified students with disabilities.

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

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

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

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, color, sex, gender, national origin, religion, marital status, or disability in public education.

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

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

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

Veterans are provided re-employment rights in accordance with 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

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

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or:

Office of Civil Rights Compliance (CRC)
District Director/Title IX Coordinator
155 NE 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net
Website: <https://tinyurl.com/MDCPS-CRC>

For additional information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

Department of Exceptional Student Education
1501 NE 2nd Ave, Suite 407
Miami, Florida 33132
Phone: (305) 995-2037 TDD: (305) 995-2400
Email: ese@dadeschools.net
Website: <https://ese.dadeschools.net>

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