LivelyTech.com

Change Your Life

LT

Lively
Technical
Center

2015-2016
Course Catalog

Lively Technical Center

500 North Appleyard Drive
Tallahassee, Florida 32304

LEON COUNTY SCHOOLS SUPERINTENDENT
Jackie Pons

LEON COUNTY SCHOOL BOARD MEMBERS
Maggie Lewis Butler, Chair
Dee Dee Rasmussen, Vice Chair
Georgia "Joy" Bowen
Dee Crumpler
Alva Striplin

DEPUTY SUPERINTENDENT
Dr. Marvin Henderson

DIVISIONAL DIRECTOR
Dr. Randy Pridgeon

LIVELY PRINCIPAL
Vernea Randolph

LIVELY ASSISTANT PRINCIPALS
Wilfred Brown
Randy Free
Cari Molinaro

Table of Contents

Nondiscrimination Notification and Contact Information

"No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

<div align="center">

Dr. Kathleen L. Rodgers
Equity Coordinator and Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
rodgersk@leonschools.net

</div>

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

<div align="center">

Dr. Alan Cox, 504 Specialist
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7190
coxa@leonschools.net

</div>

2015-2016 Student Calendar

The school calendar operates on a semester system. Each semester is eighteen (18) weeks. The fall semester begins in August and the spring semester in January. Each semester requires registration. Registration takes place prior to the term of enrollment. All fees are due at the time of registration unless a deferment has been issued by Financial Aid or a letter of intent to pay for tuition has been issued by a government agency or private business. Counselors and Financial Aid are located in Building 9. Registration is located in Building 8.

FOUR DAY WEEK SCHEDULE	FIVE DAY WEEK SCHEDULE (AVIATION)
MONDAY- THURSDAY, 8:00 A.M.- 4:00 P.M.	MONDAY- FRIDAY, 8:00 A.M.- 3:00 P.M.

Four Day Calendar   ## Five Day Calendar

First Semester

Four Day Calendar	Five Day Calendar
Fall Semester	**Fall Semester**
August 17 - December 17, 2015	August 17 - December 18, 2015
Registration	**Registration**
July 20 - August 17, 2015	July 20 - August 17, 2015
Late Registration	**Late Registration**
August 18 - 21, 2015	August 18 - 21, 2015

Second Semester

Four Day Calendar	Five Day Calendar
Spring Semester	**Spring Semester**
January 5 - May 26, 2016	January 5 - May 27, 2016
Registration	**Registration**
November 2, 2015 - January 5, 2016	November 2, 2015 - January 5, 2016
Late Registration	**Late Registration**
January 6 - 8, 2016	January 6 - 8, 2015

Winter Break: December 21, 2015- January 1, 2016 (LTC will be closed)
Spring Break: March 14-18, 2016 (Hours of operation may vary)
Graduation Ceremonies: December 2, 2015 & May 19, 2016

Lively Technical Center 2015-2016 4-Day Calendar

SCHOOL BOARD ADOPTED-MAY 13, 2014

2015

August

7	Last Four Day Workweek
10	Teachers Report
10-14	Teacher Planning/Inservice Days
17	Students Report
21	4-day Teacher Planning
28	4-day Teacher Planning

September

4	4-day Teacher Planning
7	Labor Day Holiday (Districtwide)
11	4-day Teacher Planning
18	4-day Teacher Planning
23	Fall Holiday (Districtwide)
25	4-day Teacher Planning

October

2	4-day Teacher Planning
9	4-day Teacher Planning
15	4-day Teacher Planning
16	Teacher Planning/Inservice Day (Students Out)
23	4-day Teacher Planning
30	4-day Teacher Planning

November

6	4-day Teacher Planning
11	Veterans Day Holiday (Districtwide)
13	4-day Teacher Planning
20	4-day Teacher Planning
25	Thanksgiving Holiday (Students & Teachers Out)
21	Teacher Planning/Inservice Day Students Out)
22	Students Return
25	4-day Teacher Planning

26-27	Thanksgiving Holidays (Districtwide)

December

4	4-day Teacher Planning
11	4-day Teacher Planning
18	4-day Teacher Planning
21-31	Winter Holidays (Districtwide)

2016

January

1	Winter Holidays (Districtwide)
4	Teacher Planning/Inservice Day (Students Out)
4	District Staff and Teachers Return
5	Students Return
8	4-day Teacher Planning
15	4-day Teacher Planning
18	Martin Luther King Holiday (Districtwide)
22	4-day Teacher Planning
29	4-day Teacher Planning

February

5	4-day Teacher Planning
12	4-day Teacher Planning
19	4-day Teacher Planning
26	4-day Teacher Planning

March

4	4-day Teacher Planning
11	4-day Teacher Planning
14-18	Spring Break (Students & Teachers Out)

April

        1   4-day Teacher Planning

        8   4-day Teacher Planning

        15   4-day Teacher Planning

        22   4-day Teacher Planning

        29   4-Day Teacher Planning

May

        6   4-day Teacher Planning

        13   4-day Teacher Planning

        20   4-day Teacher Planning

        27   4-day Teacher Planning

        27   Last Day of School/End of 2nd Semester (77 days)

        End of Regular Term for Students

        30   Memorial Day Holiday (Districtwide)

        31   Teacher Planning/Inservice Day (Districtwide)

June

        1   Teacher Planning/Inservice Day (Districtwide)

        6   Four Day Workweek Begins

July

        4   Fourth of July Holiday (Districtwide)

August

        12   Last Day of Four Day Workweek

        14   Teachers Report/Teacher Planning/Inservice Day (Districtwide)

        22   Students Report

LEON COUNTY SCHOOLS
2015-16 LIVELY TECHNICAL CENTER
4 DAY CALENDAR-SCHOOL BOARD ADOPTED FEBRUARY 11, 2015

August 2015

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

September 2015

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

October 2015

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

November 2015

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

December 2015

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

January 2016

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

February 2016

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

March 2016

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

April 2016

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

May 2016

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

June 2016

M	T	W	T	F
		1 T/I (TR/TE)	2 TR/TE	3 A
6 ES/R	7 ES/R	8 ES/R	9 ES/R	10 *
13 ES/R	14 ES/R	15 ES/R	16 ES/R	17 *
20 ES/R	21 ES/R	22 ES/R	23 ES/R	24 *
27 A	28 A	29 A	30 A	

July 2016

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

S=Student Day   A=Administrative Day   H=Holiday   T/I=Teacher Inservice(District)   TE=ESE Teacher Inservice Summer Services
ES=ESE Summer Services
*=Four Day Work Week   TP=4 Day Teacher Planning (Lively Technical Center)   TR=Teacher Inservice Reading Academy   R=Reading Academy

Lively Technical Center 2015-2016 5-Day Calendar

SCHOOL BOARD ADOPTED-MAY 13, 2014

2015

August

7	Last Four Day Workweek
10	Teachers Report
10-14	Teacher Planning/Inservice Days
17	Students Report

September

7	Labor Day Holiday (Districtwide)
23	Fall Holiday (Districtwide)

October

16	Teacher Planning/Inservice Day (Students Out)

November

11	Veterans Day Holiday (Districtwide)
25	Thanksgiving Holiday (Students & Teachers Out)
26-27	Thanksgiving Holidays (Districtwide)

December

21-31	Winter Holidays (Districtwide)

2016

January

1	Winter Holidays (Districtwide)
4	District Staff and Teachers Return
5	Students Return
18	Martin Luther King Holiday (Districtwide)

February

March

11	End of Third Nine Weeks (48 day nine weeks)
14-18	Spring Break (Students & Teachers Out)
21	Teacher Planning/Inservice Day (Students Out)
22	Students Return

April

May

27	Last Day of School
30	Memorial Day Holiday (Districtwide)
31	Teacher Planning/Inservice Days/End of Regular Term

June

1	Teacher Planning/Inservice Days/End of Regular Term
1-2	Teacher Inservice ESE/Reading Summer Academy
6	Four Day Workweek Begins

July

4	Fourth of July Holiday (Districtwide)

August

12	Last Day of Four Day Workweek

LEON COUNTY SCHOOLS
2015-16 LIVELY TECHNICAL CENTER-5 DAY SCHOOL CALENDAR- SCHOOL BOARD ADOPTED FEBRUARY 11, 2015

August 2015

S	M	T	W	T	F	S
						1
2	3	4 A	5 A	6 A	7 *	8
9	10 T/I	11 T/I	12 T/I	13 T/I	14 T/I	15
16	17 S	18 S	19 S	20 S	21 S	22
23	24 S	25 S	26 S	27 S	28 S	29
30	31 S					

September 2015

S	M	T	W	T	F	S
		1 S	2 S	3 S	4 S	5
6	7 H	8 S	9 S	10 S	11 S	12
13	14 S	15 S	16 S	17 S	18 S	19
20	21 S	22 S	23 H	24 S	25 S	26
27	28 S	29 S	30 S			

October 2015

S	M	T	W	T	F	S
				1 S	2 S	3
4	5 S	6 S	7 S	8 S	9 S	10
11	12 S	13 S	14 S	15 S	16 T/I	17
18	19 S	20 S	21 S	22 S	23 S	24
25	26 S	27 S	28 S	29 S	30 S	31

November 2015

S	M	T	W	T	F	S
1	2 S	3 S	4 S	5 S	6 S	7
8	9 S	10 S	11 H	12 S	13 S	14
15	16 S	17 S	18 S	19 S	20 S	21
22	23 S	24 S	25 A	26 H	27 H	28
29	30 S					

December 2015

S	M	T	W	T	F	S
		1 S	2 S	3 S	4 S	5
6	7 S	8 S	9 S	10 S	11 S	12
13	14 S	15 S	16 S	17 S	18 S	19
20	21 H	22 H	23 H	24 H	25 H	26
27	28 H	29 H	30 H	31 H		

January 2016

S	M	T	W	T	F	S
					1 H	2
3	4 T/I	5 S	6 S	7 S	8 S	9
10	11 S	12 S	13 S	14 S	15 S	16
17	18 H	19 S	20 S	21 S	22 S	23
24/31	25 S	26 S	27 S	28 S	29 S	30

February 2016

S	M	T	W	T	F	S
	1 S	2 S	3 S	4 S	5 S	6
7	8 S	9 S	10 S	11 S	12 S	13
14	15 A	16 S	17 S	18 S	19 S	20
21	22 S	23 S	24 S	25 S	26 S	27
28	29 S					

March 2016

S	M	T	W	T	F	S
		1 S	2 S	3 S	4 S	5
6	7 S	8 S	9 S	10 S	11 S	12
13	14 A	15 A	16 A	17 A	18 A	19
20	21 T/I	22 S	23 S	24 S	25 S	26
27	28 S	29 S	30 S	31 S		

April 2016

S	M	T	W	T	F	S
					1 S	2
3	4 T/I	5 S	6 S	7 S	8 S	9
10	11 S	12 S	13 S	14 S	15 S	16
17	18 H	19 S	20 S	21 S	22 S	23
24	25 S	26 S	27 S	28 S	29 S	30

May 2016

S	M	T	W	T	F	S
1	2 S	3 S	4 S	5 S	6 S	7
8	9 S	10 S	11 S	12 S	13 S	14
15	16 S	17 S	18 S	19 S	20 S	21
22	23 S	24 S	25 S	26 S	27 S	28
29	30 H	31 T/I				

June 2016

S	M	T	W	T	F	S
			1 T/I	2 A	3 A	4
5	6 A	7 A	8 A	9 A	10 *	11
12	13 A	14 A	15 A	16 A	17 *	18
19	20 A	21 A	22 A	23 A	24 *	25
26	27 A	28 A	29 A	30 A		

July 2016

S	M	T	W	T	F	S
					1 *	2
3	4 H	5 A	6 A	7 A	8 *	9
10	11 A	12 A	13 A	14 A	15 *	16
17	18 A	19 A	20 A	21 A	22 *	23
24/31	25 A	26 A	27 A	28 A	29 *	30

S=Student Day   A=Administrative Day   H=Holiday   T/I=Teacher Inservice

*=Four Day Work Week   End of First Semester-December 18 (83 Days) – End of Second Semester-May 27 (97 Days)

General School Information

Contact Information

Local area code is 850

Main Campus	**487-7555**
Fax	922-3880
Administration	**487-7456**
Fax	922-3880
Aviation Program	**488-2461**
Fax	488-2735
Business Office	**487-7413**
Fax	487-7492
Financial Aid	**487-7592**
Fax	487-7589
Learning Resource Services & Testing Center	**487-7467**
Fax	487-7416
Public Relations	**487-7634**
Fax	922-3880
Registration	**487-7414**
Fax	487-7424
Student Services	**487-7473**
Fax	487-7430

Mailing Address

Lively Technical Center
500 North Appleyard Drive
Tallahassee, FL 32304-2895

Office Hours

7:30 a.m. to 4:30 p.m. Monday-Thursday
7:30 a.m. to 2:00 p.m. Friday
Summer and holiday hours may vary.

Main Campus

On the west side of Tallahassee, the main campus is located at 500 North Appleyard Drive between Pensacola Street (Hwy. 20) and West Tennessee Street (Hwy. 90)

Aviation Campus

The Aviation campus is located at the Tallahassee Regional Airport. Entrance is located north of the terminal at 3290 Capital Circle S.W., Tallahassee, FL 32310

Campus Map

500 NORTH APPLEYARD DRIVE
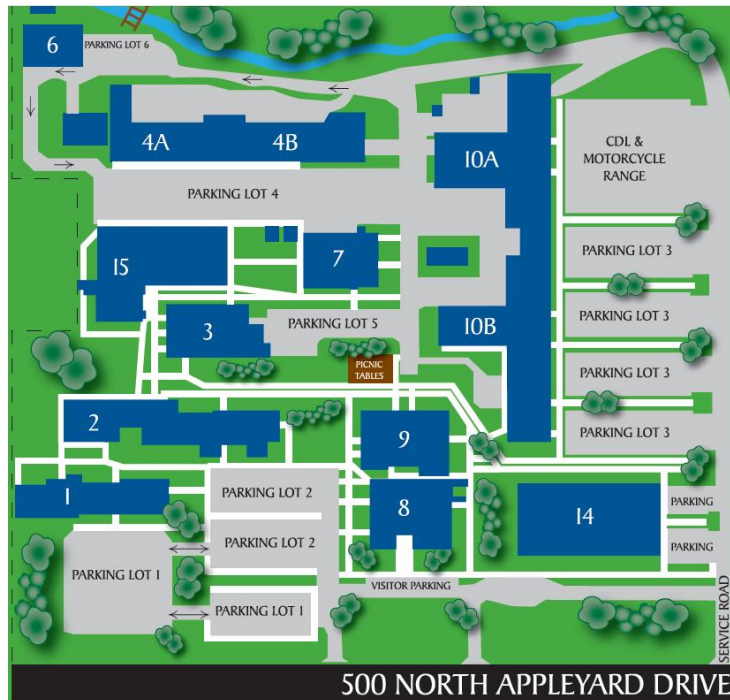
Program/Department	Bldg./Rm
Accounting Operations	10A-111
Administration	8-103
Administrative Office Specialist	10A-111
Air Conditioning Refrigeration & Heating Technologies	10A-151
Applied Academics for Adult Education	9-113
Applied Information Technology	10B-192
Automotive Service Technology	10A-130
Aviation	Tallahassee Regional Airport
Barbering	7-108
Bill's Bookstore	14
Business Office	8-104
Carpentry	10B-185
CDL	CDL Range/Parking Lot 3
CNG	10A-147
Commercial Foods & Culinary Arts	3-112
Commercial Photography Technology	4B-134
Computer Systems & Information Technology	10B-192
Cosmetology	2-115
Digital Design	10A-108
Digital Media/Multimedia Design	10A-108
Electricity	10B-162
ESE Transition	10-212, 212A
Externship Program	9-110
Facilities/Safety	8-103
Financial Aid/Veterans Affairs	9-148

Program/Department	Bldg./Rm
GED	7-113
Health Education	15
IV Therapy	15-215
Learning Resource Center	9-110
Legal Administrative Specialist	10A-111
Libby's Café	3-101D
Maintenance Supervisor	8-120
Massage Therapy	2-235
Medical Administrative Specialist	10A-111
Medical Assisting	15-206
Motorcycle Rider Training	8-109
Patient Care Technician	2-233
Personnel/Payroll	8-103
Pharmacy Technician	15-135
Placement Center	9-148
Practical Nursing	15
Pre-K Evaluation Center	1
Print Shop	4B-142
Professional Training Center	9-133
Registration	8-115
Student Services	9-148
Student Union (Cafeteria)	3-101
Testing Center	9-110
Web Development	10A-108
Welding Technology	4A-120

Enrollment Information

Steps to Enrollment

Step One – Pre-Enrollment   *** *NEW ONLINE PRE-REGISTRATION* ***

Students who wish to enroll in Lively Technical Center may begin the process online. To begin an enrollment application online, please go to www.livelytech.com/enroll. Enrollment information and program availability may also be obtained by visiting Lively Technical Center Student Services. Student advisors are available to complete the online application process. **PLEASE NOTE: You must visit Student Services to complete registration. **

Step Two – Apply for Financial Aid

Apply for the Federal Pell Grant at www.fafsa.ed.gov. This application is free. Lively Technical Center's school code is 013997. Please wait seven business days before contacting LTC Financial Aid Department at 850-487-7592 to verify receipt. All school-awarded waivers, scholarships, and supplemental grants also require a successfully completed FAFSA application for consideration. LTC welcomes our Veteran students and thanks you for your service. Please contact the Veteran's Affairs office at 850-487-7422 for more information regarding VA Benefits.

Step Three – Assessment Testing

Students who possess a college degree at the associate of applied science or higher are exempt from assessment testing, as well as any student who is serving as an active duty member of any branch of the United States Armed Services. In addition, anyone who entered the 9th grade of a Florida public school in 2003-2004 school year, or any year after, and earned a Florida standard high school diploma is also exempt from assessment testing. Other forms of acceptable assessments may also be used. (Please see student services, the Course Catalog, or the Student Handbook for a complete list of acceptable assessments.) Official transcripts must be provided to receive exemption. All other students must complete the TABE (Test of Adult Basic Education) prior to enrollment.

TABE testing is available in the Testing Center Monday - Thursday from 8:00 am to 4:00 pm (full battery testing must begin by 1:00 pm) and on Fridays 8:00 am - 2:00 pm (full battery testing must begin by 10:30 am). **PLEASE NOTE: Testing is not available on Fridays during summer break. ** Students must present a valid picture I.D. Testing fee is $25.00 and due at time of testing. Students will be provided a copy of test scores upon completion. Transcripts may be faxed at an additional cost of $20.00 per institution. For more information, please contact the Testing Center at 850-487-7467.

Step Four – Student Services

Visit Student Services in Building 9. Do not forget to bring proof of Florida residency (if applicable), valid TABE scores or transcript for exemption, high school diploma (if necessary), proof of background check for all Health Education programs and any financial aid information to complete your application.

Step Five – Financial Aid

If you did not apply for Financial Aid, please skip this step.

Documentation may be required by the Federal Government to complete your application. All Financial Aid applications must be verified by the Financial Aid officer who will inform you of any additional verification requirements. Students eligible for school deferment will be issued one at this time.

Step Six – Registration

CONGRATULATIONS! You are now ready to register!

Please bring all enrollment information including proper identification, residency information, etc. to Student Services to complete the enrollment process. You will take all approved documentation to Registration in Building 8 to officially register. Payment for any fees not covered by deferment, scholarship, etc. are due at this time. LTC gladly accepts the following forms of payment: cash, Visa, MasterCard, money order and/or cashier's check. LTC also accepts Florida Prepaid, Bright Futures, AmeriCorps, and other scholarships.

Clock Hour School

Lively Technical Center is a clock hour school. A clock hour is defined as a period of time consisting of a 50- to 60-minute class, lecture, recitation, faculty-supervised lab, shop training, or internship period.

Academic Year

Our Academic Year is classified as 900 clock hours and 30 weeks.

Cost of Attendance

Program enrollment costs are broken down by enrollment period. However, our Cost of Attendance (COA) is the estimated full and reasonable cost of completing a full year as a full-time student. Numbers below are based on 2014-15 rates.

Cost of Attendance
(9 month estimate of expenses)

Dependents		Independents		Out-of-State Independent	
Tuition	3,110.00	Tuition	3,110.00	Tuition	12,647.00
Registration / Lab Fees	1,350.00	Registration / Lab Fees	1,350.00	Registration / Lab Fees	1,350.00
Books / Supplies	500.00	Books / Supplies	500.00	Books / Supplies	500.00
Room / Board	-	Room / Board	6,300.00	Room / Board	6,300.00
Other (Pers / Transportation)	3,960.00	Other (Pers / Transportation)	3,960.00	Other (Pers / Transportation)	3,960.00
TOTAL	**$8,920.00**	**TOTAL**	**$15,220.00**	**TOTAL**	**$24,757.00**

Tuition & Fees

The Leon County School Board, within the guidelines set forth by the Florida legislature, approves tuition fee schedules. For Florida residents tuition fees for a Workforce Education Certificate Program are assessed at a rate* of $2.92 per hour for Florida residents and assessed a rate of $11.71 per hour for Non-Florida residents. Continuing Workforce Education course at a rate* of $5.84 per hour for Florida residents and assessed a rate of $23.42 per hour for Non-Florida residents. A tuition fee is assessed for all post-secondary (adult) students. Non-residents and most foreign students must pay out-of-state tuition fees. Additional costs include the purchase of all required texts, uniforms, shoes, license or certification fees, where appropriate, and certain personal materials, tools and equipment as determined by the area of training. *Rates are based on the 2014-15 school year and are subject to change.

Fee Exemption Request

All fee exemptions must be submitted to Student Services for authorization prior to registration. Authorized exemptions must be presented at time of enrollment.

Late Registration

Late registration is held the first week of each semester. A late fee of $75.00 is assessed to students registering during the first week of the semester.

Student Accident Insurance

All students are offered the opportunity to purchase student accident insurance through a carrier approved by the Leon County School Board. Students are encouraged to purchase the policy, especially those enrolling in shop courses that have exposure to potentially dangerous materials and equipment. Student insurance forms are available in Student Services.

Student ID/Parking Permit

Access/ID cards and parking permits are issued in Registration each school year. There is a replacement fee of $20.00 for an access/ID card and $20.00 for a parking permit.

Lively's facility is a limited-access campus. Student ID's are to be worn at all times while students are on Lively Technical Center's campus. Parking in all lots other than designated visitor parking is by permit only. Student vehicles are required to be registered and must display a valid Lively parking permit. Temporary parking permits must be displayed in plain view on the vehicle's dashboard. GED students will be issued a temporary parking permit by their instructor. Unauthorized and improperly parked vehicles may be ticketed and/or towed at owner's expense.

Transfer Policy

Intra school transfers are permitted within the first five days of the semester only. Such transfers must be approved by the instructor to whom the student is transferring, a Student Services staff member (who verifies

student's standing in current program) and, if applicable, the agency funding the student's program costs. Eligible students are permitted one program transfer per semester for a total of two per year.

Transfers from other institutions are evaluated by the program instructor and Student Services staff, using the F.A.S.T.E.R. system, a review of the official records indicating clock/credit hours, attainment of occupational completion points and/or competencies according to the curriculum frameworks approved by the Florida Department of Education. Unless federal or state requirements prohibit the attainment of competencies based on mastery, incoming transfer students may obtain additional credit toward program completion based upon demonstrated master and/or other assessment as documented by the program instructor. In case of dispute, the final determination shall be made by the program administrator, based on the recommendation of the program instructor.

Transcripts

Transcript request must be submitted to Registration, along with a $10.00 service charge. Requests typically take 3-5 business days to complete.

Workforce Education Certificate Program Refund Policy

Tuition and lab fees will be routinely refunded if a class or course does not begin as scheduled or is cancelled. Workforce Education Certificate Program refunds shall be permitted only under the following circumstances:

Program Completer

When a student completes all requirements for the Workforce Education Certificate Program, a tuition refund will be pro-rated based on completion date. Lively Technical Center will initiate refund.

Class Rescheduled

In the event Lively Technical Center must reschedule a class, course or program, including change in date or time, tuition, lab and registration fees will be refunded. Lively Technical Center will initiate refund.

Continuing Education Course Refund Policy

Courses under 75 hours will not receive a refund of any kind unless the course is cancelled or a change is initiated by Lively Technical Center. Tuition, fees and lab fees are routinely refunded if a continuing education course does not begin as scheduled or is cancelled. Students will not be eligible for a refund or transferred to another class unless the student meets one of the following criteria:

Medical Withdrawal

In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, tuition refund will be pro-rated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, Lively Technical Center will initiate refund.

Death

In the event of a death of the student, parent, child, or spouse, notification must be provided with proper documentation to the Registration Office within five business days of the student's last date of attendance. Tuition refund will be pro-rated. Upon approval, Lively Technical Center will initiate refund.

Withdrawals

Add/Drop

Students who withdraw prior to or during the first week of classes for any Workforce Education Certificate Program will be refunded tuition and lab fees only. Students must withdraw through Student Services. It is the responsibility of the student to provide documentation to the Registration Office within the five business days of the last date of attendance. Upon approval, Lively Technical Center will initiate refund.

Medical Withdrawal

In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, tuition refund will be pro-rated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, Lively Technical Center will initiate refund.

Death

In the event of a death of the student, parent, child or spouse, notification must be provided with proper documentation to the Registration Office within five business days of the student's last date of attendance. Tuition refund will be pro-rated. Upon approval, Lively Technical Center will initiate refund.

Enrollment Requirements

Florida Residency

A Florida "resident for tuition purposes" is an independent person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve (12) months. Residency in Florida must be for the purpose of establishing a permanent legal residence and not merely to just attend school at an institution of higher education. To qualify as Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the Bureau of Citizenship and Immigration Services. Other persons not meeting the twelve (12) month legal residence requirement may be classified as Florida residents for tuition purposes only, if they fall within one of the limited special categories authorized by the Florida Legislature and Florida Board of Education for exemption. All other persons are ineligible for classification as a "Florida Resident for Tuition Purposes."

Documents supporting the establishment of legal residence in Florida must be dated, issued, or filed 12 months prior to the first day of classes of the term for which an in-state classification is sought.

Who may be eligible to establish Florida residency for tuition purposes?

- U.S. citizens, permanent resident aliens, and certain Visa categories
- Independent persons (not claimed by anyone other than themselves for Federal Income Tax purposes), who have resided, and been employed in a permanent, full-time position, in Florida for the last 12 months or more.
  - Independent: 24 years of age or older; married (must provide marriage certificate if student is under 24); has children who receive more than half of their support from the student; has other dependents who live with and receive more than half their support; is a veteran of the U.S. Armed Forces or is currently serving on active duty (provide DD214); both of the student's parents are deceased (provide death certificates); student was (until age 18) a ward of the court.
  - Dependent: All students who do not meet the definition of an independent student shall be classified as dependent.
- Either parent or legal guardian of a dependent child. Federal Income Tax documents will be required to prove dependency. The term "dependent child" means any person, whether or not living with his/her parent or legal guardian, who is eligible to be claimed by his/her parent or legal guardian as a dependent under the Federal Income Tax and who receives more than 50% of the true cost of living expenses from his/her parent or legal guardian.

Who is not eligible to establish Florida residency for tuition purposes?

- Students who are dependent on out-of-state parents (claimed on the parent(s) Federal Income Tax form).
- Students who moved to the State of Florida for the sole purpose of attending an institution of higher education.
- Students who claim independence but cannot document independence.
- Certain Visa categories.

Who is exempt from establishing Florida residency for tuition purposes?

- Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2)(c)(d) and (f). Provide proof of exemption.
- Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98(a) 1. Provide copy of FL Prepaid card.
- New 7/1/2014: Out-of-state fee waiver for honorably discharged veterans of the U.S. Armed Forces, U.S. Reserve Forces, or the National Guard, who reside in the state while enrolled at a state university, FCS institution, career center operated by a school district under s. 1001.44, or charter technical center. F.S 1009.26. Provide copy of DD214.

Secondary Students (Dual-Enrolled)

Secondary students may elect to be dually enrolled at their high school and Lively. Dual-enrolled students will attend class part-time at their home school and enroll part-time in a workforce education program on the Lively campus or designated secondary school.

Students must meet the following criteria:

- Have a minimum 2.0 GPA
- Have satisfactory attendance
- Have completed the 9th grade or be 16 years old
- Take the TABE test

To apply, students must contact their high school guidance counselor and Student Services at 850-487-7473.

Testing Requirements

Lively Technical Center follows recommendations established by the Florida Department of Education and Division of Workforce Education for technical assistance on assessment. Students who are not exempt from TABE testing must test prior to enrollment. The basic skills requirements for career education programs are exit requirements, not entry or placement requirements. A student may enter the career education program before reaching the minimum basic skills levels, but may not receive a Career Certificate of Completion until basic skills requirements are met. Students exempted from the minimum basic skills test would need to meet the guidelines in accordance with Section 1004.91. F.S. Remediation must be provided to assist students to attain the required basic skills levels. The remediation may be provided concurrently with enrollment in the career education program, or, in certain cases (i.e. programs with waiting lists), prior to entry into the career education program. Students who do not meet the basic skills requirement upon entry shall be concurrently enrolled in the Applied Academics Adult Education program for remediation or must provide proof of ongoing remediation with another facility or institution. Students who are more than two grade levels below the exit level requirement shall be enrolled part-time into to a career education program and AAAE for enrichment. Students who withdraw from AAAE prior to meeting exit level requirements will be withdrawn from career education program as well. All students who are enrolled in a Workforce Education Certificate Program 450 hours or more will complete a basic skills examination approved by the Florida Department of Education.

TABE Exemptions

You may be EXEMPT from TABE testing if you:

- possess a college degree (associates or higher)
- have taken one of the following within the last two years: CPT, CLAS, CLAST, MAPS, ACT, SAT, PERT, FCAT (Please verify score requirements in Student Services.)
- earned a valid Florida standard public high school diploma (Student must have entered 9th grade in 2003-04 school year or any year thereafter. Please verify official transcript with Student Services.)
- are an active duty member of any branch in US Armed Services
- passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program which you are enrolled

You MUST provide an official high school transcript with graduation code at time of registration for exemption.

Registration

Upon completion of all enrollment requirements, students are to take all documentation to the Registration Office in Building 8. It is at this time that fees and tuition are paid. Lively accepts payment in cash, VISA, MasterCard, cashier's check or money order. Student schedule changes are permitted within the first five days of the semester only. This includes program changes and/or any changes to the student's schedule.

Student Services

Lively Technical Center's Student Services is comprised of multiple resources for students, including Financial Aid, Testing, Guidance, Learning Resource Services, and Placement Services.

Hours of Operation

7:30 a.m. – 4:30 p.m. Monday - Thursday; 7:30 a.m. – 2:00 p.m. Friday

For the week proceeding each semester and the first week of classes, Registration and Student Services hours may be extended. Summer and holiday hours may vary and will be posted.

Graduation

Students who have completed all program requirements are eligible to participate in the graduation ceremony. The ceremony is held twice a year (Thursday, December 2, 2015, and Thursday, May 19, 2016) and family and friends are invited. The graduation/completion requirements are outlined in each program. Information will be provided to eligible students nearing completion. There is a fee of $100.00 for all health education programs and $90.00 for all other programs to participate in graduation ceremonies. This fee is non-refundable.

Financial Aid

Federal Pell Grant Program

The Federal Pell Grant provides financial aid to eligible students for tuition, lab and registration fees. Eligibility is determined by a Financial Aid staff member. Students must have a high school diploma or GED. The Federal Pell Grant supports Lively Technical Center programs of 600 or more hours. Students must be enrolled a minimum of 225 hours per semester. A Free Application for Federal Student Aid (FAFSA) application must be completed online at www.fafsa.ed.gov. Please include Lively Technical Center's school code 013997.

For more information about policies and requirements, please see the Financial Aid Policies and Procedures packet available in Financial Aid.

Ability-to-Benefit

Public Law 112-74 amended HEA section 484(d) to eliminate Federal student aid eligibility for students without a "certificate of graduation from a school
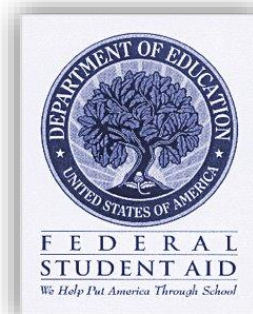
providing secondary education or the recognized equivalent of such a certificate." The law makes an exception for students who have completed a secondary school education in a home school setting that is treated as a home school or private school under State law. Therefore, students who do not have a high school diploma or a recognized equivalent (GED), or do not meet the home school requirements, and who first enroll in a program of study on or after July 1, 2012, will not be eligible to receive Title IV student aid. Students will qualify for Title IV student aid under one of the ability-to-benefit (ATB) alternatives if the student was enrolled in a Title IV eligible program prior to July 1, 2012. Those alternatives include the student passing an independently administered, approved ATB test or successfully completing at least six credit hours or 225 clock hours of postsecondary education.

Federal Student Assistance Grant (FSAG)

The FSAG grant is a state funded grant and is utilized for fees, books and supplies. The FSAG grant is a "first come, first serve" grant based on need and availability of funds. All students must apply for the Federal Pell Grant, be a Florida resident and enrolled at full time status to be eligible to receive the FSAG grant. Eligible students will be offered FSAG application based on the outcome of FAO verification and award process. Eligible students may receive a credit (amount determined by the Financial Aid Office and availability of funds) to be applied to their Lively Technical Center student account.

Federal Supplemental Education Opportunity Grant (FSEOG)

This is a federally funded grant which is awarded to students who demonstrate significant financial need. Awards are calculated by the Financial Aid Office automatically and are determined by need and availability of funds. Students must apply for and be eligible to receive a Pell Grant for the same academic year.

Bright Futures

Lively Technical Center proudly accepts the following Bright Futures scholarships: Florida Academic Scholars, Florida Academic Top Scholars, Florida Medallion Scholars, and Gold Seal Vocational Scholars. Please see the Financial Aid Office for additional information. Prospective students must be accepted and enrolled for at least 180 clock hours per term. Students should apply for the scholarships during the last year of high school.

Florida Prepaid & Other Scholarships

Florida Prepaid can be used at Lively Technical Center. There are many other scholarships that are accepted at Lively Technical Center with individual guidelines. It is the student's responsibility to secure these scholarships and provide the necessary documentation to the Lively Technical Center Business Office. There are also a limited number of additional scholarships available in various programs, including the Wyatt Lambeth (Welding), and the NAWIC (National Association of Women in Construction) scholarships. See the program instructors for details.

Financial Aid Fee Trust (FAFT)

Tuition assistance is available to qualified students through the Financial Aid Fee Trust Program based on availability of funds. Student eligibility is determined by the guidelines provided in the Financial Aid Policies and Procedures information. All prospective recipients must complete a FAFSA application.

Testing Center

Test of Adult Basic Education (TABE)

The Test of Adult Basic Education (TABE) measures basic skills in reading, mathematics and english / language. TABE testing is available in the Testing Center Monday - Thursday from 8:00 am to 4:00 pm (full battery testing must begin by 1:00 pm) and on Fridays 8:00 am-2:00 pm (full battery testing must begin by 10:30 am). Students must present a valid picture I.D. Testing times may be extended during registration when necessary. These changes will be posted in Student Services and Testing. Please call 850-487-7467 for a complete schedule. Summer and holiday hours will vary.

No appointment is required. Test takers should allow two to three hours to complete the entire test and plan on an additional 15 minutes in order to register and pay a fee before the test begins. The fee for the TABE is $25.00 and is not refundable. A valid photo ID is required. Register in the Registration Office in Building 8. A copy of test scores will be provided upon completion of the examination. If a sealed transcript is required or you wish to have test scores faxed to another institution, a fee of $20.00 is required.

TABE Exemptions

You may be EXEMPT from TABE testing if you:

- possess a college degree (associates or higher)
- have taken one of the following within the last two years: CPT, CLAS, CLAST, MAPS, ACT, SAT, PERT, FCAT (Please verify score requirements in Student Services.)
- earned a valid Florida standard public high school diploma (Student must have entered 9th grade in 2003-04 school year or any year thereafter. Please verify official transcript with Student Services.)
- are an active duty member of any branch in US Armed Services
- passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program which you are enrolled

You MUST provide an official high school transcript with graduation code at time of registration for exemption.

PearsonVUE, Certiport, ServSafe

Lively Technical Center in conjunction with PearsonVUE, Certiport, and ServSafe offers a wide variety of higher education computerized testing, as well as many other professional licensure and certification exams. Testing is

open to Lively Technical Center students, staff and faculty, and the general public. The LTC Testing Center does not take walk-ins for PearsonVUE, Certiport, or ServSafe exams.

You must register for PearsonVUE, Certiport, or ServSafe exams 24 hours in advance. You will need to provide your name, address, phone number, email, and credit card or voucher information. For more information contact the LTC Testing Center at 850-487-7467. To register, visit the individual testing websites: PearsonVUE: www.pearsonvue.com, Certiport: www.certiport.com, ServSafe: www.servsafe.com.

Florida CHOICES

Florida CHOICES is the state career delivery system. It provides career and education exploration and information. Florida CHOICES includes assessments for interests, aptitudes, skills and values. Counselors can use the results to help the student develop a career path. Florida CHOICES is available through the LTC Testing Center on a regular basis. There is no fee for this test.

Academic Enrichment & Guidance

Applied Academics for Adult Education

Graduates of Workforce education certificate programs are required to achieve a minimum basic skills exit level on the TABE test before a certificate is awarded. Required exit scores for Workforce programs are available in the course catalog. If the test indicates a need for academic enrichment, the prospective student will be referred for assistance. Academic enrichment for basic skills may occur prior to or concurrent with enrollment in certificate programs. Students shall enroll in the Applied Academics for Adult Education (AAAE) program unless documentation is provided that the student is currently enrolled in an approved alternative corrective program. The Florida resident fee for AAAE is $30.00 per semester and $120.00 for non-residents per semester. The required basic skills level must be achieved.

Applied Academics for Adult Education (AAAE) is designed to provide academic enrichment based upon individualized assessed needs identified from the student's Test of Adult Basic Education (TABE) within the content areas of: English/Language Arts, Reading, and Mathematics. The program is characterized by open entry/open exit, self-paced instructional modules, and performance-based evaluation. The laboratory is equipped and designed to provide a comprehensive academic support program through the utilization of technology, multipurpose instructional materials, and classroom resources. This program strives to inspire and motivate students to become productive, self-sufficient members of society.

Enrollment within this program may occur prior or concurrent with enrollment in a vocational training program. Students requiring academic enrichment based on TABE results will be provided an individual study program and upon completion of their individualized study plan (60 hours of instruction) the student will be retested on content areas needed. Distance learning (Hybrid) is available with approval from the AAAE Instructor.

Guidance & Counseling Services

The Student Services Department provides counseling services for prospective and currently enrolled students. Individual counseling sessions are available. In counseling sessions, test scores are explained and other information is provided to assist in decision-making. Student Services assists students exploring career options in order to make appropriate workforce training choices. The primary focus of counseling is to help individuals become more aware of their interests, abilities, personal and social behaviors, values and work preferences as they relate to career choices. Guidance will assist you in choosing realistic career goals. Students may see a guidance counselor and/or student services advisor on a walk-in basis or by appointment. Students are provided with information about Lively programs. Information is also provided concerning local job markets, pay scales and limitations (if any) imposed by working conditions.

General Education Development (GED) Prep

The GED program helps prepare students for academic and personal success through obtaining the necessary skills required to pass the GED test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a GED but also to utilize the acquired skills in the workforce and to achieve career and vocational training. This program is provided on the Lively campus through the Leon County Schools Adult and Community Education Program. For more information call 850-922-5343 and/or visit www.ace.leon.org.

Learning Resource Services

Learning Resource Services provides resources and services that support, facilitate and enhance the needs of the students and faculty of Lively Technical Center, providing an atmosphere that fosters and promotes information, competency and intellectual independence. Internet-based professional training to further prepare students to meet the needs of potential employers is available.

Students using the resources during class time must have a Learning Resource Services pass signed by the program instructor. All students wishing to use the Internet in the Learning Resource Services must fill out and follow the Leon County School District/Media Services Acceptable Use Policy form. Use of the Internet is limited to school-related research and/or to access information that falls within the guidelines as established by Leon County Schools. Use of the resources and materials of the Learning Resource Services is a privilege. Failure to adhere to the policies and procedures in the use of these materials and resources may result in a loss of these privileges.

Placement & Follow-up Services

The LTC Placement Center coordinates all follow-up activities pertaining to the successful placement of LTC Students. The LTC Placement Center staff is directly responsible for gathering all appropriate information according to the Placement & Follow-Up Plan and utilizing it to for the benefit and promotion of all successful program completers in coordination with individual instructors. The Placement Center will work closely with individual completers to promote their success in attaining beneficial employment in their designated field by utilizing contacts including but not limited to Occupation Advisory Committees, LTC Business Partners, Chamber of Commerce and local agencies. All eligible students who have met all aspects of program completion and have successfully met TABE exit score requirements who have not attained an employment position in their field may

submit a resume and introduction letter including a copy of their transcript and/or certificate to be forwarded to potential employers who contact Lively Technical Center.

Veterans Affairs

Lively Technical Center is approved for training of qualified veterans under the Veterans Readjustment Benefit Act of 1966. Training is also approved for most programs under Public Law 894 (Disabled Veterans) and Public Law 634 (War Orphans). Interested students should contact the Veterans Affairs official in Financial Aid. Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 32 or Chapter 35 will be entitled to one deferment each academic year and an additional deferment each time there is a delay (documentation from VA required) in the receipt of benefits. Any veteran who receives benefits under Chapter 33 (Post 9/11). Effective July 1, 2012, the Veterans Retraining Assistance program is also accepted by Lively Technical Center. Interested students should contact Veterans Affairs office in Student Services for more information.

CareerSource Florida

Training opportunities are available through programs funded through CareerSource Florida Capital Region, which serves Gadsden, Leon and Wakulla counties. These programs utilize numerous activities for transitioning a person from unemployment or low-wage employment to gainful, self-sufficient employment. Scholarships provide funding for tuition and books. CareerSource also provides job search assistance, plus various workshops to assist students back to the workforce. Contact CareerSource Florida at 850-617-4508 or online at www.careersourcecapitalregion.com/contact.

Occupational Advisory Committees (OAC)

Each program at Lively Technical Center maintains contact with private industry through its occupational advisory committees. These committees are comprised of competent and respected business and industry leaders who are interested in Lively's efforts to produce quality graduates in their occupational field. Occupational advisory committees contribute significant input regarding current employer/industry needs.

School Advisory Council (SAC)

Lively Technical Center is also served by a school advisory council comprised of community and business leaders, faculty, staff and students. The purpose of the School Advisory Council is similar to that of the Occupational

Advisory Committee except that the SAC addresses all Lively functions. Input is also a SAC contribution on the development and implementation of the School Improvement Plan.

Post-Secondary Workforce Programs

Workforce education certificate programs are offered at the post-secondary adult level. Recognition for completing these programs is in the form of a certificate of completion. Certificates are recognized by private and public sector employers. If a student chooses not to complete the total course, the student will receive recognition for his/her completion of one or more of the Occupational Completion Points (OCPs) that comprise the certificate program. Approved dual-enrolled high school students also receive high school credit for completion of Workforce education certificate programs. Employability skills are included in all Workforce education certificate programs. Externship programs are offered, where appropriate, so that the student may gain additional skills and reinforce skills learned in the classroom.

Accounting Operations - B070110

Program Length: 900 Hours

Program Description and Objectives

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. The program is designed to prepare students for employment in information technology assistant, accounting clerk, accounting associate and accounting assistant positions. The program provides technical skill proficiency, competency-based applied learning, academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills and occupational specific skills.

The program content includes double-entry accounting principles, methods of recording business transactions, preparation and analysis of various documents, financial statements, payroll records, tax forms, accounting control systems, account and transaction analysis, inventory methods, the aging process, depreciation and the application of accounting principles to various entities.

Administrative Office Specialist - B070330

Program Length: 1050 Hours

Program Description and Objectives

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

The content of the program includes the use of technology to develop communications skills, higher level thinking skills, decision making skills, office procedures tasks, production of quality work, research of job opportunities, production of high quality employment portfolios and job-seeking documents.

Air Conditioning, Refrigeration, and Heating Technology

Air Conditioning, Refrigeration, and Heating Technology 1 - C400100

Program Length: 750 Hours

Air Conditioning, Refrigeration, and Heating Technology 2 - C400200

Program Length: 600 Hours

Program Description and Objectives

This program is designed to train the student in the basic theory, fundamental principles and the practical applications which develop the knowledge and skills necessary for successful entry into the basic service and installation occupations of the industry. The Air Conditioning Program was awarded a national accreditation by the ESCO Institute in 1999. It is an approved testing site for E.P.A. Section 608 Freon Certification. The program has an active occupational advisory committee that works closely with the externship program providing students valuable field experience upon completion of the course of study. This program is accredited for 2011-2017.

Program Requirements

Must complete Air Conditioning, Refrigeration, and Heating Technology 1 to move to Air Conditioning, Refrigeration, and Heating Technology 2.

Applied Cybersecurity - Y100300

No longer accepting new students
Program Length: 750 Hours

Program Description and Objectives

Applied Cybersecurity 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 cybersecurity-related careers in the Information Technology 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 cybersecurity. This program requires full-time enrollment.

The content includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, and recovery. Specialized courses focus on database security, planning and analysis, software, and web security.

Applied Information Technology - Y300400

Program Length: 600 Hours

Program Description and Objectives

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 Information Technology 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 Information Technology career cluster.

The content includes but is not limited to computer application skills including computer hardware, software applications, web applications, computer programming, web page design and advanced web tools, systems support and maintenance, network concepts, relational database concepts, multimedia tools, cybersecurity ; extensive exploration of information technology careers; strategies for success including goal setting, study skills, organizing skills, learning styles, employability skills, and service learning; and core academic skills with a strong emphasis on effective communication skills.

Automotive Service Technology

Automotive Service Technology 1 - T400700
Program Length: 1050 Hours

Automotive Service Technology 2 - T400800
Program Length: 750 Hours

Program Description and Objectives
This program trains students with the latest software, simulators and diagnostic equipment in all phases of automotive services and electronics technologies. The program combines classroom instruction with hands-on laboratory training in the troubleshooting, service and repair of automotive systems. The Automotive Service Technology Program provides a platform for continuing education or employment in a rewarding, high wage career. This program provides comprehensive skills enhancement training in the following automotive service areas:

• Engine Repair
• Manual Drive Trains/Transaxles

• Automatic Transmission/Transaxles
• Suspensions/Steering Systems
• Braking Systems
• Heating/Air Conditioning Systems
• Engine Performance
• Electrical/Electronic Systems

The Automotive Service Technology Program combines hands-on training in a fully integrated, interactive computerized and computer managed multi-stationed laboratory. The program provides a gateway for current and qualifying future technicians with practical exercises in a wide range of electronics fundamentals as it applies to today's technologically sophisticated automobiles. The final stage of the training for graduating technicians is the combination of interactive simulators and vehicles featuring electronic fuel injection, computerized controlled ignition systems, starting systems, accessory systems, antilock braking systems and electronic emission control systems. This program develops a mastery of the applications of electronics through practical skills training, problem solving methods, real time simulations and live work experience.

Program Requirements
Must complete Automotive Service Technology 1 to move to Automotive Service Technology 2.

Aviation Maintenance Technology

This program consists of three courses and is designed to train students in the skills, knowledge and related abilities necessary for entry into the aviation maintenance profession. The student will be prepared to take the Federal Aviation Administration Airframe and Powerplant (A&P)

Certification exam. For more information call 850-488-2460 or 850-488-2461.

Airframe Maintenance Technician - I470612

Program Length: 1440 Hours

This course is designed to introduce the skills and knowledge of aircraft structure and systems in preparation for the FAA airframe examination and certification. Subjects include: sheet metal structures, composites, rigging, aircraft airframe systems, instruments, communication, and navigation systems.

Powerplant Maintenance Technician - I470622

Program Length: 1440 Hours

This course is designed to introduce the skills and understanding of aircraft engines and related systems in preparation for the FAA powerplant examination and certification. Subjects include operation, inspection, overhaul and troubleshooting of propellers, electrical, reciprocating and turbine engines.

Barbering - I120402

Program Length: 1200 Hours

Program Description and Objectives
This program provides competency-based instruction and training for the purpose of qualifying an individual for a license to practice barbering in the state of Florida at a job entry level. The essential components of the barbering curriculum include barbering theory, basic science, problem solving, creative expression, technical skills and human relations skills. This program requires full-time enrollment.

Individuals desiring to become a barber in the state

of Florida must be at least 16 years of age, completed a minimum of 1200 hours of training established by the rules of the Florida Barber's Board, make application to the Florida Department of Business and Professional Regulation and pay all required fees. Under certain circumstances, the department permits testing for students who have completed 1000 hours of training. For additional information on qualified training programs, testing for barbers licensed in another state, test sites and fees, examination procedures and continuing education requirements, contact the Florida Barbers' Board at (850) 487-1395 or go online to the Department of Business and Professional Regulation web site.

Carpentry

Carpentry 1 – C510100
Program Length: 600 Hours

Carpentry 2 – C510200
Program Length: 600 Hours

Program Description and Objectives

The Carpentry program will prepare students for employment in the carpentry and cabinetmaking industry with a stress on basic carpentry/cabinet making skills. 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 & 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 & Construction career cluster.

Program Requirements
Must complete Carpentry 1 to move to Carpentry 2.

Commercial Foods & Culinary Arts - N100500

Program Length: 1200 Hours

Program Description and Objectives
The Commercial Foods and Culinary Arts Program is designed to provide a quality, affordable competency-based education for individuals who wish to pursue a

career in the food service industry. The program will provide the learning experiences necessary to enable an individual to acquire skills, knowledge and attitude to gain employment as a food preparation worker, cook, baker's helper and restaurant manager. This program may also serve as supplemental training for those seeking additional training in the food service industry. Externship programs are available to reinforce on-campus laboratory training.

The program content includes preparation, presentation, serving of a wide variety of foods, leadership, communication skills, employability skills, and safe/efficient work practices. This coursework prepares students for employment in the food service/hospitality industry.

Commercial Photography Technology

Commercial Photography Technology 1 – K610100
Program Length: 700 Hours

Commercial Photography Technology 2 – K610200
Program Length: 950 Hours

Program Description and Objectives
This program offers a sequence of courses that provide coherent and varied content that prepares students to be professional photographers in today's digital imaging world. Upon completion of this program, students will attain potentially employable skills sought out by advertising and graphic arts agencies, commercial and fine art photography studios, art galleries and custom picture frame shops. This program is also designed to provide the training necessary for the student to operate his/her own photography based business.

Students in this program will concentrate on creating and developing finished prints that involve digital camera functions, composition, outdoor and studio lighting, posing, post capture editing (Adobe Photoshop CS5), color management workflow, advanced printmaking, final print presentation and

custom picture framing techniques. The program will also cover business skills that relate to the freelance, studio and fine art photographer.

Students will be required to have a Digital Single Lens Reflex camera (DSLR) capable of manual,

aperture priority, shutter priority, and program settings to successfully complete this program.

Program Requirements
Must complete Commercial Photography Technology 1 to move to Commercial Photography Technology 2.

Computer Systems & Information Technology - Y100200

Program Length: 900 Hours

Program Description and Objectives
The Computer Systems & Information Technology focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the information technology industry; technical and product skills, underlying principles of technology , planning, management, finance, labor issues, community issues and health, safety, and environmental issues. The course content includes, but is not limited to, communication, leadership skills, human relations and employability skills; and safe, efficient work practices. This program is a planned sequence of instruction aligned with industry standards, consisting of four

occupational completion points. This program requires full-time enrollment.

The structure is intended to prepare students to complete the CompTIA A+, Network+, and Security+ industry certifications. Sufficient coverage of advanced networking concepts and competencies may also lead to Cisco's CCENT and CCNA industry certifications. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer.

Cosmetology - D500100

Program Length: 1200 Hours

Program Description and Objectives
This program is designed to prepare students for employment upon passing the Florida cosmetology examination. Specialized instruction and practical experience in hair, nail and skin care procedures, client safety and Florida cosmetology law are combined with communication and leadership skills to provide graduates with a "cutting edge" in the cosmetology industry. This program requires full-time enrollment.

To become a licensed cosmetologist in the state of Florida, an individual must be at least 16 years of age (or have received a high school diploma), completed a minimum of 1200 hours of training as established by the Board of Cosmetology, make application to the Florida Department of Business and Professional Regulation, and pay all test fees. For additional information on qualified training programs, testing for cosmetologists licensed in another state, test sites, fees, examination

procedures and continuing education requirements, contact the Board of Cosmetology at (850) 487-1395 or go online to the Department of Business and Professional Regulation.

Digital Design

Digital Design 1 – K700100
Program Length: 600 Hours

Digital Design 2 – K700200
Program Length: 600 Hours

Program Description and Objectives

The Digital Design Program offers self-paced, hands-on instruction in the latest technical skills to individuals who are training for careers in the field of digital publishing. The program offers a broad foundation of knowledge and skills to prepare students for employment in digital publishing positions.

The content includes enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, electronic scanning and development of specialized skills in multimedia presentations. This program focuses on broad, transferable skills, and stresses understanding and demonstration of the following elements of the digital publishing industry: planning, management, finance, technical and production skills, and underlying principles of technology and design.

Program Requirements

Must complete Digital Design 1 to move to Digital Design 2.

Digital Media/Multimedia Design - K100200
Program Length: 1050 Hours

Program Description and Objectives

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 Arts, A/V Technology and Communication 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 Arts, A/V Technology and Communication career cluster.
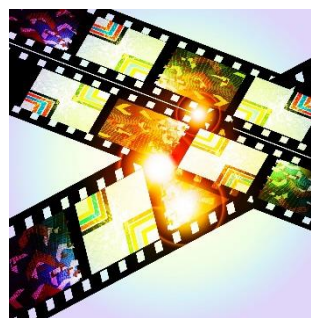
The content includes but is not limited to practical experiences in Web page design, interactive presentation development, testing and production. Specialized skills in multimedia presentations such as video editing, audio features, and simple animation and authoring software are used to produce a variety of interactive multimedia presentations.

Electricity - I460312
Program Length: 1200 Hours

Program Description and Objectives

Specialized classroom instruction and laboratory application train the student in the installation, maintenance of electrical wiring and equipment such as motors, motor controls and power and lighting systems in residential, commercial and industrial

applications. Students learn how to locate and correct electrical and equipment malfunctions using electrical test instruments such as the ammeter and

volt-ohmmeter. This program is designed to prepare students for employment as an electrician's helper, residential electrician or commercial electrician.

Legal Administrative Specialist - B072000

Program Length: 1050 Hours

Program Description and Objectives

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards, technical knowledge and skills needed to prepare for further education and careers. The program is designed to prepare students for employment as an information technology assistant, front desk specialist, administrative support and legal administrative specialist. The program provides technical skill proficiency, competency-based applied learning, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills and knowledge.

The program content includes the use of technology, communications skills, higher level thinking skills, decision making skills, legal terminology, office procedures, transcription of legal documents from machine dictation, production of quality work, research of job opportunities, high quality employment portfolios and job-seeking documents.

Massage Therapy - H120405

Program Length: 750 Hours

Program Description and Objectives

The program is designed to prepare students for employment as licensed massage therapists. The student will develop skills in manipulation of soft tissues of the human body through instruction by demonstration. Student practices include massage techniques and use of hydrotherapy equipment. Students will develop instructional skills in the application of allied studies.

The program content includes: theory and practice of massage, hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership, human relations skills, health, safety, CPR and employability skills.

Program Requirements

Applicants seeking admission to the Massage Therapy Program must be at least 18 years of age and have a high school diploma or equivalent. Successful completion of the program is dependent on meeting all the requirements of the program. Criminal background check and drug screening are required. (Drug screening will be performed randomly.) Students with positive drug screen results will not be allowed to continue in the program. Students may be denied participation in the externship by the facility if the outcome of their background check is unsatisfactory. Inability to participate in the externship portion of the program equates to dismissal from the Massage Therapy Program. If the health core has been completed within the past two years and approved by the Health Education Director

or designee, the student will be instructed when to register for the Massage Therapy Program

Medical Administrative Specialist - B070300

Program Length: 1050 Hours

Program Description and Objectives

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards technical knowledge and skills needed to prepare for further education and careers. The program is designed to prepare students for employment as an information technology assistant, front desk specialist, medical office technologist and medical administrative specialist. The program provides technical skill proficiency, competency-based applied learning, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills and occupation-specific skills.

The program content includes the use of technology, communication skills, higher level thinking skills, decision making skills, medical terminology, office procedures, transcription of medical documents from machine dictation, production of quality work, research of job opportunities, high quality employment portfolios and job-seeking documents.

Medical Assisting - H170515

Program Length: 1300 Hours

Program Description and Objectives

The Medical Assisting (MA) Program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP) and is designed to prepare students for employment in various medical settings, such as a physician's office, clinics and certain hospital settings.

This program will prepare the student to function in a medical office or clinical environment as a medical receptionist, administrative assistant, insurance coder/biller, phlebotomist, ECG tech and as a back office clinical assistant/patient educator.

Program Requirements

Applicants seeking admission to the Medical Assisting Program must be at least 18 years of age and have a high school diploma or equivalent. Students must keep their CPR for Healthcare Provider certification current for the duration of the program. Successful completion of the program is dependent on meeting all the requirements of the program. Criminal background check and drug screening are required (drug screening will be performed randomly). Students with positive drug screen results may not continue in the program. Students may be denied participation in the externship by the facility if the outcome of their background check is unsatisfactory. Inability to participate in the externship portion of the program equates to dismissal from the Medical Assisting program. If the health core has been completed within the past two years and approved by the Health Education Director or designee, the student will be instructed when to register for the Medical Assisting Program.

A Medical Assisting Pre-Registration packet must be completed and returned to Health Education prior to registration. You will receive a letter from Health Education confirming receipt and acceptance of this information to be presented to Student Services to complete the enrollment process.

The Lively Technical Center Medical Assisting Program is accredited by the Commission on

Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Medical Assistant applications must be complete at time of registration.

Patient Care Technician - H170694

Program Length: 600 Hours

Program Description and Objectives
This program is designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians), SOC Code 31-9099: 31-1014: 31-1011: 29-2099.00 (Health Technologists and Technicians). Health Care Technicians, Patient Care Assistants, Nursing Aides and Orderlies, Home Health Aides, or Allied Health Assistants. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the elements of the health care industry. This program will prepare the student to function in a Long Term Care Facility, resident's home or clinical environment, as a Phlebotomist, Monitor Tech, and Nursing Assistant. Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified registered nurse instructor. This course prepares individuals for the CNA certification, and the certified Patient Care Technician (CPCT) National Exam.

Program Requirements
Students must provide proof of Level II criminal background screening prior to enrollment, provide proof of current immunizations, and provide proof of annual tuberculin skin test (PPD). Students are also required to complete TABE testing before

enrolling, and will undergo random drug testing once enrolled.

Certification Requirements
Students who satisfactorily complete this program are eligible to take the Certified Nursing Assistant Examination and the certified Patient Care Technician National Exam.

Pharmacy Technician - H170500

Program Length: 1050 Hours

Program Description and Objectives
The program is designed to prepare students for employment as pharmacy technicians.

The program content includes metric system, medical terminology, medicinal drugs, pharmaceutical

compounding, sterile techniques, maintenance of inventory, IV preparation, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing, computer application, employability skills, leadership, human relations skills and health/safety (including CPR). The health science core must be taken by all students (secondary and postsecondary adult) planning to complete any health science program.

Program Requirements

Applicants seeking admission to the Pharmacy Technician Program must be at least 18 years of age and have a high school diploma or equivalent. Successful completion of the program is dependent on meeting all the requirements of the program. Criminal background check and drug screening are required (drug screening will be performed randomly). Students with positive drug screen results will not be allowed to continue in the program. Students may be denied participation in the externship by the facility if the outcome of their background check is unsatisfactory. Inability to participate in the externship portion of the program equates to dismissal from the Pharmacy Technician Program. If the health core has been completed within the past two years and approved by the Health Education Director or designee, the student will be instructed when to register for the Pharmacy Technician Program.

Practical Nursing - H170605

Program Length: 1350 Hours

Program Description and Objectives

Practical Nursing is 14-22 months in length. Included is classroom instruction with concurrent clinical experiences in long-term care facilities and in the acute care settings. The program is designed to prepare the student for a career as a licensed practical nurse (LPN). The program instructors are registered nurses. The PN students plan and provide nursing care to the patient with less complex needs and to assist the registered nurse in the care of the patient with complex nursing needs.

Program Requirements

Applicants seeking admission to the Practical Nursing Program must be at least 18 years of age, interview with the Health Education Director or designee, make application to the Lively Health Education Department, have a high school diploma or equivalent, score 50 on the TEAS test, meet the TABE exit requirement, provide three references and attend a general information program

orientation. Students' immunizations must be up to date, and an annual PPD (tuberculin skin test) is required. Students must keep their CPR for Healthcare Providers (BLS) certification current for the duration of the program. Successful completion of the program is dependent on meeting all the requirements of the program. A criminal background check and drug screening are required (drug screening will be performed randomly). Students may be denied participation in the clinical practicum by the facility if the outcome of their background and drug screening is unsatisfactory. Inability to participate in clinical equates to dismissal from the Practical Nursing Program. If the health core has been completed within the past two years and approved by the Health Education Director or designee, the student will be instructed when to register for the Practical Nursing Program.

Program Start Dates

August 2015 Full-time day program
January 2016 Full-time day program
August 2016 Full-time night program

Applications available in March and due in April for Fall terms; applications available in September, due in October for Spring terms.

Licensure Requirements

In Florida, to become a licensed practical nurse an individual must be at least 18 years of age, possess a high school diploma or its equivalent, have successfully completed the Practical Nursing Program under rules established by the Florida Board of Nursing (FBN), submit application to the board and pay fees to the FBN and to take the NCLEX examination, submit information to the board for a statewide criminal records correspondence check through FDLE, be in good mental and physical health, and be able to communicate in the English language (Florida Statutes 464.008).

Web Development - Y700100

Program Length: 1050 Hours

Program Description and Objectives

The Web Development Program offers self-paced, hands-on instruction in the latest technical skills to individuals who are training for careers in the field of web development. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards, relevant technical knowledge and skills necessary to obtain entry-level positions for careers in the field. Over the course of the program, each student creates a number of projects that serve as a portfolio of work that may be presented to prospective employers.

The program content includes operating system commands, web document development, design, promotion and scripting.

Specific Program Entrance Recommendations

The ability to apply logical thinking to problem solving is critical to one's success in this field. Students should also possess excellent reading skills. The Web Development profession requires one to read and comprehend a large volume of technical material. Creativity and artistic ability are also essential. Students entering the Web Development Program should meet at least one of the following criteria: hold a 2-year college degree (AA or AS) or higher or have passed the CLAST test.

Welding Technology - J400400

Program Length: 1050 Hours

Welding Technology—Advanced - J400410

Program Length: 750 Hours

Program Description and Objectives

The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the welding industry. This program focuses on broad transferable skills and stresses understanding and demonstration of the following elements of

the welding industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety and environmental issues.

Program Requirements

Must complete Welding Technology including passing TABE requirements to move to Welding Technology - Advanced.

Secondary Career Preparatory Courses

The following secondary programs offered by Lively Technical Center are excluded from COE (Council on Occupational Education) accreditation requirements (Self Study). All programs meet the COE conditions as follows:

- The technical program is offered at a high school site.
- The site is under separate administration from the COE accredited institution.
- Only secondary students are enrolled or ever will be enrolled in these programs.
- Completing credits in a Secondary Career Preparatory course may articulate into clock hours in a respective Lively Technical Center program.

Aircraft Airframe Mechanics - 8715100

Location: Lincoln High School
Program Length: 2 credits

Program Description and Objectives

The purpose of this program is to prepare students for employment or advanced training in the commercial and general aviation industry. Instruction is designed to prepare students for Federal Aviation Administration (FAA) license examinations for Airframe ratings. Federal Aviation Regulation (FAR) Part 147 identifies minimum requirements for AMT schools. Any changes to the FAA-approved course content must be approved in advance. This program prepares students for employment as an Aviation General Maintenance Technician Helper, and an Aviation Maintenance Technician with FAA Airframe Rating.

This program focuses on broad, transferable skills, stresses understanding of all aspects of the aviation maintenance industry, and demonstrates elements of the industry such 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 Transportation, Distribution and Logistics 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 Transportation, Distribution and Logistics career cluster.

Automotive Maintenance and Light Repair - 9504100

Location: Wakulla High School
Program Length: 4 credits

Program Description and Objectives

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 Transportation, Distribution and Logistics 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 Transportation, Distribution and Logistics career cluster.

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

Practical Nursing (Secondary) - 8418300

Location: Rickards High School
Program Length: 2 credits

Program Description and Objectives
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 licensed practical nurses (SOC 29-2061). The program must be approved by the Florida State Board of Nursing so the graduate may apply to take the examination to practice as a Licensed Practical Nurse. The program must also be approved by the BON as a nursing assistant program in order for students to apply to take the C.N.A. exam at the end of OCP B as a program completer.

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

Television Production - 8772100

Location: Wakulla High School
Program Length: 4 credits

Program Description and Objectives
The purpose of this program is to prepare students for initial employment as television production operators, television broadcast technicians, camera operator, and all other professional/para-professional technicians, video recording engineers, audio recording engineers.

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 Arts, A/V Technology and Communication career cluster.

The content includes, but is not limited to, communication skills; leadership skills; human relations and employability skills; safe and efficient work practices; and preparation to assume responsibility for overall production of television studio activities including: scripts, lighting, shooting and directing, electronic news gathering, and field production.

Welding Technology Fundamentals - 9204400

Location: Wakulla High School
Program Length: 4 credits

Program Description and Objectives

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

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.

ESE Transition

The Transition Program consists of many students with disabilities working toward a special diploma that require ongoing support to maintain a life as employed, independent and active adults. Upon leaving the school system at age 22, many face an uncertain future unless there is careful planning, preparation, and connections to post-school supports. The post-school lives of transitioning young adults can be greatly improved when schools, adult service providers and families work together well before the young person exits the public school system. The Transition Program is one approach to ensuring a seamless transition from school to independent adult life for young people with disabilities. These students frequently need continuing employment and agency supports, as well as community and life skills training. Referrals take place through the IEP process in the schools, and students must be eligible for services from Vocational Rehabilitation prior to entry.

The possibilities:

- Students have real jobs in the community.
- Students develop independent living skills.
- Students have job coaches and agencies supporting these activities when they exit the program.

Requirements

The special diploma graduate must meet the following criteria:

- Graduated with a special diploma from a Leon County High School prior to projected entry into the Transition Program and is a resident of Leon County.
- Is between the ages of 18 and 21.
- Is currently a client of Vocational Rehabilitation and has employment as a goal on their Individual Plan for Employment.

- Has independent living as a future goal on the Transition IEP, with or without supports.
- Is capable of mobility on an adult campus with minimal supervision.
- Displays a level of social maturity conducive to an adult environment and employment.
- Is able to maintain personal self-care and hygiene independently.

A referral packet may be obtained from one of the teachers in the Transition Program. An intake conference to determine the eligibility of the student and to determine what benefits the program can provide to the student will be held prior to the student's acceptance into the Transition Program. Every student must apply to and be accepted by Vocational Rehabilitation. Application to the Agency for Persons with Disabilities occurs as designated on the information in the packet. For more information contact instructors at 850-487-7560 or 850-487-7557.

Continuing Education Fee Courses

These courses are designed to offer advanced training or technical skills in a field or occupational area in which a person is seeking career enhancement. An Award of Completion is granted for completion of a continuing education course.

Lively provides training that will meet the specific needs of businesses, agencies and individuals. The training is for individuals who are interested in learning new skills to meet personal career goals or for businesses or agencies that are seeking training assistance for their employees. Through continuing education courses, job skills are taught to individuals who want to stay abreast of the latest technological demands of the marketplace. Visit www.livelytech.com/ce to register online.

IV Therapy for Practical Nurses

Program Length: 30 Hours

Program Description and Objectives

The 30-hour course meets the requirements for the certification of the licensed practical nurse (LPN) to initiate, care for peripheral intravenous lines and to care for central lines. The course may be taken by LPNs, graduate PNs (students need to provide an official certificate of graduation), or by registered nurses who would like to enhance their IV skills. A course notebook will be provided on the first day of class.

Program Requirements

The course will be offered at least once a semester and requires a minimum of five registrants. Students are required to attend all hours of the class. Students are required to achieve a 78% or above on the final exam to continue with skills practice and check-off. Students must pass both the exam and the check-offs in order to meet all requirements and obtain a certificate.

CDL Driving Test Class

This four hour course is designed to prepare the student to take the pre-trip inspection, basic control skills test and the driving skills road test to obtain a Florida Commercial driver license. This course consists of classroom training only. Behind the wheel training is not provided.

CDL Driving Test

Lively Technical Center is a certified third party testing site for the Department of Highway Safety

and Motor Vehicles, Division of Driver License, to administer the skills test for the Florida commercial driver license, classes A, B, and C. The CDL driving test is administered on site Monday through Friday, by appointment only. Individuals are required to register in person and pay the test fee prior to testing date. Individuals must provide their own vehicle for testing. To become a licensed commercial driver in the state of Florida, an individual must apply to the Department of Highway Safety and Motor Vehicles and pay all required fees. For additional information on license requirements, test sites, fee and examination procedures, contact the Department of Highway Safety and Motor Vehicles, Division of Driver Licenses at 850-488-0933.

Compressed Natural Gas

This two-day course is designed to prepare NGV technicians, operations personnel, and management personnel to fully understand the technology involved and the safety procedures required when working with CNG. It introduces properties and uses of compressed natural gas. Students are exposed to CNG components and systems to learn service, maintenance and safety procedures.

Fuel System Inspector Training

This two-day training course provides technicians the information and skills required to knowledgeably inspect CNG fuel systems, as well as detect and assess damage using manufacturer and CGA C-6.4 guidelines to determine necessary next steps. Attending CNG Fuel System Inspector Training helps ensure maintenance staff is adequately trained to maintain safe fleet operation and properly inspect CNG fuel systems.

This course will prepare you to become a Certified Fuel System Inspector. Upon completion of the course, students will be ready to take the CSA Certification Exam, if desired. Although designed to

prepare for certification, passing the exam is not guaranteed. To obtain certification, technicians must complete the application process, meet testing requirements and pay exam fees directly to CSA International. Lively does not administer this test.

Motorcycle Basic Rider Training

Florida Law requires as of July 1, 2008, per s. 322.12(5)(a), F.S., every first-time applicant (regardless of age) for licensure to operate a motorcycle must provide proof of completion of a motorcycle safety course before the applicant may be licensed to operate a motorcycle. Riding a motorcycle without the endorsement is a criminal violation. Students must be at least 16 years of age to attend this course.

Lively offers the Motorcycle Safety Foundation and Florida Rider Training Program approved safety course. The classroom instruction prepares the student for practical riding in a controlled, off-street environment. The basic rider's course is offered to the beginner and experienced rider. The course addresses the basic fundamentals for one to develop the skills necessary to become a safe and responsible motorcyclist. It provides the opportunity to learn the physical and mental skills important for operating a motorcycle. In the classroom, one will learn the physical and mental skills important for operating a motorcycle. Also, learning techniques to minimize risk and handle special riding situations are integrated into the course.

During the riding portions of the basic rider's course coaching will develop the physical skills of basic control that include: clutch/throttle control, straight-line riding, turning and shifting and then move to the more advanced skills to include stopping quickly, cornering and swerving.

Required riding gear includes full fingered gloves, eye protection, long denim pants, long sleeve

shirt/jacket and over-the-ankle boots/shoes. Students must pre-register for this class. No walk-ins will be accepted. Students are required to attend all hours of the class and successfully complete the knowledge test and skill evaluation in order to meet all requirements to obtain a motorcycle endorsement. Motorcycles and helmets are provided.

Personal Trainer Certification

Program Length: 62 hours

Program Description and Objectives

The certification course, presented in partnership with the World Instructor Training Schools (W.I.T.S.), prepares students to practice as a professional Personal Fitness Trainer. The course includes 16 hours of classroom learning, 16 hours of practical training and a 30-hour internship. Topics include anatomy, biomechanics, exercise physiology, fitness testing and health assessment, nutrition, exercise prescription, equipment usage, special populations, legal and safety issues. The program is finalized with written competency and practical exams for national certification. A high school diploma or GED is required prior to enrolling in this program.

W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET), and the Florida Board of Massage Therapy.

Online Continuing Education Courses

Lively Technical Center provides continuing education course options that directly align with essential professional skills. Through virtual partnerships with leading online course providers, we make it possible for you to develop the skills you need for professional advancement or personal enrichment.

Lively presents over 450 instructor-led non-credit online courses that can be taken anytime, from anywhere, 24 hours a day, 7 days a week – no traveling, no fixed schedule necessary. These affordable classes vary in length from six-weeks to six-months. Most courses also provide CEUs for professional recertification upon satisfactory completion.

All courses are led by expert instructors, many of whom are nationally known authors. These dynamic professionals will engage you in discussions with your fellow students, and provide plenty of practical information that you can put to immediate use. Each course contains lessons, quizzes, hands-on assignments, discussions, supplementary links, and more. In most cases, no additional materials are necessary since the content is contained within the course.

Our online courses cover a broad array of topics and we have frequent new additions. Please visit the Professional Education page on our website at http://livelytech.com/ce to see a detailed listing of available courses, along with descriptions, start dates, course fees and online registration.

> **Business & Career** courses focus on business skill development in accounting, finance, management, office procedures and communications as well as professional development opportunities for teachers.

Computer & Information Technology courses focus on skill development in a wide range of computer applications, including software usage, information management, networking and programming, website development and prep courses leading to in-demand technology certifications.

Health & Public Service courses focus on skill development in healthcare and medical subject matter, including health information management, prep courses leading to professional certifications and courses needed to meet employment requirements in the healthcare professions.

Trades & Service Industry courses focus on skill development in construction trades, transportation, personal services and other industries leading to career enhancement, license endorsements or industry certification.

Personal Enrichment courses provide a wide range of learning opportunities to enhance personal skills and help participants enrich their daily lives, including everything from art to improving writing skills, fitness and nutrition to gardening, green living and home improvement.

Our online courses are relevant, affordable, convenient, and recommended for anyone from the internet novice to advanced users.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. In most cases all of the required materials (books, workbooks, or software) are included. Some courses may have additional requirements and will be presented in individual course descriptions.

Virtual Partners for our Online Continuing Education Courses

Ed2Go

Whether you're looking for professional development or personal enrichment, these six-week online courses are the perfect way to learn a new skill or enhance your existing ones. Expert instructors develop and lead every course, and you'll be able to interact with them and fellow students in lively online discussion areas. New sessions start every month, so you can sign up anytime.

Course lessons are presented in a text-based format with step-by-step instructions. This allows anyone, from the internet novices to advanced users, to easily follow the materials. Because you can delve into the classroom without having to learn a new interface, this format is specially recommended for those new to taking courses online.

Ed2Go Career Training Programs

These career-focused online courses are designed to give you the latest, most up-to-date skills necessary to acquire professional caliber positions in many in-demand occupations. You can start these career training programs anytime and work at a pace that suits your individual style. You'll have access to all lessons and assignments from day one with up to six months to complete. Most materials are included and you'll receive all the instructor assistance you need to have a truly comprehensive learning experience.

UGotClass

These instructor-led online courses will enhance the skills you need to succeed in the 21st century. From Corporate Training and Development to Online Teaching or Customer Service certificates, these courses will help you demonstrate increased knowledge, boost productivity and even your organization's bottom line.

Most courses are offered four times a year. Classes start the first Monday of a month, with learning tutorials available the week before each class begins. Continuing education units have been approved by numerous professional associations and licensing boards for many courses. Certificates are awarded upon completion by LERN (the Learning Resources Network), one of the largest continuing education associations in the world.

Escoffier

Learn to prepare restaurant-quality meals in the comfort and convenience of your own home. The Lively Technical Center, in partnership with the Escoffier Online Culinary Academy, offers you a professional chef's curriculum via richly detailed video tutorials and collaborative, interactive online cooking experiences with classically trained chefs and classmates. This groundbreaking Culinary Arts program is broken down into four courses. You will have access to the self-paced, entirely online program for one year from the time of your enrollment.

360training.com

Whether you are returning to school, cross-training or entering a new field, these highly-focused career training programs give you the most widely used, important job skills needed in the workforce. These courses are delivered online with

instructor support provided throughout your training. Resources in print format are included when appropriate and in the best interest of the student. They are offered as open enrollment, so you can start any time. You'll have regular access to career counselors and instructors who work with you as you master the material and move towards completion.

PSAV Basic Skills Required

Program Title	Delivery Method	CIP #	Clock Hours	M	L	R
PSAV PROGRAMS **MINIMUM BASIC SKILLS GRADE LEVELS** **MATHEMATICS, LANGUAGE, & READING** **2015-2016**						
Architecture & Construction						
Air Conditioning, Refrigeration & Heating Technology 1	T	0647020304	750	10	9	9
Air Conditioning, Refrigeration & Heating Technology 2	T	0647020305	600	10	9	9
Carpentry 1	T	0646020111	600	9	9	9
Carpentry 2	T	0646020112	600	9	9	9
Electricity	T	0646030202	1200	9	9	9
Arts, A/V Technology & Communication						
Commercial Photography Technology 1	T	0648020405	700	9	9	9
Commercial Photography Technology 2	T	0648020406	950	9	9	9
Digital Design 1	T	0507080107	600	9	9	9
Digital Design 2	T	0507080108	600	9	9	9
Digital Media/Multimedia Design	T	0609070208	1050	10	10	10
Business Management & Administrative						
Accounting Operations	T	0507010102	900	10	10	10
Administrative Office Specialist	T	0507040103	1050	10	10	10
Legal Administrative Specialist	T	0507060403	1050	10	10	10
Medical Administrative Specialist	T	0507060503	1050	10	10	10
Health Science						
Massage Therapy *Licensed by the Board of Massage Therapy: Department of Health*	T	0312040500	750	9	10	10
Medical Assisting	T	0317050300	1300	10	10	10
Patient Care Technician	T	0351390205	600	10	10	10
Pharmacy Technician *Certified by the Pharmacy Technician Certification Board*	T	0317050706	1050	11	10	10
Practical Nursing *Licensed by Board of Nursing*	T	0317060500	1350	11	11	11

PSAV PROGRAMS MINIMUM BASIC SKILLS GRADE LEVELS MATHEMATICS, LANGUAGE, & READING 2015-2016 (Continued)						
Program Title	**Delivery Method**	**CIP #**	**Clock Hours**	**M**	**L**	**R**
Hospitality & Tourism						
Commercial Foods & Culinary Arts	T	0420040212	1200	9	9	9
Human Services						
Barbering *Licensed by Florida Department of Business and Professional Regulation (FDBPR), Board of Barbering*	T	0612040200	1200	9	9	9
Cosmetology *Licensed by Florida Department of Business and Professional Regulation (FDBPR), Board of Cosmetology*	T	0612040102	1200	8	8	9
Information Technology						
Applied Cybersecurity	T	0511100302	750	10	9	9
Applied Information Technology	T	0511010302	600	9	9	9
Computer Systems & Information Technology (CSIT)	T	0511090107	900	10	9	9
Web Development	T	0511080100	1050	9	9	9
Manufacturing						
Welding Technology	T	0648050805	1050	9	9	9
Welding Technology - Advanced	T	0648050806	750	9	9	9
Transportation, Distribution & Logistics						
Aircraft Airframe Mechanics *Licensed by Federal Aviation Administration (FAA)*	T	0647060700	1440	10	9	10
Aircraft Power Plant Mechanics *Licensed by Federal Aviation Administration (FAA)*	T	0647060800	1440	10	9	10
Automotive Service Technology 1 *Licensed by National Association of Technicians Educational Foundation (NATEF)/Automotive Service Excellence (ASE)*	T	0647060411	1050	10	9	9
Automotive Service Technology 2 *Licensed by National Association of Technicians Educational Foundation (NATEF)/Automotive Service Excellence (ASE)*	T	0647060412	750	10	9	9