



LIVELY TECHNICAL CENTERS CAREER DUAL ENROLLMENT (CDE) ADMISSIONS PACKET

The School Board of Leon County, Florida

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LIVELY TECHNICAL CENTER CAREER DUAL ENROLLMENT ADMISSIONS PROCESS— FAQ'S

What is Career Dual Enrollment?

Career Dual Enrollment is an option for high school students to enroll in postsecondary courses earning credit toward both high school graduation and a career and technical program certificate. Students receive two additional quality points on their weighted GPA for every course taken within the program that is completed with a grade of "C" or better.

When can a student begin the Career Dual Enrollment Process?

Students can enroll at the beginning of their junior year (minimum 16 years old). Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.

How do students get started?

All prospective Dual Enrolled students must:

- Complete the Lively Technical Center Dual Enrollment Packet with parents (s)/guardian (s) and the high school guidance counselor
- Print a copy of the application, obtain appropriate signatures and submit the application to the current school guidance counselor
- Attend a Dual Enrollment orientation session in person at Lively Technical Center. Schedule is available at www.livelytech.com, under the Secondary CTE tab
- Take the Tests of Adult Basic Education (TABE)

What is the TABE?

TABE stands for Tests of Adult Basic Education. It is a state regulated assessment of basic skills in Math, Reading and Language. Students can take the TABE at Lively Technical Center, free of charge. All students entering a technical

program of study must sit for the TABE. Prior to testing, students with an active 504 Plan or IEP should disclose this information to the Centers ESE Specialist in order to request special accommodations. Contact your current high school ESE Specialist for further assistance.

How are TABE scores used?

TABE scores are used as a counseling tool in evaluating a student's academic strengths and weaknesses which may affect success in their technical program. Students scoring within two grade levels of state mandated exit scores have



a better opportunity to successfully meet the rigors of a LTC technical program. Students scoring within two grade levels of their mandated exit scores will be counseled and appropriate options for assistance will be determined. Scores are reviewed with the student to determine what type of academic intervention will be required so that the student is ready to meet the demands of their Technical Program of study as well as meeting the state mandated exit scores .

What are the entry requirements to be Career Dual Enrolled? Dual Enrollment entry requirements are met when:

- A student has completed a minimum of 11 high school credits
- A student has met the minimum 2.0 unweighted grade point average (GPA) at their high school
- A student has sat for the TABE (Tests of Adult Basic Education.)
- The student has a satisfactory attendance record

What are the expectations to maintain Career Dual Enrollment?

- A student maintains a minimum 2.0 unweighted grade point average at the current high school as well as a 2.0 unweighted GPA in their technical program
- A student has maintained satisfactory progress towards program completion
- A student complies with LTC Attendance Policy and the Student Code of Conduct Handbook while enrolled in a LTC technical program



What are Technical Program completion requirements for Career Dual Enrollment?

Technical Program completion requirements are met when:

- A student has met the mandated exit scores in order to receive a program technical certificate. (If TABE scores are not met upon completion of the program, the student will not receive a technical program certificate, but will receive course grades and credits)
- A student has passed all coursework within the LTC technical program with a C or better

Do the Technical Centers provide basic skills remediation to prepare students to meet the TABE exit scores for their program of study?

Yes – Students will have the opportunity to register for instructional support to prepare them to retest to meet the TABE program exit scores. This instructional support will be required and will be monitored by both the counselor and instructor. Teacher access, lab facilities and



online options will be available, including evening and summer hours. Students only need to retest in the area or areas in which they did not meet the minimum score (Math, Reading, and/or Language) and the required remediation will be focused to support their success .

Do Career Dual Enrolled students earn high school credit?

Yes – Students receive one (1) credit per three (3) hour block every nine (9) weeks. Students have the opportunity to earn four (4) credits per year/part time or eight (8) credits per year/full time. These credits apply toward graduation requirements.

Are there any fees for Career Dual Enrolled students?

Leon County Public School high school students are provided tuition, fees, and text books, free of charge. Some programs may incur costs not covered by the School District.

Is transportation available?

All students must provide their own transportation.

Is there an attendance policy?

In accordance with Florida Statute 1003.24, a child’s attendance in school is the responsibility of the parent or legal guardian. Absences cause students to miss significant



LTC Career Dual Enrollment Application

Today's Date: _____ Date of Birth: _____ Male Female

Last Name: _____ First Name: _____ MI: _____

Student ID: _____ Name of Current High School: _____
 Public Private Home Education

Address: _____ Student Cell: _____

City, State, Zip Code: _____ Parent Cell: _____

Parent Email Address: _____ Home Phone: _____

Student Email Address: _____

Grade Level at time of entry: (check one) 9 10 11 12 School Year of Entry: _____

Term of Entry: (check one) Fall (August) Spring (January)

PLEASE REFER TO PROGRAM SELECTION DOCUMENT TO COMPLETE THE FOLLOWING PROGRAM CHOICE

First Choice: _____ Time: _____

Second Choice: _____ Time: _____

(Signature of Applicant)

(Signature of Parent/Guardian) if under 18

PLEASE NOTE: This application cannot be processed without the student attending an orientation (in person) and taking the computerized Tests of Adult Basic Education (TABE). Failure to complete either requirement will result in a delay of the final decision.

TO BE COMPLETED BY HIGH SCHOOL GUIDANCE COUNSELOR/SCHOOL OFFICIAL

I recommend the above student to enroll as a Career Dual Enrolled student. Yes No

If no, please state reason: _____

(Signature of Counselor/School Official)

(Print Name of Counselor/School Official)

(Counselor Phone Number)

(Date)

LIVELY TECHNICAL CENTER USE ONLY

Date Received: _____ Initials: _____
 Approved Denied Date: _____