



Course Catalog
2017-2018

Mission Statement



The American workforce needs have changed drastically over the course of history in our country. This creates a constant need for highly trained individuals in numerous areas that must be met. Lively Technical Center strives constantly to provide the training to meet these needs. It is our hope that we provide the training, skills and knowledge that will make you successful in the workplace.

Lively Technical Center welcomes you.

Lively Technical Center, in partnership with the extended community, empowers students for success in a career focused education. We hope this mission provides you with the training necessary to be a success in your chosen field.

Accredited by:

The Accrediting Commission of the Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350
770.396.3898.

AdvancED Florida (SACSCASI) University of West Florida, 11000 University Parkway, Pensacola, FL 32514
800.865.9068

Lively is approved for training by the following State Approved Agencies: The Florida Department of Veterans Affairs, The Florida Board of Cosmetology, The Florida State Board of Nursing, The Federal Aviation Administration, The Florida Real Estate Commission, The Florida Department of Insurance, The Florida of Business and Professional Regulation, The American Heart Association, The Florida Department of Transportation, The Department of Highway Safety and Motor Vehicles, The Florida Rider Training Program, The Motorcycle Safety Foundation, The HVAC Excellence for Heating & Air, ASE Certified, NATEF and 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). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, Florida 33763, 727.210.2350

**Any academic requirement, course or program offering, business policy, fee, and/or information contained in this publication are subject to change or revocation without notice.





500 North Appleyard Drive
Tallahassee, Florida 32304

LEON COUNTY SCHOOLS SUPERINTENDENT
Rocky Hanna

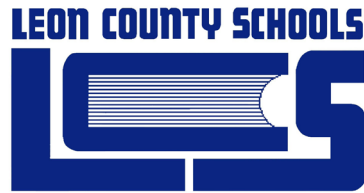
LEON COUNTY SCHOOL BOARD MEMBERS
Georgia "Joy" Bowen, Chair
Alva Striplin, Co-Chair
Dee Dee Rasmussen
Maggie Lewis Butler
Rosanne Wood

DIRECTOR OF CAREER, TECHNICAL
AND ADULT EDUCATION
Shelly Bell

LIVELY PRINCIPAL
Vernea Randolph

LIVELY ASSISTANT PRINCIPAL
Randy Free

NONDISCRIMINATION NOTIFICATION AND CONTACT INFORMATION



“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability or genetic information 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. Admission policies and practices are outlined in the Lively Technical Center Course Catalog/Student Handbook, as well as at www.livelytech.com.

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

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

Deana McAllister, Labor and Relations Equity Coordinator (Employees)
(850)487-7160
mcallisterd@leonschools.net

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

Karin Gerold, 504 Specialist
(850) 487-7160
geroldk@leonschools.net

Leon County Schools offers the following career and technical programs, including career academies wherein students may earn industry certification: Accounting Operations, Administration Office Specialist, Air Conditioning, Refrigeration & Heating Technology 1 & 2, Automotive Service Technology 1 & 2, Aviation Maintenance Technology: Aircraft Airframe & Power plant, Barbering, Commercial Foods & Culinary Arts, Commercial Photography 1 & 2, Cosmetology, Digital Design 1 & 2, Digital Media/Multimedia Design, Electricity, Legal Administration Specialist, Massage Therapy, Medical Administrative Specialist, Medical Assisting, Patient Care Technician, Pharmacy Technician, Practical Nursing, Web Development, Welding Technology, Welding Technology Advanced. Please see the LTC course catalog for all admission requirements.

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district’s nondiscrimination policies).

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student’s ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.



Mrs. Vernea Randolph

Lively Technical Center provides a safe, innovative and challenging learning environment for all students, with a range of personnel available to provide support services.

Lively enjoys a well deserved reputation of academic excellence. The highly skilled and professional staff specializes in teaching, evidenced by a long history of outstanding results. Our dedicated and talented teaching and support staff are justifiably proud of all that Lively has to offer. We also encourage personal development through student participation in a wide range of hands on activities.

All students are expected to achieve their personal best and it is our aim to work with the community and students to enable a successful transition to employment, training or further education at the completion of their time at Lively.

I encourage you to browse this site to get a sense of our community and the many options we offer our students. I hope you will take the opportunity to contact us and arrange a visit so that you can see for yourself why Lively Technical Center is leading the way in Vocational Education.

Mrs. Vernea Randolph, Principal

2017-2018 Lively Technical Center Course Catalog

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2017-2018 STUDENT CALENDAR

The school calendar operates on a semester system. Each semester is approximately 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. Guidance and Financial Aid are located in Building 9. Registration is located in Building 8.

Four Day Week Schedule

Monday - Thursday 8:00 a.m. - 4:00 p.m.

Five Day Week Schedule (Aviation)

Monday - Friday 7:30 am - 3:30 pm
(Fall Semester)
Monday - Friday 8:00 a.m. - 3:00 p.m.
(Spring Semester)

Four Day Calendar

Five Day Calendar

<p>Fall Semester August 14 - December 14, 2017 Registration* May 25 - August 11, 2017 Late Registration* August 14 - 18, 2017</p>	<p>Fall Semester August 14 - December 15, 2017 Registration* May 15 - August 11, 2017 Late Registration* August 14 - 17, 2017</p>
<p>Spring Semester January 3 - May 31, 2018 Registration* November 6, 2017 - December 14, 2017 Late Registration* January 2-12, 2018</p>	<p>Spring Semester January 3 - May 31, 2018 Registration* November 6, 2017 - December 14, 2017 Late Registration* January 2-4, 2018</p>

**Times and dates may vary. See LivelyTech.com to confirm dates.*

Fall Break

November 20-24, 2017

Spring Break

March 12-16, 2018
(Hours of operation may vary)

Winter Break

December 15, 2017 - January 2, 2018
*(LTC will be closed)**

Graduation Ceremonies

December 14, 2017 and May 17, 2018

2017-2018 LIVELY TECHNICAL CENTER 4-DAY SCHOOL CALENDAR

August

- 4 End of last Four-day Workweek
- 7 Teachers Report
- 7-11 Teacher Planning/Inservice Days
- 14 Students Report

September

- 4 Labor Day Holiday (Districtwide)
- 28 Students Out - LTC Teacher Planning Day
- 29 Fall Holiday (Districtwide)

October

- 12 Students Out - LTC Teacher Planning Day
- 13 Teacher Planning/Inservice Day (Students Out)

November

- 9 Students Out - LTC Teacher Planning Day
- 10 Veterans Day Holiday (Districtwide)
- 20, 21, 22 Thanksgiving Holidays (Students & Teachers Out)
- 23-24 Thanksgiving Holidays (Districtwide)

December

- 15 End of First Semester (64 Days)
- 18-31 Winter Holidays (Districtwide)

2018 January

- 1 Winder Holiday (Districtwide)
- 2 District Staff & Teachers Return
- 2 Teacher Planning/Inservice Day (Students Out)
- 3 Students Return
- 15 Martin Luther King Holiday (Districtwide)

February

March

- 12-16 Spring Break (Students & Teachers Out)
- 19 Teacher Planning/Inservice Day (Students Out)
- 20 Students Return

April

May

- 28 Memorial Day Holiday (Districtwide)
- 30 Last Day of School - LTC 4-day Program
End of Semester (79 days)

June

- 4 Four-Day Workweek Begins
- 4, 5, 6 Teacher Planning/Inservice Days

July

- 4 Fourth of July Holiday (Districtwide)

August

- 3 Last Day of Four-Day Workweek

2017-2018 LEON COUNTY SCHOOLS 5-DAY SCHOOL CALENDAR

July

27 End of last Four-day Workweek

August

7 Teachers Report
 7-11 Teacher Planning/Inservice Days
 14 Students Report

September

4 Labor Day Holiday
 (Districtwide)
 29 Fall Holiday (Districtwide)

October

12 End of First Nine Weeks (42-day
 nine week)
 13 Teacher Planning/Inservice Day
 (Students Out)

November

10 Veterans Day Holiday
 (Districtwide)
 20, 21, 22 Thanksgiving Holidays (Students
 & Teachers Out)
 23-24 Thanksgiving Holidays
 (Districtwide)

December

13, 14, 15 Middle & High School Exam
 Days/Middle & High Early
 Release
 15 End of Second Nine Weeks
 (39-day nine weeks/81-day first
 semester)
 18-31 Winter Holidays (Districtwide)

2018 January

1 Winder Holiday (Districtwide)
 2 District Staff & Teachers Return
 2 Teacher Planning/Inservice Day
 (Students Out)
 3 Students Return
 15 Martin Luther King Holiday
 (Districtwide)

February

March

9 End of Third Nine Weeks (47-day
 nine weeks)
 12-16 Spring Break (Students &
 Teachers Out)
 19 Teacher Planning/Inservice Day
 (Students Out)
 20 Students Return

April

May

28 Memorial Day Holiday
 (Districtwide)
 29, 30, 31 Middle & High School Exam
 Days/Elementary, Middle &
 High Early Release
 31 Last Day of School/End of
 Fourth Nine Weeks (52-day nine
 weeks/99-day semester)

June

1, 4 Teacher Planning/Inservice Days
 4, 5 Teacher Inservice ESE/Reading
 Summer Academy
 4 Four-Day Workweek Begins
 6-19 ESE Summer Services
 6-26 Reading Summer Services

July

4 Fourth of July Holiday
 (Districtwide)
 9-19 Reading Summer Services
 9-26 ESE Summer Services

GENERAL SCHOOL INFORMATION

Main Campus	487-7555
Fax	922-3880
Administration	487-7634
Fax	922-3880
Aviation Program	488-2461
Fax	488-2735
Business Office	487-7413
Fax	487-7492
Financial Aid	487-7421
Fax	487-7589
Learning Resource Services & Testing Center	487-7467
Fax	487-7416
Public Relations	487-7634
Fax	922-3880
Registration	487-7400
Fax	487-7630
Student Services	487-7473
Fax	487-7430

(Local area code is 850)

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

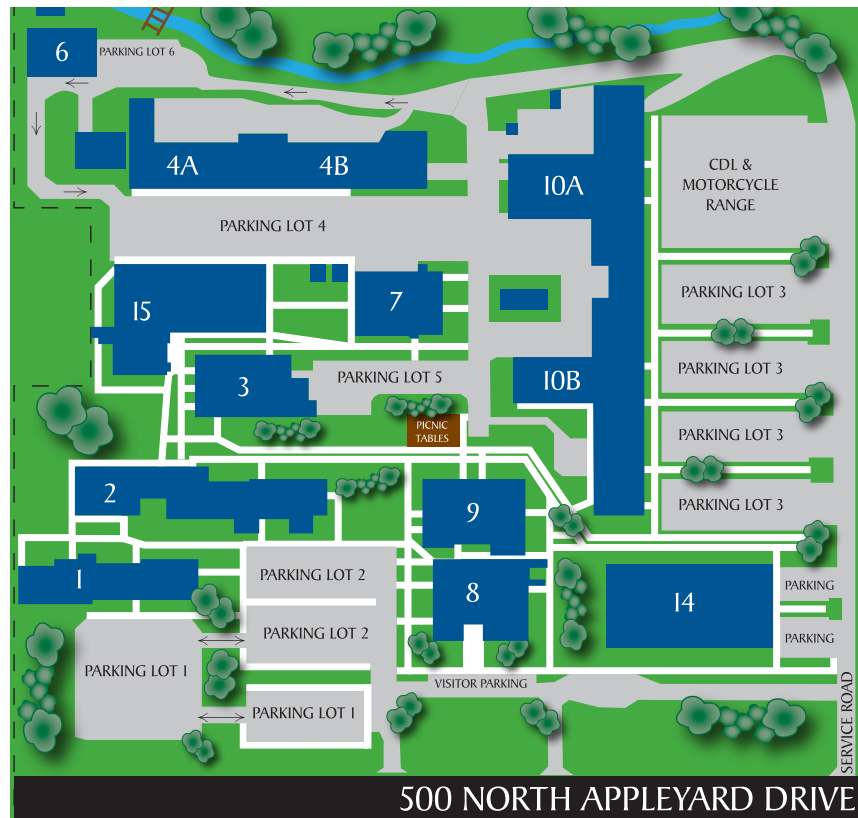
Office Hours
 8:00 a.m. to 4:00 p.m. Monday-Thursday
 8:00 a.m. to 2:00 p.m. Friday
 Summer and holiday hours may vary.

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



Program/Department	Bldg/Rm
Accounting Operations	10A-111
Administration	8-103
Administrative Office Specialist	10A-111
Adult & Community Education	14
Air Conditioning Refrigeration & Heating Technologies	10A-151
Applied Academics for Adult Education	2-229
Automotive Service Technology	10A-130
Aviation	Tallahassee Regional Airport
Barbering	7-108
LTC Bookstore	9-113
Business Office	8-104
CDL	CDL Range/Parking Lot 3
CNG	10A-147
Commercial Foods & Culinary Arts	3-112
Commercial Photography Technology	4B-134
Cosmetology	2-115
Digital Design	10A-108
Digital Media/Multimedia Design	10A-108
Electricity	10B-162
ESE Transition	10-212, 212A
Externship Program	15-101
Facilities/Safety	8-103
Financial Aid/Veterans Affairs	9-148
GED	2-113

Program/Department	Bldg/Rm
Health Education	15
Learning Resource Center	9-110
Legal Administrative Specialist	10A-111
Libby's Café	3-101D
Maintenance Supervisor	7-120
Massage Therapy	2-235
Medical Administrative Specialist	10A-111
Medical Assisting	15-206
Motorcycle Rider Training	10B-116
Patient Care Technician	2-233
Personnel/Payroll	8-104
Pharmacy Technician	15-135
Placement Center	9-110
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
Welding Technology, Adv	4A-128

ENROLLMENT INFORMATION

Individuals may apply for full-time or part-time admission. Most of the training programs at Lively Technical Center have minimum admission or state licensure requirements. Applicants should have the basic skills necessary for potential success in the training program and the career field they have chosen. Classes are available to assist students in improving basic skills

ENROLL IN 5 EASY STEPS

STEP 1 - COMPLETE THE ONLINE APPLICATION

Use the following link: <https://lively.focusschoolsoftware.com/focus/apply> (former and returning students skip this step)

STEP 2 - PREPARE FOR PAYMENT

Apply for the Federal Pell Grant or request documents needed for other funding methods (VA, Career Source, etc.). Students who have not established one year of residency in Florida, Georgia or Alabama will be charged Out-of-State fees. Registration will not be officially complete until tuition, registration and lab fees have been paid.

STEP 3 - ACADEMIC ASSESSMENT

The academic assessment is the Tests of Adult Basic Education (TABE) that measures applicants' grade levels in mathematics, reading, and language. To take the TABE, pay the applicable fee (\$25.00 cash, credit or debit card are all accepted), and arrive at least 15-minutes prior to testing. Be sure to bring your I.D. with you (must be at least 16 years old). If you are unsure of the program of training you wish to enter, schedule some time with our Student Services Department and view our Program Offerings. Each program has its own basic skills requirement. Information for preparing for the TABE is available in Student Services located in Building 9 or you may print the information below:
http://www.fldoe.org/core/fileparse.php/5398/urlt/tabe_book4web.pdf

You may be exempt from the TABE testing if you:

- possess a college degree at the associate in applied science level or higher
- demonstrate readiness for public postsecondary education pursuant to F.S. 1008.30
- Earned a standard Florida public high school diploma (entered 9th grade in 2003-04 school year or any year thereafter) or earned a GED in 2014 or any year thereafter.
- 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
- are an active duty member of any branch of the United States Armed Services

Proof of exemption status is required. Please see an advisor for further details.

STEP 4 - MEET WITH STUDENT SERVICES ADVISOR

Student Services will review your online enrollment information in FOCUS.

You will need to provide:

- TABE assessment scores (or see above for exemption documents)
- Two proofs of Florida residency
- Picture I.D

STEP 5 - MEET WITH FINANCIAL AID

Meet with Financial Aid and they will check for all needed financial aid documents (ISIR, verification letter, etc.) Bring proof of any additional grants, scholarships, or waivers and receive your deferment. (If you are self-pay, you may skip this step.)

TURN IN ALL PAPERWORK AT REGISTRATION (BUILDING 8) – PAY ANY APPLICABLE FEES

Photo ID and Vehicle ID are included in the cost of registration. These will be available August 1, 2017

“The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information.”

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	
Tuition	3,131.70
Registration / Lab Fees	1,405.34
Books / Supplies	680.45
Room / Board	1,800.00
Other (Pers / Transportation)	4,660.00
TOTAL	\$11,677.49
Independents	
Tuition	3,131.70
Registration / Lab Fees	1,405.34
Books / Supplies	680.45
Room / Board	10,458.00
Other (Pers / Transportation)	4,660.00
TOTAL	\$20,335.49
Out-of-State Independent	
Tuition	12,558.98
Registration / Lab Fees	1,405.34
Books / Supplies	680.45
Room / Board	10,458.00
Other (Pers / Transportation)	4,660.00
TOTAL	\$29,762.77

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:

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.
 - o 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.
 - o 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 of applied science or higher)
- have taken one of the following within the last two years: Accuplacer, ACT, SAT, PERT,
- 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.)
- Have taken and pass the GED in 2014 or later. (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 14, 2017, and Thursday, May 17, 2018) 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

Please see the Financial Aid Policies and Procedures packet available in the Financial Aid department and online for all guidelines and requirements for receiving aid.

The Federal Pell Grant requires a new FAFSA application each academic year (July 1 – June 30). Applications are available online at www.fafsa.ed.gov.

All potential students must meet all Lively Technical Center's entry requirements, including appropriate testing and program selection. Students must then apply for financial aid with the Lively Technical Center Financial Aid office.

Lively Technical Center is a clock hour school. The Federal Pell grant award is based on a student's enrollment hours and weeks. Students must be enrolled a minimum of 225 hours per semester to qualify for the Pell Grant at Lively Technical Center. Program length must be a minimum of 600 hours.

Pell deferments are available for tuition, fees, books, and required supplies. Deferment will be permitted up to the total award amount for the initial payment period.

It is the responsibility of the student to notify the Financial Aid office of any change in program and/or hours of enrollment prior to or at the time of any change. A change may result in an award adjustment,

termination of aid, and/or an increase/decrease in the cost of registration and tuition. Pell awards are based on continuous enrollment within an academic year without interruption up to the designated hours per program.

Pell refunds and disbursements (funds after all deferment is paid) are disbursed through checks. Pell disbursements may be picked up from the Registration Office with a Student ID.

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 an additional grant automatically awarded to financially needy students. This amount fluctuates based on the number of eligible students enrolled per semester, the number of hours enrolled, and the availability of funds. FSEOG awards will be made to students who have been determined to have the greatest financial need first. Remaining funds, if any, will be distributed to students with less financial need. Students must complete a FAFSA application online.

Bright Futures

Lively Technical Center proudly accepts the following Bright Futures Student must be a Florida resident (and a U.S. citizen or eligible non-citizen) as determined by the student’s postsecondary institution, and must enroll in a degree or certificate program of study at an eligible Florida postsecondary institution. Student must enroll for a minimum of 225 clock hours per term by the end of the drop/add period. Eligibility for the award begins in the fall term of each academic year.

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)

FAFT is a need based grant that may help cover the cost of tuition only. Students who demonstrate financial need may be eligible to apply for Financial Aid Fee Trust (FAFT). A student demonstrates financial need when the Cost of Attendance exceeds awards by Pell, FSEOG, FSAG, waivers, or any other scholarship, grant, or benefit. Eligible students must complete a FAFT application.

TESTING CENTER

Tests of Adult Basic Education (TABE)

The Tests 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 at the associate in applied science level or higher
- demonstrate readiness for public postsecondary education pursuant to F.S. 1008.30
- Earned a standard Florida public high school diploma (entered 9th grade in 2003-04 school year or any year thereafter) or earned a GED in 2014 or any year thereafter.
- 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
- are an active duty member of any branch of the United States Armed Services

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

Certiport, ServSafe

Lively Technical Center in conjunction with 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.

ACADEMIC ENRICHMENT & GUIDANCE

Applied Academics for Adult Education

Graduates of Workforce education certificate programs are required to achieve a minimum basic 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.

The primary objective of this instruction is to assist the student in meeting the state basic skill exit level requirement for the vocational training program in which (s)he is or will be enrolled. This is required for the student to obtain a certificate from the vocational training program if the program length is 450 hours or more. The requirements for each vocational program are available in Student Services.

Enrollment within this program may occur prior or concurrent with enrollment in a vocational training

program. Students who do not meet the required scores shall enroll in Applied Academics for Adult Education program unless documentation is provided stating the student is currently enrolled in an approved alternate public or private school remedial program. Students requiring academic enrichment based on TABE results will be provided an individual study plan 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. Cost for AAAE enrollment is \$30.00 per semester. AAAE students will be permitted one attempt per survey for each section of the TABE unachieved. Additional attempts will be \$5.00 per survey.

Please Note: Students who do not meet the TABE exit requirement of program of enrollment are required to be concurrently enrolled, participating and progressing in AAAE for a minimum of three (3) hours per week, until the Basic Skills requirements are met.

If a student does not meet the stated requirements, he/she is not meeting progress toward completion. If a student is withdrawn due to lack of participation or attendance, the student will also be withdrawn from program.

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 850-717-2020 and/or visit www.aceleon.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.

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: Veterans Affairs office at 850-487-7422. Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 31, Chapter 1606, Chapter 1607, or Dependents of a Disabled Veteran 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) will be entitled to receive a deferment each semester. Interested students should contact Veterans Affairs Office in Student Services for more information and policy requirements.

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 transition 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.

PROGRAM OFFERINGS BY CAREER CLUSTER


ADULT GENERAL EDUCATION

Applied Academics For Adult Education (AAAE)

ARCHITECTURE AND CONTRUCTION

 Air Conditioning Refrigeration & Heating Technology 1

Air Conditioning Refrigeration & Heating Technology 2

 Carpentry (**New Program**)
Electricity

ARTS, A/V TECHNOLOGY & COMMUNICATION

 Digital Design 1

Digital Design 2

Digital Media / Multimedia Design

 Commercial Photography Technology 1

Commercial Photography Technology 2

BUSINESS MANAGEMENT & ADMINSITRATION

 Accounting Operations

 Administrative Office Specialist

 Legal Administrative Specialist

 Medical Administrative Specialist

HEALTH SCIENCE

 Massage Therapy

Medical Assisting

 Patient Care Technician

 Pharmacy Technician

Practical Nursing

HUMAN SERVICES

Barbering

Cosmetology

HOSPITALITY & TOURISM

Commercial Foods & Culinary Arts

INFORMATION TECHNOLOGY

 Web Development

MANUFACTURING

 Welding Technology

Welding Technology- Advanced

TRANSPORTATION, DISTRIBUTION & LOGISTICS

 Automotive Service Technology 1

Automotive Service Technology 2

Automotive Service Technology CNG/LPG

Aviation Airframe Mechanics

Aviation Powerplant Mechanics

ADULT GENERAL EDUCATION

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

Program S990001 CIP 1199002SN

Program Description

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 lab 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.

The primary objective of this instruction is to assist the student in meeting the state's basic skill exit level requirement for the workforce certificate program in which the student is or will be enrolled. This is required to obtain a certificate from a workforce certificate program that is 450 hours or more. The requirements for each workforce program are available in Student Services. Enrollment within this program may occur prior or concurrent with enrollment in a workforce certificate program. Students who do not meet the required scores shall enroll in Applied Academics for Adult Education unless documentation is provided stating the student is currently enrolled in an approved alternate public or private school remedial program. Distance learning (online) is available with approval from the AAAE Instructor.

Students will retest on content areas needed after completing 60 hours of instruction or at the instructor's discretion, per mastery.

Program Structure

The following table illustrates the Adult General Education program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
S990011	LCP A	Mathematics	N/A	
S990021	LCP B	Reading	N/A	
S990031	LCP C	Language	N/A	
S990041	LCP A-C	Comprehensive A-C		\$30.00 per term for any or all courses

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older

DIPLOMA: N/A

All tuition received from the Applied Academics for Adult Education (AAAE) shall be used only for Adult General Education programs effective July 1, 2014, Section 1009.22(3)(c), F.S.

AAAE students will be permitted one attempt per survey for each section of the TABE test unachieved during the semester of enrollment. Additional testing will be \$5.00 per survey during the enrolled semester.

Students must be enrolled in a Workforce Program and sign an LTC Financial Aid Authorization form for Pell eligibility to occur.

ARCHITECTURE AND CONSTRUCTION

CAREER IN
A YEAR!

AIR CONDITIONING REFRIGERATION & HEATING TECHNOLOGY 1

AIR CONDITIONING REFRIGERATION & HEATING TECHNOLOGY 2

Program # I470203 1350 HOURS PELL ELIGIBLE
CIP 0647020106 45 WEEKS

Program Description

The Air Conditioning, Refrigeration & Heating Technology program is designed to prepare students for employment or advanced training in the heating, air conditioning and refrigeration and ventilation industry. The student should obtain EPA certification prior to completion in order to be employed in any job that requires work with refrigerants. 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 entry into the basic industry service and installation occupations.

The Air Conditioning program was awarded a national accreditation by the ESCO Institute in 1999. Lively Technical Center is an approved testing site for the E.P.A. Section 608 Freon Certification and R410A Safety Certification. The program has an active advisory committee that works closely with the Externship Program to provide students valuable field experience upon completion of the course study. The program is accredited by HVAC Excellence through 2022.

This program is eligible for full-time or part-time enrollment.

Occupation Description

Heating, air conditioning and refrigeration mechanic, air conditioning installer.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER HVAC 1	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
ACR0041	A	Air Conditioning, Refrigeration & Heating Helper	250	\$730.00
ACR0043	B	Air Conditioning, Refrigeration & Heating Mechanic Assistant	250	\$730.00
ACR0047	C	Air Conditioning, Refrigeration & Heating Mechanic 1	250	\$730.00
		TOTAL	750	\$2190.00



COURSE NUMBER HVAC 2	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
ACR0049	A	Air Conditioning, Refrigeration & Heating Mechanic 2	250	\$730.00
ACR0044	B	Air Conditioning, Refrigeration & Heating Technician	350	\$1022.00
		TOTAL	600	\$1752.00
		Total HVAC 1 & 2	1350	\$3942.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Lab Fee (\$200.00 per semester x 3 semesters)	\$600.00
Textbooks (Estimated)	\$245.00
Flaring and Swage Kit with Tool Bag	\$500.00
Approximate Total Program Cost	\$5512.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
 DIPLOMA: N/A
 TABE: MATH 10.0, LANGUAGE 9.0
 READING 9.0
 Or met other basic skill requirements

Industry Certifications:

HVAC Excellence Employment Ready – Heat Pump
 HVAC Excellence Employment Ready – Air Conditioning
 HVAC Excellence Employment Ready – Light Commercial Air Conditioning
 HVAC Excellence Employment Ready – Electric Heat
 HVAC Excellence Employment Ready – Light Commercial Refrigeration
 HVAC Excellence Employment Ready – Gas Heat
 HVAC Excellence Employment Ready – Electrical
 Testing Fees may apply

Potential Earnings

Graduates of this program earn an average of \$10.00 to \$14.00 per hour.

Employers of Graduates

Barineau & Sons Heating & Air, Keith Lawson Air Conditioning, Trane of Buckeye, Brown's Refrigeration, C & C Mechanical Contractors, Leon County Schools, Florida Air Specialists, Inc., Parker Services, Inc., Florida A&M University, Central Heating Consultants, and Tony Kelly Heating & AC

Program Completion Rate 93%
 Program Placement Rate 100%

ARCHITECTURE AND CONSTRUCTION

CAREER IN
A YEAR!

CARPENTRY 1

CARPENTRY 2

Program I460202 PELL ELIGIBLE
CIP 0646020111 Carpentry 1 600 HOURS
CIP 0646020112 Carpentry 2 600 HOURS

Program Description

The Carpentry Program will prepare students for employment in the carpentry and cabinetmaking industry with a stress on basic carpentry/cabinet making skills.

Occupation Description

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 future 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 for the Architecture & Construction career cluster.



Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCF	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
C510100		Carpentry 1		
A	BCV0107	Carpenter Helper	300	\$876.00
B	BCV0111	Trim and Finish Carpenter	300	\$876.00
C510200		Carpentry 2		
A	BCV0122	Carpenter, Rough	450	\$1314.00
B	BCV0128	Carpenter	150	\$438.00

Additional Costs:	
Registration Fee (\$75.00 x 2 semesters)	\$150.00
Lab Fee (\$250.00 x 2 semesters)	\$500.00
Textbook Fee	\$284.25
Tools	\$65.00
Approximate Total Program Cost	\$4503.25

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 9.0
LANGUAGE 9.0
READING 9.0
Or met other basic skill requirements

Industry Certifications:

Helpers - Carpenters
Carpenters

Potential Earnings

Graduates in this program earn an average of \$10 to \$15.00 per hour.

Employers of Graduates

Lowes, Home Depot, Local Contractors, Commercial Contractors

Program Completion Rate	New Program
Program Placement Rate	New Program

ARCHITECTURE AND CONSTRUCTION

ELECTRICITY

Program I460312
CIP 0646030202

1200 HOURS
40 WEEKS

PELL ELIGIBLE

Program Description

The Electricity program prepares students for employment as an electrician's helper, residential electrician, and commercial electrician.

This program is eligible for full-time or part-time enrollment.

Occupation Description

Specialized classroom instruction and laboratory practical application trains the student in the installation and maintenance of electrical wiring and equipment such as motors, motor controls, and power and lighting systems 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.



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Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCF	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
BCV0603	A	Electrician Helper	300	\$876.00
BCV0640	B	Residential Electrician	450	\$1314.00
BCV0652	C	Commercial Electrician	450	\$1314.00
		TOTAL	1200	\$3504.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Lab Fee (\$200.00 per semester x 3 semesters)	\$600.00
Textbooks	\$800.00
Tool Kit	\$260.00
Approximate Total Program Cost	\$5389.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.LivelyTech.com

Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 9.0
LANGUAGE 9.0
READING 9.0
Or met other basic skill requirements

Industry Certifications:

NCCER Electrical – Levels 1, 2, 3, 4,
Testing fees may apply

Potential Earnings

Graduates of this program earn an average of \$10.00 to \$14.00 per hour.

Employers of Graduates

All Florida Electric of Florida, Inc., Weston-Trawick, Inc., Fraser Electric, Inc., Joyner Electric, Inc., Foy Electric, Inc., Williams Electric

Program Completion Rate	64%
Program Placement Rate	100%



DIGITAL DESIGN 1

DIGITAL DESIGN 2

Program K700I00 (#1) 1200 HOURS PELL ELIGIBLE
 CIP 0510030307 40 WEEKS
 Program K700200 (#2)
 CIP 0510030308



Program Description

The Digital Design program offers a broad foundation of knowledge and skills to prepare students for employment in digital publishing positions. This program is designed to prepare students for employment as an information technology assistant, production assistant, digital assistant designer, graphic designer, and multi-media designer. The content includes enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic skills design, preparation of electronic layouts and illustrations, electronic scanning, as well as development of specialized skills in multimedia presentations. Over the course of the program, the students will create a series of projects that will serve in the development of both printed and digital portfolios.

This program is eligible for full-time or part-time enrollment.

Occupation Description

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, as well as 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 with underlying principles of technology and design.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER DIGITAL DESIGN 1	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
OTA0040	A	Information Technology Assistant	150	\$438.00
GRA0024	B	Production Assistant	150	\$438.00
GRA0025	C	Digital Assistant Designer	300	\$876.00
		TOTAL	600	\$1752.00

COURSE NUMBER DIGITAL DESIGN 2	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
GRA0026	A	Graphic Designer	300	\$876.00
GRA0027	B	Media Designer	300	\$876.00
		TOTAL	600	\$1752.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Lab Fee (\$160.00 per semester x 3 semesters)	\$480.00
Textbooks	\$512.00
Approximate Total Program Cost	\$4721.00

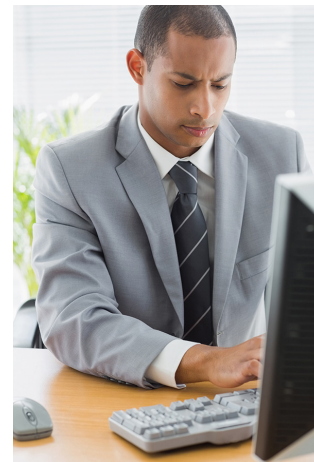
Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
 DIPLOMA: N/A
 TABE: MATH 9.0
 LANGUAGE 9.0
 READING 9.0
 Or met other basic skill requirements

Industry Certifications:

Adobe Certified Associate (InDesign)
 Adobe Certified Associate (Illustrator)
 Adobe Certified Associate (Dreamweaver)
 Adobe Certified Associate (Photoshop)
 Adobe Certified Associate (Premiere Pro)
 Microsoft Office Specialist (MOS)
 Testing fees apply.



Potential Earnings

Graduates of this program earn an average of \$27,000 to \$60,000 per year.

Employers of Graduates

Leon County Schools, City of Tallahassee, Event Photography Group, Homes.com, United Way of the Big Bend, Graceful Solutions for the Aging, 180 Communications, Florida Supreme Court

Digital Design 1
 Completion Rate 67%
 Placement Rate 75%

Digital Design 2
 Completion Rate 60%
 Placement Rate 100%

Total Program Completion Rate 80%
 Total Program Placement Rate 88%

ARTS, A/V TECHNOLOGY & COMMUNICATIONS

CAREER IN
A YEAR!

DIGITAL MEDIA/ MULTIMEDIA DESIGN

Program K100200 1050 HOURS PELL ELIGIBLE
CIP 0609070208 35 WEEKS

Program Description

In Florida, the growth of the media production and entertainment industry has increased the demand for experienced multimedia production professionals in private industry, public service and education. A multimedia designer is a highly capable designer that turns any idea into a professional design by incorporating images, graphics, text, animations, video and audio. All Digital Media/ Multimedia Design Technology students acquire knowledge and skill through the use of self-paced interactive software and hands-on exercises. Through the application of a variety of computer software programs, students learn to create an assortment of multimedia design projects that are refined over time for their final professional portfolio.



This program is eligible for full-time or part-time enrollment.

Occupation Description

Graphic Designer: Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

Multimedia Artist & Animator: Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
DIG0081	A	Theory and Foundations of Design	150	\$438.00
DIG0082	B	Multimedia Digital/Print Designer	300	\$876.00
DIG0083	C	Multimedia Web Interactive Designer	300	\$876.00
DIG0084	D	Multimedia Integrated Producer Designer	300	\$876.00
		TOTAL	1050	\$3066.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$160.00 per semester x 2 semesters)	\$320.00
Textbooks	\$222.00
Approximate Total Program Cost	\$3758.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

- AGE: 16 years or older
- DIPLOMA: N/A
- TABE: MATH 10.0
LANGUAGE 10.0
READING 10.0
Or met other basic skill requirements

Industry Certifications:

- Adobe Certified Associate (InDesign)
- Adobe Certified Associate (Illustrator)
- Adobe Certified Associate (Dreamweaver)
- Adobe Certified Associate (Flash)
- Adobe Certified Associate (Photoshop)
- Adobe Certified Associate (Premiere Pro)
- Microsoft Office Specialist (MOS)
- Testing fees apply.

Potential Earnings

Graduates of this program earn an average of \$27,000 to \$32,000 per year.

Employers of Graduates

Web design companies, graphic design companies, public relations firms, advertising companies, state agencies, City of Tallahassee.

- Program Completion Rate 83%
- Program Placement Rate 100%



ART, A/V TECHNOLOGY & COMMUNICATIONS

CAREER IN
A YEAR!

COMMERCIAL PHOTOGRAPHY TECHNOLOGY 1

Program K610100 700 HOURS PELL ELIGIBLE
CIP 0650040605 24 WEEKS

Program Description

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 CC), color management workflow, advanced printmaking, and final print presentation, including custom picture framing techniques. The program will also cover business skills that relate to the freelance, studio, and fine art photographer.



This program is eligible for full-time or part-time enrollment.

Occupation Description

The Commercial Photography Technology 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 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 graduate to run their own photography-based business.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCF	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
PGY0180	A	Photographic Imaging Specialist 1	250	\$730.00
PGY0181		Photographic Imaging Specialist 2	250	\$730.00
PGY0182	B	Photography Specialist/Lab Tech	200	\$584.00
		TOTAL	700	\$2044.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$150.00 per semester x 2 semesters)	\$300.00
Student Portfolio Fee (each semester)	\$200.00
Textbooks	\$84.00
Student Camera, lenses, SD card, Hard Drive	\$793.00
Approximate Total Program Costs	\$3571.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

*Note: Students are required to own or purchase a camera prior to enrollment in the first semester of classes. It is required that the camera be a digital camera capable of shooting in RAW format, have the ability to interchange lenses and have at a minimum the following automatic modes: program, aperture priority, shutter priority and full manual mode. The recommended starter camera is the Canon T5 camera body with 18-55 kit lens. Please contact the photography instructor for additional information and guidance regarding any camera specification.



Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 9.0
LANGUAGE 9.0
READING 9.0
Or met other basic skill requirements

Industry Certification:

Adobe Lightroom CC
Testing fees not included

Potential Earnings

Graduates of this program earn an average of \$15.00 to \$75.00 per hour.

Employers of Graduates

Tallahassee Photo Center, Michael's, Hobby Lobby, Ron Sachs Communication, Florida Department of Law Enforcement

Program Completion Rate 70%
Program Placement Rate 100%

ART, A/V TECHNOLOGY & COMMUNICATIONS

COMMERCIAL PHOTOGRAPHY TECHNOLOGY 2

Program K610200 950 HOURS PELL ELIGIBLE
CIP 0650040606 32 WEEKS

Program Description

This is the second program in Commercial Photography Technology. 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 CC), color management workflow, advanced printmaking, and final print presentation, including custom picture framing techniques. The program will also cover business skills that relate to the freelance, studio, and fine art photographer.



This program is eligible for full-time or part-time enrollment.

Occupation Description

The Commercial Photography Technology 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 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 graduate to run their own photography-based business.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
PGY0183	A	Portrait Photographer 1	250	\$730.00
PGY0184		Portrait Photographer 2	250	\$730.00
PGY0185	B	Commercial Photographer	450	\$1314.00
		TOTAL	950	\$2774.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$150.00 per semester x 2 semesters)	\$300.00
Photo Supplies	\$100.00
Textbooks	\$87.00
Approximate Total Program Costs	\$3411.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

*Note: Students are required to own or purchase a camera prior to enrollment in the first semester of classes. It is required that the camera be a digital camera capable of shooting in RAW format, have the ability to interchange lenses and have at a minimum the following automatic modes: program, aperture priority, shutter priority and full manual mode. The recommended starter camera is the Canon T5 camera body with 18-55 kit lens. Please contact the photography instructor for additional information and guidance regarding any camera specification.

Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 9.0
LANGUAGE 9.0
READING 9.0
Or met other basic skill requirements
Students should have already completed Commercial Photography Technology 1 prior to enrollment.

Industry Certification:

Adobe Lightroom CC
Adobe Photoshop CC
Testing fees not included

Potential Earnings

Graduates of this program earn an average of \$15.00 to \$75.00 per hour.

Employers of Graduates

Tallahassee Photo Center, Michael's, Hobby Lobby, Ron Sachs Communication, Florida Department of Law Enforcement

Program Completion Rate 100%
Program Placement Rate 75%



BUSINESS MANAGEMENT & ADMINISTRATION



ACCOUNTING OPERATIONS

Program B070110 900 HOURS PELL ELIGIBLE
CIP 0552030202 30 WEEKS

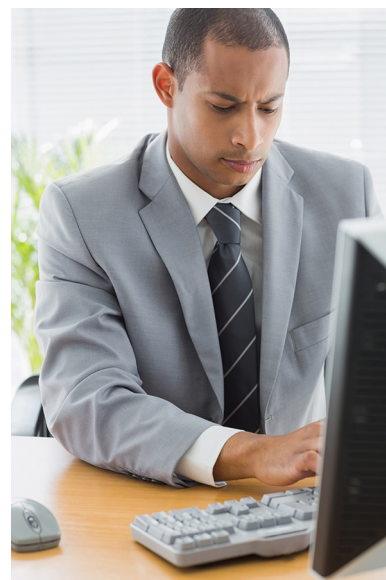
Program Description

The Accounting Operations 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 a career in Accounting. The content includes, but is not limited to, double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities.

This program is eligible for full-time or part-time enrollment.

Occupation Description

Information Technology Assistant, Accounting Clerk, Accounting Associate, and Accounting Assistant in the Business Management and Administration fields.



Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
OTA0040	A	Information Technology Assistant	150	\$438.00
ACO0040	B	Accounting Clerk	300	\$876.00
ACO0041	C	Accounting Associate	300	\$876.00
ACO0042	D	Accounting Assistant	150	\$438.00
		TOTAL	900	\$2628.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$160.00 per semester x 2 semesters)	\$320.00
Textbooks and Access Codes	\$856.00
Approximate Total Program Cost	\$3954.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE 16 years or older
DIPLOMA: N/A
TABE: MATH 10.0
LANGUAGE 10.0
READING 10.0
Or met other basic skill requirements

Industry Certifications:

Microsoft Office Specialist (MOS) Bundle Certification (3 of 6 – Word, Excel, PowerPoint, Access, Outlook, SharePoint)

National Occupational Competency Testing Institute (NOCTI) Accounting Basic

INTUIT QuickBooks Certification

Testing Fees may apply

Potential Earnings

Graduates of this program earn an average of \$10.00 to \$14.00 per hour.

Employers of Graduates

Florida State University, Florida Department of Banking and Finance, Florida Department of Children and Families, Florida Department of Revenue, Leon County Tax Collectors Office and Leon County Schools

Program Completion Rate 75%
Program Placement Rate 100%



BUSINESS MANAGEMENT & ADMINISTRATION

CAREER IN
A YEAR!

ADMINISTRATIVE OFFICE SPECIALIST

Program B070330
CIP 0552040103

1050 HOURS PELL ELIGIBLE
35 WEEKS

Program Description

The Administrative Office Specialist 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 Business, Management, and Administration 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, occupation-specific skills, and knowledge of all aspects of the Business, Management, and Administration career cluster.



This program is eligible for full-time or part-time enrollment.

Occupation Description

The content includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
OTA0040	A	Information Technology Assistant	150	\$438.00
OTA0041	B	Front Desk Specialist	300	\$876.00
OTA0030	C	Assistant Digital Production Designer	150	\$438.00
OTA0043	D	Administrative Office Specialist	450	\$1314.00
		TOTAL	1050	\$3066.00

Additional Costs:

Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$160.00 per semester x 2 semesters)	\$320.00
Textbooks and Access Codes	\$851.00
Approximate Total Program Cost	\$4387.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 10.0
LANGUAGE 10.0
READING 10.0
Or met other basic skill requirements

Industry Certifications:

Microsoft Office Specialist (MOS) Bundle Certification (3 of 6 – Word, Excel, PowerPoint, Access, Outlook, SharePoint)

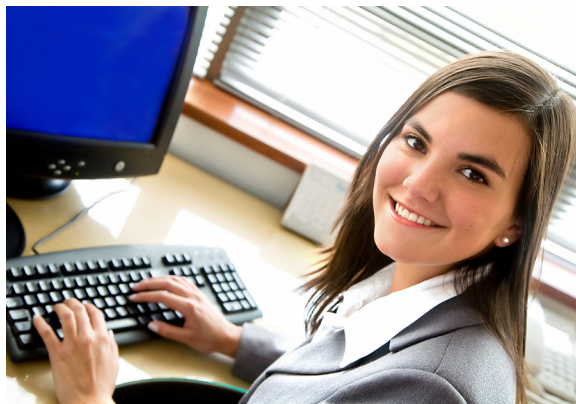
Potential Earnings

Graduates of this program earn an average of \$10.00 to \$14.00 per hour.

Employers of Graduates

Florida State University, Florida A&M University, Department of Education, Florida Department of Revenue, Attorney General's Office, and Leon County Courthouse

Program Completion Rate 80%
Program Placement Rate 100%



BUSINESS MANAGEMENT & ADMINISTRATION

CAREER IN
A YEAR!

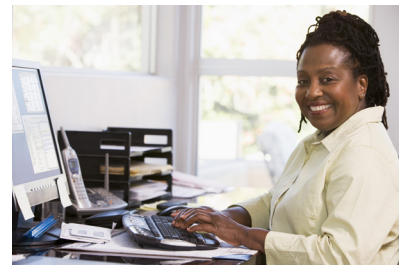
LEGAL ADMINISTRATIVE SPECIALIST

Program B072000
CIP 0522030103

1050 HOURS PELL ELIGIBLE
35 WEEKS

Program Description

The Legal Administrative Specialist program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards; relevant technical knowledge and skills needed to prepare for further education and careers as an Information technology assistant, front desk specialist, administrative support, and legal administrative specialist in the Business, Management and Administration career cluster. These courses provide technical skill proficiency, and include competency-based applied learning that contribute to the academic knowledge; higher-order reasoning; problem-solving skills; work attitudes; general employability skills; technical skills; occupation-specific skills; and knowledge of all aspects of the Business, Management and Administration career cluster.



This program is eligible for full-time or part-time enrollment.

Occupation Description

The content includes, but is not limited to, the use of technology to develop communications skills, higher level thinking skills, and decision making skills; legal terminology; the performance of office procedures specific to the legal environment; transcription of legal documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
OTA0040	A	Information Technology Assistant	150	\$438.00
OTA0041	B	Front Desk Specialist	300	\$876.00
OTA0042	C	Administrative Support	150	\$438.00
OTA0050	D	Legal Administrative Specialist	450	\$1314.00
		TOTAL	1050	\$3066.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$160.00 [er semester x 2 semesters)	\$320.00
Textbooks	\$928.65
Approximate Total Program Cost	\$4464.65

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
 DIPLOMA: N/A
 TABE: MATH 10.0
 LANGUAGE 10.0
 READING 10.0
 Or met other basic skill requirements

Industry Certifications:

Microsoft Office Specialist (MOS) Bundle Certification (3 of 6 – Word, Excel, PowerPoint, Access, Outlook, SharePoint)

Potential Earnings

Graduates of this program earn an average of \$16.00 to \$20.00 per hour.

Employers of Graduates

Florida A&M University, Leon County Schools, City of Tallahassee, Leon County, Florida State University, State of Florida, and private law firms

Program Completion Rate 79%
 Program Placement Rate 91%



BUSINESS MANAGEMENT & ADMINISTRATION

CAREER IN
A YEAR!

MEDICAL ADMINISTRATIVE SPECIALIST

Program B070300 1050 HOURS PELL ELIGIBLE
CIP 0551071603 35 WEEKS

Program Description

The Medical Administrative Specialist 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 as an information technology assistant, front desk specialist, medical office technologist, and medical administrative specialist. This program provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills, and knowledge of all aspects of the business, management, and administration career cluster.



This program is eligible for full-time or part-time enrollment.

Occupation Description

Graduates of this program are able to perform administrative duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
OTA0040	A	Information Technology Assistant	150	\$438.00
OTA0041	B	Front Desk Specialist	300	\$876.00
OTA0631	C	Medical Office Technologist	300	\$438.00
OTA0651	D	Medical Administrative Specialist	300	\$1314.00
		TOTAL	1050	\$3066.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$160.00 per semester x 2 semesters)	\$320.00
Textbooks & Access Codes	\$1152.65
Approximate Total Program Cost	\$4688.65

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
 DIPLOMA: N/A
 TABE: MATH 10.0
 LANGUAGE 10.0
 READING 10.0
 Or met other basic skill requirements

Industry Certifications:

Microsoft Office Specialist (MOS) Bundle Certification
 (3 of 6 – Word, Excel, PowerPoint, Access, Outlook, SharePoint)

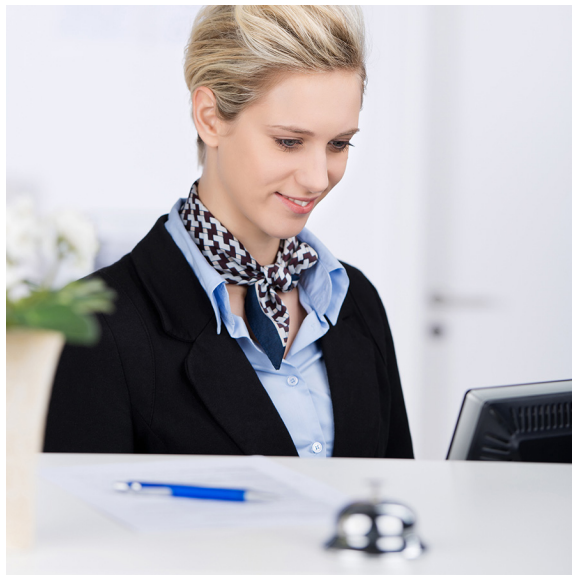
Potential Earnings

Graduates of this program earn an average of \$10.00 to \$11.00 per hour.

Employers of Graduates

Tallahassee Memorial Healthcare, Patients First and Tallahassee Capital Regional Medical Center

Program Completion Rate 75%
 Program Placement Rate 100%



HEALTH SCIENCE

CAREER IN
A YEAR!

MASSAGE THERAPY

Program H120406
CIP 0351350102

750 HOURS
25 WEEKS

PELL ELIGIBLE

Program Description

Massage Therapy prepares students for employment as a licensed massage therapist. Content includes, but is not limited to, the theory and practice of massage, theory and practice of hydrotherapy, hygiene, practice demonstration, human anatomy, kinesiology, Pathology and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills. The student will develop skills in the manipulation of soft tissues of the human body through instruction by demonstration and participation.



This program requires full-time enrollment. Night classes are available.

Occupation Description

Massage therapists treat clients by using touch to manipulate the muscles and other soft tissues of the body. With their touch, therapists relieve pain, help heal injuries, improve circulation, relieve stress, increase relaxation, and aid in the general wellness of clients.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
MSS0204	A	Massage Therapy 1	375	\$1095.00
MSS0209	B	Massage Therapy 2	375	\$1095.00
		TOTAL	750	\$2190.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$260.00 per semester x 2 semesters)	\$520.00
Textbooks	\$252.00
Drug Screening Fee (\$30.00 per semester x 2 semesters)*	\$60.00
Liability Insurance (\$30.00 per semester x 2 semesters)	\$60.00
Simplicity Practice Essentials Kit (2nd semester)	\$380.00
Heather Gray Massage Therapy Polo with Black Scrub pants	\$60.00
Approximate Total Program Cost	\$3672.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 18 years or older
DIPLOMA: Standard High School Diploma or
Graduate Equivalency Diploma (GED)
TABE: MATH 9.0
LANGUAGE 10.0
READING 10.0
Or met other basic skill requirements
Level 2 Background Screening (Prior to Enrollment)

*Students are randomly drug tested once enrolled

Industry Certification:

MBLEx (Massage and Bodyworker Licensing Exam)
Testing Fees \$195.00 not included
Florida Massage License Fee \$155.00 not included

Potential Earnings

Graduates of this program who successfully pass the MBLEx earn an average of \$25.00 per hour.
Contracted LMT's can earn up to \$25.00 per massage.

Employers of Graduates

Massage therapy offers many exciting career choices. As a professional massage therapist, you can work for spas; resorts; clinics; health clubs; pro sports teams; cruise lines or even your own business, providing massage therapy from your home.

Program Completion Rate	100%
Program Placement Rate	100%

HEALTH SCIENCE

MEDICAL ASSISTING

Program H170515 1300 HOURS PELL ELIGIBLE
CIP 0351080102 44 WEEKS

Program Description

Medical Assisting (MA) 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, EKG Technician, and as a back office clinical assistant/patient educator.



This program requires full-time enrollment.

Occupation Description

Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
HSC0003	A	Basic Healthcare Worker	90	\$262.80
MEA0002	B	Introduction to Medical Assisting	250	\$730.00
MEA0501		Medical Office Procedures	75	\$219.00
MEA0521	C	Phlebotomist, MA	75	\$219.00
MEA0543	D	EKG Aide, MA	75	\$219.00
MEA0581	E	Clinical Assisting	230	\$617.60
MEA0530		Pharmacology for Medical Assisting	90	\$262.80
MEA0573		Laboratory Procedures	125	\$365.00
MEA0506		Administrative Office Procedures	90	\$262.80
MEA0942		Practicum Experience	200	\$584.00
		TOTAL	1300	\$3796.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Lab Fee (\$200.00 per semester x 3 semesters)	\$600.00
Textbooks	\$443.00
Drug Screening Fee (\$30.00 per semester x 2 semesters)*	\$60.00
Liability Insurance (\$30.00 per semester x 3 semesters)	\$90.00
Stethoscope	\$25.00
Pen Light	\$2.50
Bandage Scissors	\$2.50
Real Teal Scrub Top and Pants	\$35.00
Approximate Total Program Cost	\$5279.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 18 years or older
 DIPLOMA: Standard High School Diploma or Graduate Equivalency Diploma (GED)
 TABE: MATH 10.0
 LANGUAGE 10.0
 READING 10.0
 Or met other basic skill requirements

Level 2 Background Screening (Prior to Enrollment)

*Students are randomly drug tested once enrolled

Industry Certification:

American Medical Technologists RMA Exam (Testing fees may apply)

Potential Earnings

Graduates of this program who successfully pass the RMA Exam earn an average of \$10.00 - \$12.00 per hour.

Employers of Graduates

Medical Group of North Florida, Patients First, North Florida Women's Care, Tallahassee Diagnostic Imaging, Janet Johnson, M.D., Dr. Jana Forstheofel, M.D., Magnolia Pediatrics, Digestive Disease Clinic

Program Completion Rate 77%
 Program Placement Rate 96%



As of July 1, 2009, any felony conviction, plea of nolo contendere or Medicaid/Medicare fraud will prohibit the eligibility of license, certification or registry in Florida for 15 (fifteen) years after the end of the probation period. For further information please contact Florida Department of Health, Division of Medical Quality Assurance, 4052 Bald Cypress Way, Tallahassee, FL 32399 (850-245-4125). 25400 US Highway 19 North, Suite 158 Clearwater, FL 33763

HEALTH SCIENCE



PATIENT CARE TECHNICIAN

Program H170694 600 HOURS PELL ELIGIBLE
CIP 0351390205 20 WEEKS

Program Description

This program is designed to prepare students for employment as advanced cross trained certified nursing assistants and home health aides. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for acute and long term care settings along with home health; EKG performance and readings; phlebotomy; and rehabilitation assisting.



This program requires full-time enrollment.

Occupation Description

Home Health Aide: Provide routine individualized healthcare, such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Nursing Assistant: Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, move patients, or change linens. May transfer or transport patients. Patient Care Technicians also assist nurses, doctors and other health care professionals. They perform duties of a CNA, but are also trained to perform some basic medical duties such as EKG readings and phlebotomy. The laws of each state determine the extent of technician duties.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
HSC0003	A	Basic Healthcare Worker	90	\$262.80
HCP0121	B	Nurse Aide & Orderly (Articulated)	75	\$219.00
HCP0332	C	Advanced Home Health Aide	50	\$146.00
HCP0020	D	Patient Care Assistant	75	\$219.00
HSC0016	E	Allied Health Assistant	150	\$438.00
MEA0580	F	Advanced Allied Health Assistant	100	\$292.00
PRN0094	G	Patient Care Technician	60	\$175.20
		TOTAL	600	\$1752.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$200.00 per semester x 2 semesters)	\$400.00
Drug Screening (\$30.00 per semester x 2 semesters)*	\$60.00
Liability Insurance (\$30.00 per semester x 2 semesters)	\$60.00
Prometric Testing	\$25.00
Textbooks	\$438.00
Pewter Scrubs (Two sets recommended)	\$69.00
Approximate Total Program Cost	\$2954.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 18 years or older at time of program completion

DIPLOMA: Standard High School or
Graduate Equivalency Diploma (GED)

TABE: MATH 10.0
LANGUAGE 10.0
READING 10.0

Or met other basic skill requirements

*Students are randomly drug tested once enrolled.

Students must provide proof of Level 2 criminal background screening prior to enrollment.

Students must also provide: immunization records from birth, physical exam or waiver on file, current Hepatitis B immunization or a signed waiver on file, and a current negative TB Skin Test.

Industry Certification:

Certified Nursing Assistant (CNA)

Patient Care Technician National Exam - National Healthcareer Association

Testing Fees apply

Potential Earnings

Graduates of this program earn an average of \$9.00 to \$12.00 per hour.

Employers of Graduates

Health care facilities, hospitals, nursing homes, laboratories, and home health care agencies

Program Completion Rate 94%

Program Placement Rate 100%



HEALTH SCIENCE

PRACTICAL NURSING

Program H170607 1350 HOURS PELL ELIGIBLE
CIP 03513901001 45 WEEKS

Program Description

Becoming a Licensed Practical Nurse (LPN) is the quickest way to enter a nursing career. It requires three regular semesters for full time day students and four semesters for part-time evening students. Practical nurses must be very compassionate and patient, and be excellent caregivers. LPNs perform a variety of tasks, including monitoring patients and medical equipment, gathering and recording information from patients, administering medications, and patient care.



This program requires full-time (day) enrollment. Night classes are available. Program length is extended for night classes and additional fees apply.

Occupation Description

Provide basic nursing care under the direction of registered nurses and supervisors. Licensing required

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
PRN0098	A	Practical Nursing Foundation 1	300	\$876.00
PRN0099	B	Practical Nursing Foundation 2	300	\$876.00
PRN0290		Medical Surgical Nursing 1	300	\$876.00
PRN0291		Medical Surgical Nursing 2	300	\$876.00
PRN0690		Comprehensive Nursing and Transitional Skills	150	\$438.00
		TOTAL	1350	\$3942.00

*Students undergo random drug testing once enrolled.

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Lab Fee (\$200.00 per semester x 3 semesters)	\$600.00
Drug Screening (\$38.50 per semester x 3 semesters)*	\$115.50
Liability Insurance (\$30.00 per semester x 3 semesters)	\$90.00
ATI Testing Fee	\$400.00
ATI PassAssured Class Fee (billed final semester)	\$350.00
Textbooks	\$1074.25
Lively Nursing Tote with supplies	\$102.00
Royal Blue Scrubs (Two sets recommended)	\$76.00
Approximate Total Program Cost	\$6974.75

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

Practical Nursing students are required to submit an application packet prior to acceptance. Please check the website at www.livelytech.com for admission packet deadlines.

AGE: 18 years or older at time of program completion
DIPLOMA: Standard High School or
Graduate Equivalency Diploma (GED)
TABE: MATH 11.0
LANGUAGE 11.0
READING 11.0
Or met other basic skill requirements

ADDITIONAL TESTING ATI-TEAS VI: 55.0 (must be taken prior to submitting admissions packet)

*TEAS – Only 3 attempts in a calendar year (January – December) – Scores are valid for 1 year only. Level 2 background screening (prior to enrollment).

Students must also provide: Immunization records from birth, physical exam or waiver on file, current Hepatitis B immunization or a signed waiver on file, current negative TB Skin Test.

Industry Certification:

Licensed Practical Nurse (LPN)

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 (FBON), submit application to the board and pay fees to the FBON and 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).

Testing Fees apply

Potential Earnings

Graduates of this program earn an average of \$13.00 to \$19.00 per hour.

Employers of Graduates

Tallahassee Memorial Healthcare, Capital Regional Medical Center, Tallahassee Orthopedic Clinic, Tallahassee Digestive Disease Clinic, North Florida Obstetrics, Healthsouth Rehab Hospital, Children's Medical Services, Patients First, Eden Springs, Westminster Oaks, Wakulla Health Department, Apalachee Center, North Florida Women's Care

Program Completion Rate 73%
Program Placement Rate 100%
Program Licensure Pass Rate 96%

HEALTH SCIENCE

PHARMACY TECHNICIAN

Program H170500 1050 HOURS PELL ELIGIBLE
CIP 0351080506 35 WEEKS

Program Description

Pharmacy Technician prepares students for employment as pharmacy technicians. The content includes, but is not limited to, metric system, medical terminology, medicinal drugs, 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, and health and safety, including CPR.



This program requires full-time enrollment.

Occupation Description

Prepare medications according to prescription orders.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCF	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
HSC0003	A	Basic Healthcare Worker	90	\$262.80
PTN0084	B	Pharmacy Technician 1	360	\$1051.20
PTN0085		Pharmacy Technician 2	300	\$876.00
PTN0086		Pharmacy Technician 3	300	\$876.00
		TOTAL	1050	\$3066.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$160.00 per semester x 2 semesters)	\$320.00
Drug Screening (\$30.00 per semester x 3 semesters)*	\$90.00
Liability Insurance (\$30.00 per semester x 2 semesters)	\$60.00
PassAssured Computer Program Fee	\$300.00
Textbooks	\$420.00
Dark Green Scrubs (Two sets recommended)	\$69.00
Approximate Total Program Cost	\$4475.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 18 years or older
DIPLOMA: Standard High School or
Graduate Equivalency Diploma (GED)
TABE: MATH 11.0
LANGUAGE 10.0
READING 10.0
Or met other basic skill requirements

Level 2 background screening (prior to enrollment).
*Students undergo random drug testing once enrolled.

Industry Certifications:

Pharmacy Technician, Certified Pharmacy Technician (CPhT)
Testing Fees apply

Potential Earnings

Graduates of this program earn an average of \$20,000 to \$25,000 annually.

Employers of Graduates

Retail or mail-order pharmacies, hospitals, long-term care facilities, assisted living facilities.

Program Completion Rate 92%
Program Placement Rate 92%



HOSPITALITY & TOURISM

COMMERCIAL FOODS & CULINARY ARTS

Program N100500 1200 HOURS PELL ELIGIBLE
CIP 0412050312 40 WEEKS

Program Description

The Commercial Foods & Culinary Arts Program offers a sequence of courses that provide relevant content aligned with challenging academic standards, necessary technical knowledge and skills to prepare students for further education and careers in the hospitality and tourism industry. The program also provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, problem solving skills, work attitudes, technical and occupational-specific skills, as well as knowledge of all aspects of the industry.



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

This program is eligible for full-time and part-time enrollment.

Occupation Description

Students prepare for a variety of careers in the culinary arts profession and for advanced education at other culinary institutions. Career paths include dinner cook, institutional cook, cook's helper, baker's helper, fry cook and short order cook.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
HMV0100	A	Food Preparation	300	\$876.00
HMV0170	B	Cook, Restaurant	300	\$876.00
HMV0171	C	Chef/Head Cook	300	\$876.00
HMV0126	D	Food Service Management	300	\$876.00
		TOTAL	1200	\$3504.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Uniform: 3 Chef Jackets, 2 Black Pants, black closed in skid proof shoes, apron and bakers cap	\$ 81.35
Lab Fee (\$200.00 per semester x 3 semesters)	\$600.00
Text Books	\$314.37
Knife Set	\$287.50
Approximate Total Program Cost	\$5012.22

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
 DIPLOMA: N/A
 TABE: MATH 9.0
 LANGUAGE 9.0
 READING 9.0
 Or met other basic skill requirements

Industry Certification:

ServSafe: Certified Food Handler/ Food Protection Manager Other testing fees may apply

Potential Earnings

Graduates of this program earn an average of \$9.00 to \$15.00 per hour.

Employers of Graduates

101 Restaurant & Lounge, Food Glorious Food, Double Tree Hotel, Publix, Leon County Civic Center, Leon County Schools, FSU University Center, and Longhorn Steak House

Program Completion Rate 91%
 Program Placement Rate 94%



HUMAN SERVICES

BARBERING

Program I120402 1200 HOURS PELL ELIGIBLE
CIP 0612040200 40 WEEKS

Program Description

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

This program requires full-time enrollment.

Occupation Description

The Barbering program is designed to prepare students for employment as restricted barbers or barbers and to successfully complete the Florida Barber License Examination. Instruction and learning activities are provided in a laboratory setting using hands-on experience with tools and chemicals appropriate to the program content and in accordance with safety and sanitation practices in the trade.



Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCF	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
COS0150	A	Restricted Barber (1 of 3)	333	\$972.36
COS0151		Restricted Barber (2 of 3)	333	\$972.36
COS0152		Restricted Barber (3 of 3)	334	\$975.28
COS0671	B	Barber	200	\$584.00
		TOTAL	1200	\$3504.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Barber Kit and all textbooks	\$ 1124.00
Tool Case and Etch Hair Pattern Pencils	\$100.00
Lab Fee (\$200.00 per semester x 3 semesters)	\$600.00
Barber Jacket	\$30.00
Approximate Total Program Cost	\$5583.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 9.0
LANGUAGE 9.0
READING 9.0
Or met other basic skill requirements

Industry Certification

Licensed Barber

To become a licensed Barber in the state of Florida, an individual must be at least 16 years of age (or have received a high school diploma), have completed a minimum of 1200 hours of training as established by the Barber's Board, made application to the Florida Department of Business and Professional Regulation, paid all test fees and passed the licensure examination.

Potential Earnings

Graduates of this program earn an average of \$9.35 to \$30.00 per hour.

Employers of Graduates

Zack's In & Out, Hairsmith, Renegade, Northwood Mall Barber Shop, Randazzles Hair Company, Changes Hair Salon, Stylish Shears, Ambiance, Toppers Salon, Master Cuts, Shear Image, Jerry's Barbershop, Super Cuts, and Haute Headz

Program Completion Rate	62%
Program Placement Rate	100%
Program Licensure	92%



HUMAN SERVICES

COSMETOLOGY

Program D500100 1200 HOURS PELL ELIGIBLE
CIP 0612040102 40 WEEKS

Program Description

The Cosmetology program is designed to prepare students for employment as a licensed hairdresser and cosmetologist. Instruction is designed to qualify students for employment upon successfully obtaining a cosmetology license. Specialized instruction and practical experience in hair, nail, and skin care procedures; related chemistry; anatomy; physiology; safety; and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates a “cutting edge” in the cosmetology industry.

This program requires full-time enrollment.



Occupation Description

There is a variety of employment opportunities upon successful completion of the cosmetology program and licensure. Graduates can pursue jobs as nail technicians, facial specialists, estheticians, hairstylists, makeup stylists as well as many other careers in the design and entertainment industries.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
CSP0009	A	Grooming and Salon Services, Facials and Nails	225	\$657.00
COS0002		Cosmetologist and Hairdresser 1	300	\$876.00
COS0003		Cosmetologist and Hairdresser 2	300	\$876.00
COS0009		Cosmetologist and Hairdresser 3	375	\$1095.00
		TOTAL	1200	\$3504.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Freshman Cosmetology Kit	\$ 455.00
Freshman Textbooks	\$302.00
Lab Fee (\$200.00 per semester x 3 semesters)	\$600.00
Scrubs - Navy-Freshmen; Black -Senior (\$34.00per set x 2 sets)	\$68.00
Senior Cosmetology Kit	\$364.00
Senior Textbooks	\$86.00
Approximate Total Program Cost	\$5604.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 8.0
LANGUAGE 8.0
READING 9.0
Or met other basic skill requirements

Industry Certification

Licensed Cosmetologist

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), have completed a minimum of 1000 hours of training as established by the Board of Cosmetology, made application to the Florida Department of Business and Professional Regulation, paid all test fees and passed the licensure examination.

Potential Earnings

Graduates of this program earn an average of \$12.00 to \$60.00 per hour.

Employers of Graduates

Independent salons, franchise salons, full-service salons, day spa salons, national chain salons, specialty salons, and retail salons

Program Completion Rate	63%
Program Placement Rate	100%
Licensure	95%



INFORMATION TECHNOLOGY

CAREER IN
A YEAR!

WEB DEVELOPMENT

Program Y700100 1050 HOURS PELL ELIGIBLE
CIP 0511080100 35 WEEKS

Program Description

The Web Development program offers paced, hands-on instruction in the technical skills to individuals who are training careers in the field of Web Development. The program offers a sequence of courses that provides coherent and rigorous content challenging academic standards and relevant technical knowledge and skills necessary to 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.



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This program is eligible for full-time or part-time enrollment.

Occupation Description

Design, create, and modify web sites. Analyze user needs to implement web site content, graphics, performance, and capacity. May integrate web sites with other computer applications. May convert written, graphic, audio, and video components to compatible web formats by using software designed to facilitate the creation of web and multimedia content.

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, as the web development profession requires one to read and comprehend a large volume of technical material. Creativity and artistic ability are also essential.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
OTA0040	A	Information Technology Assistant	150	\$438.00
CTS0070	B	Web Design Foundations	150	\$438.00
CTS0071		Web Interface Design	150	\$438.00
CTS0049	C	Web Scripting	150	\$438.00
CTS0015		Web Media Integration	150	\$438.00
CTS0016	D	Web E-commerce	150	\$438.00
CTS0017		Web Interactivity	150	\$438.00
		TOTAL	1050	\$3066.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$160.00 per semester x 2 semesters)	\$320.00
Textbooks	\$380.00
Approximate Total Program Costs	\$3916.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
 DIPLOMA: N/A
 TABE: MATH 9.0
 LANGUAGE 9.0
 READING 9.0
 Or met other basic skill requirements

Industry Certifications:

Adobe Certified Associate (Dreamweaver)
 Adobe Certified Associate (Flash)
 Adobe Certified Associate (Photoshop)
 Adobe Certified Associate (Premiere Pro)
 Microsoft Office Specialist (MOS)
 Testing fees may apply.

Potential Earnings

Graduates of this program earn an average of \$27,000 to \$32,000 per year.

Employers of Graduates

Florida Supreme Court, State of Florida, Florida Fish & Wildlife Conservation Commission, Innovative Technologies Group, Inc., Effective Communication & Design, 180 Communications, Infinity Software Development

Program Completion Rate 83%
 Program Placement Rate 100%



MANUFACTURING

CAREER IN
A YEAR!

WELDING TECHNOLOGY

Program J400400 1050 HOURS PELL ELIGIBLE
CIP 0648050805 35 WEEKS

Program Description

Welding Technology prepares students in the basic and the necessary advanced skills in the welding field. The program teaches welding techniques used in the workforce such as: SMAW-shielded metal arc welding, GMAW-gas metal arc welding, FCWA-flux core arc welding, and GTAW-gas tungsten arc welding. Different types of oxygen and acetylene cutting and welding techniques and proper safety precautions are also covered. The program is certified through the AWS (American Welding Society).



Occupation Description

The Welding Technology program is designed 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.



This program requires full-time enrollment.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
PMT0070	A	Welder Assistant 1	150	\$438.00
PMT0071		Welder Assistant 2	150	\$438.00
PMT0072	B	Welder, SMAW 1	150	\$438.00
PMT0073		Welder, SMAW 2	150	\$438.00
PMT0074	C	Welder	450	\$1314.00
		TOTAL	1050	\$3066.00

Additional Costs:

Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Basic Welding Gear (welding hood, welding jacket, glasses, hammer, welding gloves, measuring tape, welding jacket, access) (First Semester Only)	\$302.00
Lab Fee (\$850.00 per semester x 2 semesters)	\$1700.00
Textbook and Access Codes	\$156.25
Approximate Total Program Costs	\$4621.25

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Visit us on Facebook at Lively Tech Welding.

Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 9.0
LANGUAGE 9.0
READING 9.0
Or met other basic skill requirements

Industry Certification:

American Welding Society (AWS) Certification
Other testing fees may apply

Potential Earnings

Graduates of this program earn an average of \$12.00 to \$30.00 per hour.

Employers of Graduates

Zachary Construction, Aker Construction, Bechtel, Jackson Cook, Performance Construction, Yates Construction, United Association of Plumbers and Pipefitters, International Brotherhood of Boilermakers

Program Completion Rate 96%
Program Placement Rate 100%



MANUFACTURING

WELDING TECHNOLOGY ADVANCED

Program J400410 750 HOURS PELL ELIGIBLE
CIP 0648050806 25 WEEKS

Program Description

The Welding Technology - Advanced program is designed to prepare students for employment or advanced training in a variety of occupations in the welding industry. This program focuses on broad, transferrable skills stressing the understanding of the following elements of the welding industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, health and safety, and environmental issues.



Occupation Description

After successfully completing the advanced program, the student will be able to perform the following: apply intermediate to advanced skills using shield metal arc welding (SMAW) process for pipe welding on carbon steel pipe from schedule 40 (intermediate) to heavy wall pipe (advanced); apply advanced gas-tungsten arc welding (GTAW) pipe skills on carbon steel and stainless steel alloys; apply and understand fabrication techniques; and apply emerging welding techniques. New technology will consist of orbital welding, CNC plasma cutting, along with downhill pipe welding and/or advanced aluminum.

This program requires full-time enrollment.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
PMT0075	A	Advanced Welder 1	600	\$1752.00
PMT0076	B	Advanced Welder 2	150	\$438.00
		TOTAL	750	\$2190.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Miscellaneous Fees: Advanced Welding Gear Kit: Tote Bag, Tig Rig & Gauge, Pliers, Consumables for Tig Rig. (First Semester Only)	\$ 425.00
Lab Fee (\$850.00 per semester x 2 semesters)	\$1700.00
Textbook Access Codes	\$458.25
Approximate Total Program Costs	\$5676.25

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

See us on Facebook at Lively Tech Welding.

Program Admission Requirements

AGE: 16 years or older
DIPLOMA: N/A
TABE: MATH 9.0
LANGUAGE 9.0
READING 9.0
Or met other basic skill requirements

Industry Certifications:

American Welding Society (AWS) Certification (Price TBA)
Lincoln Electric U-Line Curriculum
Other testing fees may apply

Potential Earnings

Graduates of this program earn an average of \$24.00 to \$55.00 per hour.

Employers of Graduates

Zachary Construction, Aker Construction, KBR, Bechtel, Performance Construction, Yates Construction, United Association of Plumbers and Pipefitters, International Brotherhood of Boilermakers

Program Completion Rate	94%
Program Placement Rate	100%



TRANSPORTATION, DISTRIBUTION AND LOGISTICS

CAREER IN
A YEAR!

AUTOMOTIVE SERVICE TECHNOLOGY 1

Program T400700 1050 HOURS PELL ELIGIBLE
CIP 064706041135 WEEKS

Program Description

The Automotive Services Technology program trains the student 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 as well as a platform for continuing education or employment in a rewarding, high-wage career. The program provides comprehensive skills enhancement training in the following automotive service areas: engine repair, braking systems, suspensions/steering systems, and electrical/electronic systems. 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 simulators and vehicles featuring electronic fuel injection, computerized controlled ignition systems, starting systems, accessory systems, anti-lock 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. Valid Driver's License required FOR all students.



This program is eligible for full-time and part-time enrollment.

Occupation Description

Diagnose, service, repair, or overhaul automotive vehicles.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
AER0014	A	Automobile Services Assistor	300	\$876.00
AER0418	B	Automotive Brake System Tech	150	\$438.00
AER0453	C	Automobile Suspension & Steering Technician	150	\$438.00
AER0360	D	Automotive Electrical/Electronic System Technician	300	\$876.00
AER0110	E	Engine Repair Technician	150	\$438.00
		TOTAL	1050	\$3066.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$150.00 per semester x 2 semesters)	\$300.00
Textbooks (Estimated)	\$308.00
Tool Kit including tire pressure tester, tread depth gauge, safety glasses, ear buds	\$14.62
Approximate Total Program Cost	\$3838.62

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

NOTE: It is recommended that students complete OCP-A (Automobile Services Assistor) and/or demonstrate mastery of the outcomes in OCP-A prior to enrolling in additional Automotive Service Technology courses. The sequence of OCP's, after completing and/or demonstrating mastery of OCP-A, is at the discretion of the instructor.

Program Admission Requirements

- AGE: 16 years or older
- DIPLOMA: N/A
- TABE: MATH 10.0
READING 9.0
LANGUAGE 9.0
Or met other basic skill requirements
Valid driver's license required for all students.

Industry Certifications:

- ASE - Automobile & Light Truck Certification Tests
- A1 – Engine Repair
- A4 – Suspension & Steering
- A5 – Brakes
- A6 – Electrical/Electronic Systems
- Testing Fees may apply



Potential Earnings

Graduates of this program earn an average of \$12.50 to \$25 per hour.

Employers of Graduates

Tallahassee Ford Lincoln, Proctor Honda, Dale Earnhart Jr. Chevrolet, Dale Earnhart Jr. Buick, GMC, Cadillac, Tallahassee Dodge Chrysler Jeep, Kraft Nissan, Legacy Toyota, Capital Eurocars, Kia Autosport, City Hyundai, City of Tallahassee (Fleet), ManTech International, Sears Auto Center, Tire Kingdom Auto Center, Tires Plus, Shiver Diesel, Neece Tire, Pep Boys, Leon County Schools

Program Completion Rate 78%
Program Placement Rate 100%



TRANSPORTATION, DISTRIBUTION AND LOGISTICS

AUTOMOTIVE SERVICE TECHNOLOGY 2

Program T400800 750 HOURS PELL ELIGIBLE
CIP 0647060412 25 WEEKS

Program Description

This is the second program in Automotive Service Technology. The Automotive Services Technology 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 as well as a platform for continuing education or employment in a rewarding, high-wage career. The program offers comprehensive skills enhancement training in the following automotive service areas: automatic transmission/transaxles, engine performance, manual drivetrains/transaxles, and heating and A/C systems. 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 simulators and vehicles featuring electronic fuel injection, computerized controlled ignition systems, starting systems, accessory systems, anti-lock 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. **VALID DRIVER'S LICENSE REQUIRED FOR ALL STUDENTS.**



This program is eligible for full-time or part-time enrollment.

Occupation Description

Diagnose, service, repair, or overhaul automotive vehicles.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER AUTOMOTIVE SERVICE TECHNOLOGY 2	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
AER0503	A	Automotive Engine Performance Tech	300	\$876.00
AER0257	B	Automatic Transmission & Transaxle Tech	150	\$438.00
AER0274	C	Manual Drivetrain & Axle Tech	150	\$438.00
AER0172	D	Automotive Heating & Air Conditioning Tech	150	\$438.00
		TOTAL	750	\$2190.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 2 semesters)	\$150.00
Lab Fee (\$150.00 per semester x 2 semesters)	\$300.00
Textbooks (Estimated) No textbook fee if you have your textbooks from AST 1.	\$308.00
Approximate Total Program Cost	\$2948.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

It is recommended that students complete OCP-A (Automobile Services Assistor) and/or demonstrate mastery of the outcomes in OCP-A prior to enrolling in additional Automotive Service Technology courses. The sequence of OCP's, after completing and/or demonstrating mastery of OCP-A, is at the discretion of the instructor.



Program Admission Requirements

- AGE: 16 years or older
 - DIPLOMA: N/A
 - TABE: MATH 10.0
LANGUAGE 9.0
READING 9.0
Or met other basic skill requirements
- Valid driver's license required for all students.**

Industry Certifications:

- ASE - Automobile & Light Truck Certification Tests Automotive Service Technology 2
 - ASE Auto & Light Truck - A8 - Engine Performance
 - ASE -Advanced Engine Performance Specialist - L1
 - ASE Auto & Light Truck - A2 - Auto Transmission/Transaxle
 - ASE Auto & Light Truck - A3 - Manual Drive Train & Axles
 - ASE Auto & Light Truck - A7 - Heating & Air Conditioning
- Testing Fees may apply

Potential Earnings

Graduates of this program earn an average of \$12.50 to \$25 per hour.

Employers of Graduates

Tallahassee Ford Lincoln, Proctor Honda, Dale Earnhart Jr. Chevrolet, Dale Earnhart Jr. Buick, GMC, Cadillac, Tallahassee Dodge Chrysler Jeep, Kraft Nissan, Legacy Toyota, Capital Eurocars, Kia Autosport, City Hyundai, City of Tallahassee (Fleet), ManTech International, Sears Auto Center, Tire Kingdom Auto Center, Tires Plus, Shiver Diesel, Neece Tire, Pep Boys, Leon County Schools

- Program Completion Rate 70%
- Program Placement Rate 100%

TRANSPORTATION, DISTRIBUTION AND LOGISTICS

AUTOMOTIVE SERVICES TECHNOLOGY CNG/LPG

Program T4001100 1200 HOURS PELL ELIGIBLE
CIP 0647060420 40 WEEKS

Program Description

The Automotive Services Technology CNG/LPG 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 CNG/LPG systems as well as a platform for continuing education or employment in a rewarding, high-wage career. The program offers comprehensive skills enhancement training in the following automotive CNG/LPG service areas: electrical/electronic systems, engine performance systems, compressed natural gas and liquid propane gas. 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 simulators and vehicles featuring electronic fuel injection, computerized controlled ignition 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. VALID DRIVER'S LICENSE IS REQUIRED FOR ALL STUDENTS.



This program is eligible for full-time or part-time enrollment.

Occupation Description

Completing this course will enable you to: Understand theory, equipment, safety, and good work practices; develop a working knowledge of the types of cylinders and fuel system components used in CNG vehicle systems; visually inspect CNG cylinders and fuel system components for damage and deterioration; describe construction techniques and material types used in CNG cylinder manufacturing; vent and store CNG cylinders safely; recognize various failure models; safely and confidently handle CNG cylinders and fuel lines related to the system; perform required reporting procedures; and become a certified CNG Fuel System Inspector by passing the CSA International standardized certification test for cylinder inspection. (CSA International is a recognized certification and standards organization). This course along with study will help prepare you for the certification exam which is available at CSA International. Hands-on activities will provide participants with the opportunity to perform CNG vehicle fuels system inspections themselves on a CNG vehicle.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
AER0014	A	Automobile Services Assistor	300	\$876.00
AER0360	B	Automotive Electrical/Electronic System Tech	300	\$876.00
AER0503	C	Automotive Engine Performance Tech	300	\$876.00
AER0871	D	Automotive Compressed Natural Gas Tech	150	\$438.00
AER0872	E	Automotive Liquid Propane Gas Tech	150	\$438.00
		TOTAL	1200	\$3504.00

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Lab Fee (\$150.00 per semester x 3 semesters)	\$450.00
Textbooks (Estimated)	\$500.00
Approximate Total Program Cost	\$4679.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

NOTE: It is recommended that students complete OCP-A (Automobile Services Assistor) and/or demonstrate mastery of the outcomes in OCP-A prior to enrolling in additional Automotive Service Technology courses. The sequence of OCP's, after completing and/or demonstrating mastery of OCP-A, is at the discretion of the instructor.

Program Admission Requirements

- AGE: 16 years or older
- DIPLOMA: N/A
- TABE: MATH 10.0
LANGUAGE 9.0
READING 9.0
Or met other basic skill requirements
Valid driver's license required for all students.

Industry Certifications:

- CSA – Certified CNG Fuel System Inspector
- ASE – Alternate Fuels Certification - F1
- Testing Fees may apply

Potential Earnings

Graduates of this program earn an average of \$12.00 to \$25.50 per hour.

Employers of Graduates

Tallahassee Ford Lincoln, Proctor Honda, Dale Earnhart Jr. Chevrolet, Dale Earnhart Jr. Buick, GMC, Cadillac, Tallahassee Dodge Chrysler Jeep, Kraft Nissan, Legacy Toyota, Capital Eurocars, Kia Autosport, City Hyundai, City of Tallahassee (Fleet), ManTech International, Sears Auto Center, Tire Kingdom Auto Center, Tires Plus, Shiver Diesel, Neece Tire, Pep Boys, Leon County Schools

Program Completion Rate No Graduates (2016)
 Program Placement Rate No Graduates (2016)



**TRANSPORTATION, DISTRIBUTION AND LOGISTICS
AVIATION MAINTENANCE TECHNOLOGY**

AVIATION AIRFRAME MECHANICS

Program T640300 1350 HOURS PELL ELIGIBLE
CIP 0647060703 45 WEEKS

Program Description

The Aircraft Airframe and Powerplant (A&P) Technician profession offers a vast array of career opportunities ranging from general aviation to commercial aviation; from aircraft or component manufacturers to aircraft repair and overhaul at both domestic and foreign fixed base operations. Aviation Maintenance Technology consists of two programs with one common core and two additional occupational completion points (per program) 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 for the Federal Aviation Administration Airframe and Powerplant (A&P) Certification.



Aviation General Maintenance Technician: Introduction to required subjects and skills in preparation for the FAA Airframe and Powerplant (A&P) Certification.

Airframe Maintenance Technician: Subjects include sheet metal structures, composites, rigging, aircraft airframe systems, instruments, communication and navigation systems which are all required preparation for FAA Airframe and Powerplant (A&P) Certification.

This program is eligible for full-time or part-time enrollment.

Occupation Description

Aviation maintenance technicians (often called Aircraft Mechanics and Service Technicians- AMST) overhaul, diagnose, adjust, repair overhaul aircraft engines and assemblies. Graduates of this program work in Fixed Base Operations (FBO) Airline, Manufacture, or FAA repair stations. Aviation technicians can expect steady work because changes in the economy have little effect on the aviation service industry.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER AVIATION AIRFRAME MECHANIC	OCF	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
AMT0705*	A	Aviation General Maintenance Technician Helper	450	\$1314.00
AMT0765	B	Aviation Maintenance Technician with FAA Airframe Rating 1	450	\$1314.00
AMT0766		Aviation Maintenance Technician with FAA Airframe Rating 2	450	\$1314.00
		TOTAL	1350	\$3942.00

*Please note: AMT0705 (Aviation General Maintenance Technician Helper) is the first in both program sequences for Aviation Airframe and Powerplant. If both programs are completed, it will only need to be taken once.

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Lab Fee (\$200.00 per semester x 3 semesters)	\$600.00
Textbooks	\$405.00
Goggles, Earplugs	\$10.00
5 Lively Technical Center Aviation t-shirts	\$75.00
Aviation Maintenance Tools (required for class upon completion of Aviation General Maintenance)	\$600.00
Approximate Total Program Cost	\$5857.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
 DIPLOMA: N/A
 TABE: MATH 10.0
 LANGUAGE 9.0
 READING 10.0
 Or met other basic skill requirements



Industry Certifications:

FAA Aviation Maintenance Technician - General
 FAA Aviation Mechanic Technician – Airframe

Potential Earnings

Graduates of this program earn an average of \$17.00 to \$30.00 per hour.

Employers of Graduates

Aero Associates, Cessna Aircraft, ComAir, Pratt & Whitney, US Air Express, US Air, United Space Alliance, Raytheon, DynCorp, FedEx, Northwest Airlines, Maule Air, Inc., Delta Airlines, TIMCO Aviation Services, Inc., Flightline, Department of Agriculture – Division of Forestry, Vertex Aerospace

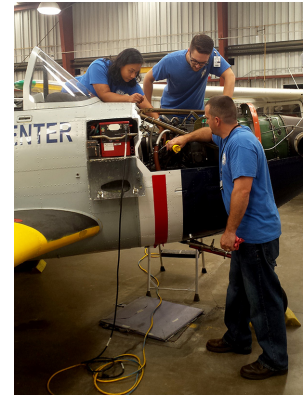
Program Completion Rate

Program Completion Rate Airframe 73%
 Program Placement Rate Airframe 100%
 Licesnsure Airframe 95%

**TRANSPORTATION, DISTRIBUTION AND LOGISTICS
AVIATION MAINTENANCE TECHNOLOGY**

AVIATION POWERPLANT MECHANICS

Program T640400 1350 HOURS PELL ELIGIBLE
CIP 0647060801 45 WEEKS



Program Description

The Aircraft Airframe and Powerplant (A&P) Technician profession offers a vast array of career opportunities ranging from general aviation to commercial aviation, from aircraft or component manufacturers to aircraft repair, and overhaul at both domestic and foreign fixed base operations. Aviation Maintenance Technology consists of two programs with one common core and two additional occupational completion points (per program), 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 for the Federal Aviation Administration Airframe and Powerplant (A&P) Certification.

Aviation General Maintenance Technician: Introduction to required subjects and skills in preparation for the FAA Airframe and Powerplant (A&P) Certification.

Powerplant Maintenance Technician: Subjects include reciprocating and turbine engines, propeller and powerplant systems which are all required preparation for FAA Airframe and Powerplant (A&P) Certification.

This program is eligible for full-time or part-time enrollment.

Occupation Description

Aviation maintenance technicians (often called Aircraft Mechanics and Service Technicians- AMST) overhaul, diagnose, adjust, repair overhaul aircraft engines and assemblies. Graduates of this program work in Fixed Base Operations (FBO) Airline, Manufacture, or FAA repair stations. Aviation technicians can expect steady work because changes in the economy have little effect on the aviation service industry.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER AVIATION POWERPLANT MECHANIC	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
AMT0705*	A	Aviation General Maintenance Technician Helper	450	\$1314.00
AMT0775	B	Aviation Maintenance Powerplant Technician 1	450	\$1314.00
AMT0776		Aviation Maintenance Powerplant Technician 2	450	\$1314.00
		TOTAL	1350	\$3942.00

*Please note: AMT0705 (Aviation General Maintenance Technician Helper) is the first in both program sequences for Aviation Airframe and Powerplant. If both programs are completed, it will only need to be taken once.

Additional Costs:	
Registration Fee (\$75.00 per semester x 3 semesters)	\$225.00
Lab Fee (\$200.00 per semester x 3 semesters)	\$600.00
Textbooks	\$408.00
Goggles, Earplugs	\$10.00
5 Lively Technical Center Aviation t-shirts	\$75.00
Aviation Maintenance Tools (required for class upon completion of Aviation General Maintenance)	\$600.00
Approximate Total Program Cost	\$5857.00

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Program Admission Requirements

AGE: 16 years or older
 DIPLOMA: N/A
 TABE: MATH 10.0
 LANGUAGE 9.0
 READING 10.0
 Or met other basic skill requirements

Industry Certifications:

FAA Aviation Maintenance Technician - General
 FAA Aviation Mechanic Technician - Powerplant

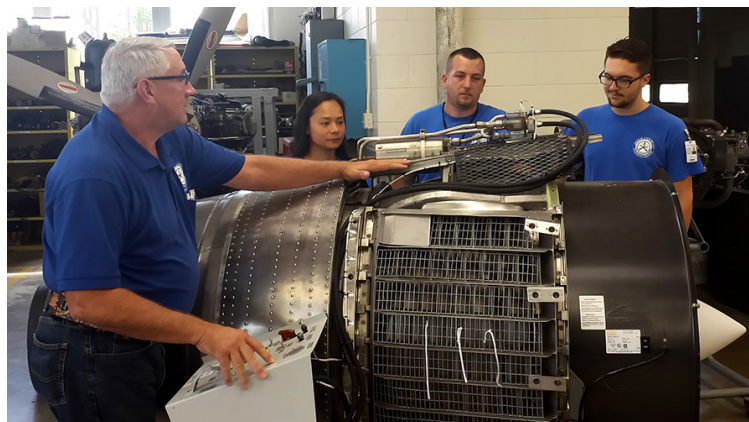
Potential Earnings

Graduates of this program earn an average of \$17.00 to \$30.00 per hour.

Employers of Graduates

Aero Associates, Cessna Aircraft, ComAir, Pratt & Whitney, US Air Express, US Air, United Space Alliance, Raytheon, DynCorp, FedEx, Northwest Airlines, Maule Air, Inc., Delta Airlines, TIMCO Aviation Services, Inc., Flightline, Department of Agriculture – Division of Forestry, Vertex Aerospace

Program Completion Rate Powerplant 86%
 Program Placement Rate Powerplant 100%
 Licensure Powerplant 94%



HUMAN SERVICES

FACIALS SPECIALTY

Program I120424
CIP 0612040805

260 HOURS
NOT PELL ELIGIBLE

Program Description

The Facials Specialty program is designed to prepare students for employment as a certified facial/ skin care specialist. Instruction is designed to qualify students for employment upon successfully obtaining a manicure, pedicure, nail specialist certification from the Department of Professional Regulations Cosmetology Board.

Specialized instruction and practical experience in various facial and skin care procedures, the art of makeup, related chemistry, anatomy, physiology, safety, sanitation, and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates with a “cutting edge” in the skin care industry.



Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
CSP00265	A	Facials/ Skin Care Specialists	260	\$1518.40

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com

Additional Costs:	
Registration Fee	\$75.00
Textbooks (estimated cost)	\$325.00
Lab Fee (estimated cost)	\$100.00
Skin Care Kit (estimated cost)	\$310.00
Approximate Total Program Cost	\$2328.40`

Program Admission Requirements

AGE: 16 years or older (or received a high school diploma)

Industry Certifications:

Skin Care services license depends on the state you are in.

Potential Earnings

Graduates of this program earn an average of \$8.96 to \$28.74 per hour.

Employers of Graduates

Salons, Spas

Program Completion Rate New Program
Program Placement Rate New Program

HUMAN SERVICES

NAILS SPECIALTY

Program I120414
CIP 0612041004

240 HOURS
NOT PELL ELIGIBLE

Program Description

The Nails Specialty program is designed to prepare students for employment as a certified nail specialist. Instruction is designed to qualify students for employment upon successfully obtaining a manicure, pedicure, nail specialist certification from the Department of Professional Regulations Cosmetology Board. Specialized instruction and practical experience in manicuring, pedicuring and various nail extension procedures, related chemistry, anatomy, physiology, safety, sanitation and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates with a “cutting edge” in the nail care industry.

Program Structure

The following table illustrates the PSAV program structure:

COURSE NUMBER	OCP	COURSE TITLE	COURSE LENGTH	Florida Resident Tuition Per Term
CSP0015	A	Manicurist and Pedicurist	240	\$1401.60

Please note: Non-Florida Resident Tuition rates are available on our website at www.Livelytech.com



Additional Costs:	
Registration Fee	\$75.00
Textbooks (estimated cost)	\$325.00
Lab Fee	\$100.00
Nail Kit (Estimated cost)	\$283.00
Approximate Total Program Cost	\$2861.60

Program Admission Requirements

AGE: 16 years or older (or received a high school diploma)

Program Admission Requirements

AGE: 16 years or older (or received a high school diploma)

Industry Certifications:

To maintain licensing status, state boards of cosmetology often require that nail techs take a specific number of hours to continue their training.

Potential Earnings

Graduates of this program earn an average of \$8.40 to \$17.95 per hour.

Employers of Graduates

Salons, Spas, Nail Boutiques

Program Completion Rate New Program

Program Placement Rate New Program

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.



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.



PASV BASIC SKILLS REQUIRED

PASV BASIC SKILLS REQUIRED						
PASV PROGRAMS MINIMUM BASIC SKILLS GRADE LEVELS MATHEMATICS, LANGUAGE & READING						
Program Title	Delivery Method	CIP #	Clock Hours	M	L	R
ARCHITECTURE AND 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/ AV 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 & ADMINISTRATION						
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 <i>Licensed by the Board of Massage Therapy: Department of Health</i>	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 <i>Certified by the Pharmacy Technician Certification Board</i>	T	0317050706	1050	11	10	10
Practical Nursing <i>Licensed by Board of Nursing</i>	T	0317060500	1350	11	11	11

**PASV PROGRAMS
MINIMUM BASIC SKILLS GRADE LEVELS
MATHEMATICS, LANGUAGE & READING
(continued)
HOSPITALITY & TOURISM**

Commercial Foods & Culinary Arts	T	0420040212	1200	9	9	9
Barbering	T	0612040200	1200	9	9	9
Cosmetology	T	0612040102	1200	8	8	9

INFORMATION TECHNOLOGY

Applied Cybersecurity	T	0511100302	750	10	9	9
Cloud Computing & Virtualization	T	0511100303	900	9	9	9
Web Development	T	0511080100	1050	9	9	9
MANUFACTURING						
Welding Technology	T	0648050805	1050	9	9	9
Welding Technology – Advanced	T	0648050806	1200	8	8	9

TRANSPORTATION DISTRIBUTION & LOGISTICS

Aircraft Airframe Mechanics <i>Licensed by Federal Aviation Administration (FAA)</i>	T	0647060703	1350	10	9	10
Aircraft Power Plant Mechanics <i>Licensed by Federal Aviation Administration (FAA)</i>	T	0647060801	1350	10	9	10
Automotive Service Technology 1 <i>Licensed by National Association of Technicians Educational Foundation (NATEF)/Automotive Service Excellence (ASE)</i>	T	0647060411	1050	10	9	9
Automotive Service Technology 2 <i>Licensed by National Association of Technicians Educational Foundation (NATEF)/Automotive Service Excellence (ASE)</i>	T	0647060412	750	10	9	9
Automotive Service Technology CNG /LPG <i>Licensed by National Association of Technicians Educational Foundation (NATEF)/Automotive Service Excellence (ASE)</i>	T	0648060420	1200	10	9	9



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