

Traviss Technical College

2019 - 2020
Catalog

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Fax (863) 499-2706

www.traviss.edu

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Lakeland, FL 33811
(863) 499-2700
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Patricia Collins, Assistant Director
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POLK COUNTY PUBLIC SCHOOLS

Superintendent of Schools



Jacqueline Byrd

School Board Members



Billy Townsend
District 1



Lori Cunningham
District 2



Sarah Fortney
District 3



Sarah Beth Reynolds
District 4



Kay Fields
District 5



Lynn Wilson
District 6



Lisa Miller
District 7



*The Mission of Polk County Public Schools is to provide
a high-quality education for all students.*



A Message from the Director...

Welcome to Traviss Technical College (TTC). I am pleased you are considering TTC to provide you technical training that offers you the potential for a sustainable future. Our goal is to provide local businesses a highly skilled work force. This begins when you make the decision to enhance your education by taking on the challenge of learning an in demand technical trade.

Financial aid and career counselors are available that are more than happy to assist you in the registration process. Each program we offer has an active advisory board that is made up of local business men and women that help guide our instructor's curriculum to ensure our training is relevant in the industry.

We look forward to assisting you in meeting your educational and career goals. Please stop by and meet our career counselors to begin your path to a brighter future.

Sincerely,

A handwritten signature in black ink that reads "David Wiggs". The signature is fluid and cursive, with the first name being more prominent.

David Wiggs
Director

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Traviss Technical College

SCHOOL PROFILE

Traviss Technical College opened on September 28, 1964, as Polk Vocational Center with World War II barracks at Bartow Air Base serving as the first classrooms. The first director, Maynard A. Traviss, opened the school with nine programs. Enrollment included 350 high school students and 30 full-time adult students. The first class completed in June 1965. Two years later, the School Board of Polk County purchased sixty acres off County Road 540 and built a new physical plant for the school. Traviss includes five main wings, one outlying building and one off campus site. It has been accredited through the Council of Occupational Excellence for 45 years. Traviss Technical College programs are approved by and follow the Florida Department of Education curriculum frameworks which designates title, clock hours, and skills for each individual program.

Traviss Technical College focuses on the development of technical skills, occupational skills, and work habits and attitudes necessary for success in the world of work. Programs offered at Traviss prepare individuals for meaningful employment in a variety of occupations currently labeled as high skill/high wage by the local Workforce Development Board, Career Source Polk.

Traviss operates under the supervision of Polk County School Board, school number 1591 for postsecondary reporting, known as Traviss Technical College, and 1561 for secondary reporting, known as Traviss Technical Academy. The student body consists of traditional high school students with a career and technical focus, dual enrolled high school students in a post-secondary program, and adult post-secondary programs.

Traviss offers career education programs in the following areas:

- Adult Education
- Architecture & Construction Education
- Arts, A/V Technology & Communication Education
- Business, Management & Administration Education
- Energy Education
- Health Science Education
- Hospitality & Tourism Education
- Human Services Education
- Information Technology Education
- Manufacturing Education
- Transportation, Distribution & Logistics Education

MISSION STATEMENT

Traviss Technical College educates and prepares students for success in a changing workplace.

VISION STATEMENT

Traviss Technical College leads and challenges students by:

- *Providing accredited, affordable, career education
- *Evaluating and revising curriculum to reflect the changing needs of business
- *Offering training and job placement for Polk County's workforce
- *Promoting articulation among high schools, technical colleges and colleges
- *Fostering continuing education for the faculty and staff

PHILOSOPHY

Our basic philosophy at Traviss is that students will be better prepared to enter the job market if their training closely resembles on-the-job situations. The goal of instructors is to assist students in acquiring the knowledge, skills and attitudes needed to gain entry into and advance in an occupation. Therefore, each training program is based on technical knowledge which applies to the chosen occupation, performance of valid job tasks and the cultivation of healthy job-related attitudes and values. Students are provided with effective learning experiences designed to help them attain relevant job competencies.

Every effort is made at Traviss to assist students in reaching an informed decision about entering a career training program best suited to their individual needs and aptitudes. Students are encouraged to choose their programs after exploring their potential choices and discovering their own strengths and weaknesses, aptitudes and interests. Guidance is also available to help students succeed in their chosen program and secure employment when leaving Traviss.

It is also our philosophy to accept students at the level of competency they have achieved upon entering the program and provide competencies to give them training for various jobs. At Traviss, we make it possible for each student to meet both short- and long-range employment goals. We can tailor instruction to the wide variety of student needs through our policy of open-entry and open-exit, self-paced, individualized instruction. Students enter and exit Traviss when personal employment considerations dictate. Students progress through learning experiences at their own rate and focus on attaining the competencies necessary to meet their personal career goals.

Traviss' philosophy, when put into practice, means that each program resembles as closely as possible the job setting for which training is being offered. Equipment, tools, supplies and environment closely match those on the job. Each program is managed by instructors who are not only skilled workers in their trade or business but are well trained in the professional skills of teaching their business or trade to others. Our instructors exhibit pride in their profession and enthusiasm in teaching it to others.

ACCREDITATIONS

Traviss Technical College is part of the Polk County Public School System. All programs offered are approved by and follow the Florida Department of Education Curriculum Frameworks which designates title, clock hours, and skills for each individual program. Those eligible are approved by the Bureau of State Approving for Veterans' Training, Division of Veterans' Benefits and Assistance, Florida Department of Veterans' Affairs and the U.S. Department of Education.

Traviss Technical College is accredited by the Commission of the Council on Occupational Education.

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (800) 917-2081 Toll-free or (770) 396-3898
Fax: (770) 396-3790
<http://www.council.org>



Traviss Technical College is accredited by AdvancEd/Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

9115 Westside Parkway
Alpharetta, GA 30009
Telephone: (888) 413-3669
<http://www.advanc-ed.org>



PROGRAM CERTIFICATIONS AND APPROVALS

A number of programs have been approved, certified and/or recognized by the military, sponsoring agencies and professional organizations. They are listed below.

- Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
- American Heart Association (AHA)
- Authorized Certiport Testing Center (MOS, Adobe)
- Automotive Youth Education Systems (AYES)
- Aviation Technician Education Council (ATEC)
- Cisco Certified Entry Networking Technician Certification (CCENT)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Commission on Dental Accreditation (CODA)
- CompTIA A+ Certification
- CompTIA Network+ Certification
- CompTIA Security+ Certification
- Department of Business and Professional Regulations - Board of Cosmetology
- Federal Aviation Administration (FAA) Part 147 approved Aviation Maintenance Technician Program
- Florida Dental Association
- Florida Dental Health Foundation
- Florida Department of Education
- Florida Department of Health - Division of Medical Quality Assurance
- Florida State Board of Nursing
- HVAC Excellence
- Inter-Industry Conference on Auto Collision Repair (I-CAR)
- Liaison Council on Certification for Surgical Technology
- National Alternative Fuel Training Consortium (NAFTC)
- National Automotive Technicians Education Foundation (NATEF)
- National Center for Construction Education and Research (NCCER)
- National Institute for Automotive Service Excellence (ASE)
- North American Technician Excellence (NATE)
- Occupational Safety and Health Administration Testing Center (OSHA)
- US Department of Veterans' Affairs
- Vocational Rehabilitation

Advisory Committees

SCHOOL ADVISORY COUNCIL (SAC)

A School Advisory Council assists in assessing the quality of our programs and is composed of business and industry leaders, administrators, instructional and non-instructional staff members and students. The Council advises, makes recommendations to the general operation of Traviss, annually revisits Traviss' mission and vision and helps in planning and meeting the goals and objectives of the School Improvement Plan.

OCCUPATIONAL ADVISORY COMMITTEES

Each program at Traviss Technical College has an occupational advisory committee which is composed of individuals employed in the field or industries related to that program. These committees are composed of three or more members and assists program instructors in keeping the program's curriculum up-to-date and current with business and industry standards. The Committee provides input on equipment used for training, to warrant consistency between school and industry, annually reviews the program's mission and analyzes the Florida Department of Education's Curriculum Frameworks and Student Performance Standards with the instructor.

General Information

HOURS OF OPERATION

Traviss Technical College is open from 7:30 a.m. until 5:30 p.m. Monday through Friday.

DAY PROGRAMS

Most day programs at Traviss Technical College meet from 7:30 a.m. until 1:30 p.m. Monday through Friday. Exceptions are the Cosmetology, Dental Assisting, Practical Nursing and Surgical Technology programs which all meet from 7:30 a.m. until 2:30 p.m.

EVENING PROGRAMS

Several programs are also offered in the evening. Some evening programs at Traviss Technical College meet from 5:30 p.m. to 9:00 p.m. Tuesday and Thursday evening and are considered part-time. Program completion time is typically longer than full-time programs due to the reduced weekly contact hours. Other evening programs meet Monday through Friday from 1:00 p.m. to 8:00p.m. and are considered full time.

VISITORS

All visitors must obtain and wear a “visitor’s pass” and sign in at the Receptionist Desk to go beyond student services. To obtain a visitor’s badge, the visitor must present their driver’s license to the switchboard operator. This serves three purposes:

- Helps visitors to feel welcome
- Allows staff to identify and assist visitors as needed
- Increases campus safety and security

After a visitor has obtained a “visitor’s pass” and signed in, he/she is permitted to enter the campus as long as his/her visit does not disturb, interfere or disrupt instruction or school business in any manner. If the visitor desires to go on a tour of the campus, an administrative staff member or his/her designee will accompany the visitor.

IDENTIFICATION BADGES

All new and returning students enrolled at Traviss Technical College are required to wear an identification badge while on campus. Identification badges are \$5 each; replacement and extra badges may also be purchased at a cost of \$5 each. Students must show proof of payment before having their photo taken for their identification badge.

UNIFORMS

Programs require uniforms to be worn. Students must dress in the uniform assigned to their program and in accordance with the standards established by Traviss, businesses and industries in the local community and within the guidelines of the School Board of Polk County’s Code of Student Conduct.

Counselors and instructors advise students regarding uniform dress. The cost of the program uniforms range from \$150.00 to \$300.00 which covers three (3) to five (5) sets.

Any type of dress that disrupts the educational process at Traviss Technical College will be referred to the Dean of Students, and for high school students a parent may be contacted. Consequences will include a warning, parent phone contact, and work detail before a student is subject to suspension.

Shorts and open toed shoes (sandals, flip flops, slides, etc.) are not permissible.

PARKING PERMITS

Student parking permits are required for all students driving on campus. The parking permit will be issued to each student, as needed, at the time identification badges are issued with a paid receipt. The cost for a parking permit is \$5 and must to be purchased each school year.

TRANSPORTATION

The School Board of Polk County provides free school bus transportation for secondary students during the regular school term. School bus services are not available for adult students or students attending evening programs. However, all students are able to participate in the COLT program which provides free bus transportation through Polk County's Citrus Connection public transportation.

TEXTBOOKS

Students are responsible for purchasing their own books. Traviss maintains a virtual bookstore website which may be used to purchase required books. The site is: <http://www.traviss.textbookx.com>. Textbooks for enrolled high school students and dual enrolled students are provided by the Polk County School District at no cost to the student. Consumables such as workbooks, supplies, etc. that become the student's own personal property have to be purchased by the student.

CASHIERS WINDOW

Tuition and all other fees or payments can be made on campus at the Cashiers window located in building 300. Payment can be made by cash, Visa, MasterCard, cashier's check or money order. Per Polk County School Board Policy no bills larger than a \$20 will be accepted

DINING FACILITIES

In a modern, well-equipped cafeteria, hot meals as well as cold salads are served to staff and students. A 25-minute lunch time for high school students and 30 minute lunch for adults is scheduled for each program and students are advised of this time by a published schedule. Vending machines located in the cafeteria and buildings 100 and 200 also provide snacks and beverages.

MEDIA CENTER

The Media Center provides for the informational needs of the school community. Research materials are available in a variety of media, including print, video, CD-ROM, Internet and online subscriptions. In addition to assigned class research, students are encouraged to satisfy their personal interests by making use of fiction and non-fiction books, newspapers, and magazines. The Media Center is open to students before and after school as well as during class time and lunch. The Media Center is also used occasionally for large group meetings.

SCHOOL CLINIC

A school clinic is located in building 300 near the reception area and primarily used to supply temporary first aid and for emergency cases.

INSURANCE

The Polk County School Board has purchased a supplemental student accident insurance policy available to high school students to cover all Polk County students while at school or when they are participating in activities that are exclusively sponsored, scheduled and funded by the Polk County School Board during the current school term. This school time policy coverage ends on the last day of school each year. This policy will not pay for 100% of all medical expenses, is NOT "Primary Insurance" and is in effect only during school activities directly supervised by a Polk County employee. An "Extended 24-Hour Protection Plan" may be purchased for a minimal fee per school term.

* Some programs may require proof of additional insurance before enrollment.

DRUG-FREE SCHOOL POLICY

Traviss provides a safe, orderly and disciplined learning environment free of drugs and violence. Information is presented to students on a regular basis regarding drug prevention. Students who desire more information on substance abuse prevention should consult with a guidance counselor.

TOBACCO PRODUCTS

Traviss Technical College is a tobacco free campus in accordance with the Polk County Public Schools Tobacco Free Environment Policy.

GRIEVANCE PROCEDURE

A student has the privilege to question a decision by a staff member, including allegations of discrimination in any phase of education programs and activities, and the application of rules of behavior, sanctions and other treatment.

The purpose of these procedures is to settle a grievance at the lowest level. The following procedures shall be used to submit a grievance:

1. If a student wishes to question a decision of an instructor or administrator other than the Director of Traviss Technical College, the student shall first talk courteously to the instructor or administrator.
2. If the student is not satisfied after talking with the person concerned, the student may submit an appeal, in writing, to the Director of Traviss Technical College to review the matter. Such an appeal shall be submitted within three days of the incident. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses.
3. The Director, and or designee, shall investigate the problem and shall render a decision on whether to sustain or overrule the decision of the instructor or administrator. The decision shall be given to the student, in writing, within five days of the written notice of appeal.
4. Any appeals beyond the Director shall be made according to the following order: Senior Director of Multiple Pathways; Chief Academic Officer; Superintendent; and the School Board of Polk County.
5. If the grievance is not settled at the local level, the student may contact the accreditation agency:

Commission of the Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (800) 917-2081 Toll-free or (770) 396-3898
Fax: (770) 396-3790
<http://www.council.org>

AdvancEd/Southern Association of Colleges and Schools Council on Accreditation and School Improvement.
9115 Westside Parkway
Alpharetta, GA 30009
Telephone: (888) 413-3669
<http://www.advanc-ed.org>

Students have the right to submit a complaint to the Florida Department of Education (DOE). For more information and to access the complaint form, search for "File a Complaint" at Florida DOE website or visit: <http://www.fldoe.org/about-us/office-of-the-inspector-general/file-a-complaint.shtml>

DUE PROCESS PROCEDURE

A campus dean or administrator must inform the student of school rules that have been violated. A student has the right to present evidence or witnesses concerning violation, and the student must:

1. Have knowledge of the charge or complaint being made against him/her;
2. Have a description of the specific charges;
3. Be given and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing;
4. Have had prior knowledge that their actions were in violation of established rules and regulations; and
5. Be advised that they have to go to the next higher authority if not satisfied with the decisions.

Acts Related to School Operation

AMERICANS WITH DISABILITIES ACT

The Polk County School Board is committed to ensuring that students with disabilities have equal access to programs and services and their rights to confidentiality are protected. Likewise, students have the right to request accommodations according to their individual learning needs. Please contact your school's Student Services Department, program administrator or the District's Office of Equity and Compliance at (863) 534-0781 for further information.

The Polk County School Board is committed to ensuring equity in all of its school programs and shall comply with Title IX, Title VI, Section 504 of the Vocational Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 and the Drug Free Workplace Act of 1988.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. The School Board of Polk County policies regarding student records are in accordance with these regulations.

FEDERAL DRUG-FREE SCHOOL ACT

Federal legislation has been passed as part of the war on drugs. This legislation is intended to convey to students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) the health risks which exist for those who abuse alcohol or drugs. In addition, penalties for those who violate school standards are in place and consistently enforced.

JEFFREY JOHNSTON ANTI-BULLYING ACT

The School Board of Polk County, Florida, is committed to protecting its students, employees, and applicants from bullying, harassment, or discrimination for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws and the Board's Collective Bargaining Agreements. Conduct that constitutes bullying, harassment or discrimination, as defined herein is prohibited. Policy 1.011, prohibition of discrimination policy, addresses requirements for discrimination against defined federal, state, and local protected categories of persons.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT AND STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Clery Act provides guidelines and expectations for campus crime classification and reporting, crime prevention and response and campus safety policy and procedure requirements that create transparency between institutions of higher education, students and employees. Institutions of higher education receiving federal financial aid under Title IV are required to comply fully with the Clery Act. The Clery Act requires institutions to complete certain annual and ongoing tasks. TTC is committed to adhere to the requirements of the law by producing an annual security report available on the Traviss website homepage. Due to the Clery Act, awareness of safety and security policies and procedures have encouraged transparency to concerns around certain incidents and Clery crime statistics. Traviss Technical College publishes these reports to the faculty, staff and students to comply with the provisions of the law.

STUDENT ACCOMMODATIONS

Traviss Technical College complies with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. Traviss also complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973 which states that “no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Reasonable accommodations will be provided for students with documented special needs.

If any type of accommodation is required to complete the application process due to a disability, please call the School Board of Polk County’s Human Resource Services Division at (863) 534-0781. If you are deaf or hard of hearing, please contact the Polk School District by calling Florida Relay Service at 1-800-955-8771.

HANDICAPPED

All programs, campus organizations and activities are open to all students. Efforts are made to assist handicapped students to function as independently as possible while attending school. Should special needs arise, administration and/or school counselors should be notified.

DIVERSITY STATEMENT

The Polk County School Board is committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind transgress the school’s purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the school community learn and profit from diverse cultures and perspectives.

NON-DISCRIMINATION STATEMENT

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law in any of its programs, services, activities or employment practices. The Board will provide equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups as required within 34 C.F.R. 108.9.

In accordance with Vocational Guidelines, the lack of English language skills will not be a barrier for admission and participation in our CTE programs.

To file concerns, you may contact the Equity & Compliance Analyst in Human Resource Services at (863) 534-0513 or P.O. Box 391 Bartow, Florida 33831.

The School Board of Polk County, Florida, Policies 1122, 2260, 3122 and 4122, Florida Educational Equity Act, Section 1000.05, F.S., Rule 6A-19.000 through 6A-19.010, FAC, Title VII of the Civil Rights Act of 1964, Section 504, Americans with Disabilities Act of 1990 as amended, Vocational Guidelines, Age Discrimination in Employment Act of 1967, Title IX and Boy Scouts of America Equal Access Act 34 C.F.R. 108.9.

Admissions

GENERAL INFORMATION

Most of the training programs at Traviss Technical College have minimum admission or state licensure requirements. Applicants must be at least sixteen (16) years of age, and have the interest, ability, and desire to benefit in career education. In addition, applicants should be academically, physically, and emotionally capable of meeting the essential tasks of the chosen program. Adult students should provide official transcript, proof of age and two proofs of residence with picture identification. High school students must only complete an application. Individuals who do not meet an exemption, will be required to take the Tests of Adult Basic Education (TABE), which is used as a Basic Skill Exit Requirement and a diagnostic tool to determine remediation needs. Traviss complies with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendments of 1973 in regard to students with disabilities. Traviss also strictly adheres to the Non-discrimination Policy adopted by the School Board of Polk County and, in accordance with State Vocational Guidelines, the lack of English language skills will not be a barrier for admission and participation in our CTE programs. Reasonable accommodations can be made for special needs students. Qualified students applying for admission are accepted on a first-come, first-served basis during open enrollment periods.

FOREIGN STUDENTS

Foreign students are allowed to register, enroll and study at Traviss Technical College if they have a valid status as defined by the U.S. Immigration and Naturalization Service. Proper documentation proving valid status must be shown at time of registration. However, Traviss is not listed as an eligible school for students seeking to obtain a student visa.

LEGAL NAME CHANGE

An admitting student who legally changed their name since they were first enrolled in a Polk County public school, needs to provide a certified copy of a legally binding instrument (court order, final judgment) that legally changes that student's name.

STUDENT RECORDS DISCLOSURE

The School Board of Polk County maintains educational records in accordance with state and federal laws. Copies of the School Board of Polk County Records Policy are available for the public at the District Office.

NEW STUDENT TRANSFER

An incoming student who has previously attended another accredited institution will be asked to provide an official transcript. Clock hours of attendance, grades and skills are reviewed for award of credit, time and placement. All transfers are considered on an individual basis when space is available and admission requirements are met.

TRANSFERS WITHIN TRAVISS

Transfers can be initiated from full-time day programs to corresponding part-time evening programs and vice versa and from one program to another program both day and evening. Transfers are limited as much as possible to the beginning of each nine-week grading period. These transfers have to be approved by instructors, school counselors and administration.

TESTING

Florida Statute 1004.91 requires all students who enroll in a program offered for career credit of 450 hours or more to complete an entry-level examination within the first 6 weeks of admission into a program if applicable, see exemptions below. Please call Student Services at (863) 499-2700 and ask for testing times and dates.

Test of Adult Basic Education (TABE) is an online assessment. To take the test, bring your photo I.D. and \$20. No bills larger than a \$20 is accepted. The test may take about 4 hours. No cell phones or personal belongings are allowed in the test area. If you have received testing accommodations as a student with a disability and would like to request accommodations for TABE, speak with a counselor **prior** to testing. It

may be necessary to schedule your test on a different day. In addition, if you are not proficient in English, you may request a dictionary and additional time.

You may be exempt if you:

- Enrolled in a program less than 450 hours
- Entered 9th grade in a Florida public school in 2003-2004 or after and earned a Florida standard high school diploma
- Passed your GED in the last 2 years
- Have completed an associate degree or higher from a SACS accredited or equivalent institution
- Serving as an active duty member in the Armed Services
- Enrolled in an apprenticeship program

Students may retake the TABE after 3 months, without remediation; or after 40-60 hours of instruction in a remediation class. The results of the TABE are valid for a period of two years.

Test of Essential Academic Skills (TEAS) is an online assessment designed specifically to assess a student's preparedness entering the health science fields. To take the test, register through student services and/or online at AtiTesting.com. The exam is \$70.00. On the day of testing, bring your photo I.D.; however, cell phones or personal belongings are not allowed in the test area.

Comprehensive Adult Student Assessment System (CASAS)

Postsecondary students who wish to enroll in the English for Speakers of Other Languages (ESOL) or English Literacy for Career and Technical Education (ELCATE) course, must be pretested and post-tested using the CASAS Assessment Tool.

ADMISSION PROCEDURES FOR HIGH SCHOOL (SECONDARY) STUDENTS

Traviss Technical College, in conjunction with students' home high schools, offers three high school diploma options: the 3-year, 18 credit standard diploma; the 4-year, 24 credit standard high school diploma; and the State of Florida High School Performance-Based diploma.

Standard Diploma

Students spend the entire day at Traviss Technical College and can earn elective and academic credits each year; however, due to limited academic offerings, counselors, students and parents/guardians have to carefully develop the an academic plan to ensure all credits for graduation can be attained. Tuition and books are free; however, most programs require laboratory fees, kits, consumable supplies and workbooks, uniform costs and/or state testing fees. High school students should remember that the focus of a Technical College is to provide job skills for those individuals ready to seek employment and/or continue into higher education. Students must be willing to accept personal responsibility and function in a "job" atmosphere.

Entry Requirements:

1. Must be at least 16 years of age.
2. Must be a student (preferably at the junior or senior level) or at the 9th or 10th grade level who only need limited academic credits to graduate.
3. Have a good attendance record.
4. Have a good discipline record.
5. Must take the TABE assessment, if applicable.
6. Must take an Interest Inventory and possibly an Aptitude Assessment.
7. Complete an application.
8. Consult with a School Counselor. All related paperwork necessary for transferring from the home high school will be explained.
9. Transfer from home high school and report to Traviss Technical College with all required paperwork and lab fees.
10. If all admission requirements are met and space is available, a School Counselor will register the student in a program.

State of Florida High School Performance-Based Diploma

In order to prevent many students from dropping out of school at the later middle school level and/or early senior high stages of their educational program, students lagging behind on credits can be designated as 11th or 12th graders for the purpose of allowing them to attend Traviss Technical College under the Florida High School Performance-Based Diploma Option. This grade designation should take place before a student sits for the Florida Comprehensive Assessment Test. Grade designation is not based on number of high school credits. If a student returns to a regular high school, the grade in school will be based on number of credits. A State of Florida High School Performance-Based Diploma will be awarded for those who successfully pass the FSA, GED, maintain a 2.0 GPA, and attain at least one Career Education Occupational Completion Point (OCP).

Entry Requirements:

1. Students are required to take the TABE, Interest and possibly an Aptitude Assessment prior to enrolling.
2. Students must transfer from their last high school or from an out-of-county or middle school and be 16 years of age or older.
3. Students must meet at least one of the alternative education criteria established by Florida Statutes:
 - a. Retained or administrative promotion, one or more times, prior to referral
 - b. Failure to achieve minimum (or master 80% of basic skills) on state assessment testing
 - c. Disinterest in school documented by two or more sources
 - d. Excessive absences

Parents and students who choose this option agree in writing to the following:

1. A regular standard diploma will not be attainable.
2. A State of Florida High School Performance-Based Diploma may be attainable.
3. The primary function of such grade designation is to provide the student with technical job skills.

Students work on career education skills as well as academic skills necessary to pass the GED. Students who meet the appropriate career and academic criteria, as well as successfully pass the FSA, GED assessment, maintain a 2.0 GPA, earn an Occupational Completion Point (OCP) in their career education program and maintain excellent attendance will be awarded a Florida High School Performance-Based Diploma.

Students enrolling from out-of-county or out-of-state may enroll directly into the Florida High School Performance-Based Diploma Program. They do not have to enter through a high school or middle school. However, they must meet all entrance criteria like any other student new to Polk County. Direct admission into Traviss Technical College applies only to the Florida High School Performance-Based Diploma Program and not for students completing their high school credits toward regular graduation.

EXCEPTIONAL STUDENT EDUCATION (ESE)

The Exceptional Student Education Program serves high school ESE students who have demonstrated the ability to successfully perform (academically and socially) in regular academic and elective classes. No academic ESE courses are available at Traviss.

Students needing ESE services should contact a school counselor or the ESE coordinator at Traviss before attempting to complete any admission requirements. All ESE documentation must be received and approved by the ESE Coordinator before admission is granted.

Students who wish to defer their diploma must meet the guidelines established by Section 1003.4282(10), F.S.

ADMISSION PROCEDURES FOR ADULT (POSTSECONDARY) STUDENTS

1. Register for program by completing an application.
2. Provide official transcript of highest completed degree.
3. Provide two proofs of residency to establish Florida residency.
4. Apply for financial assistance if applicable and/or pay tuition and fees.
5. Take the TABE assessment, if applicable according to Section 1004.91, (F. S.),
6. Interview with school counselor to interpret test scores; discuss educational plans, entry date, tuition and fees.

Note: Some programs may require additional steps.

Most programs start twice a year and have two registration periods.

HEALTH SCIENCE EDUCATION – ADMISSION PROCEDURES FOR ADULT (POSTSECONDARY) STUDENTS

Applicants desiring entry into a Health Science Education program at Traviss must complete all admission criteria specific to the health program selected and meet all general admission requirements.

In addition to the general admission procedures

1. Request the following from the Health Science Education Department for specific program desired:
 - a. Program Information Sheet
 - b. Medical Clearance Package Information. This is used to document current results of specified immunizations plus the applicant's mental and physical health. (Traviss is not responsible for any cost incurred by applicants to secure required immunizations or medical documentation.)
2. Background screening is required for most health science programs. Certain offenses may prevent students from obtaining clinical hours needed for completion of a Health Science Program. A Level 2 screen with fingerprinting is required for Practical Nursing.
3. Drug screening is also required for most health science programs prior to entry into the program and randomly throughout the program.

Note: Practical Nursing requires TEAS Test for admission.

Health Science registration periods vary. Most programs only begin once per school year.

Tuition and Fees

TUITION AND PROGRAM COSTS

Tuition fees are established by the Florida Legislature and the Polk County School Board. Tuition for Florida residents is lower than tuition for non-residents. A student must live in the state of Florida for twelve (12) months **before** establishment of Florida Residency. The student must present documentation to that effect. Please see Information for Florida Residency for more information. New students who enroll after the initial registration period will pay a pro-rated amount based on the instructional time remaining in the semester. Program costs may vary and are subject to change without notice.

Tuition and program costs are to be paid in the following order:

- Half of tuition, all testing, application and lab fees are paid on the first day of registration.
- Balance of tuition is to be paid within thirty days from the time program starts.

Vocational Certificate

Tuition is \$2.88 per clock hour for Florida residents and \$11.52 per clock hour for out-of-state residents. Tuition is \$11.52 per clock hour for non-U.S. residents with proper immigration credentials.

Continuing Workforce Education (Business and Industry Classes)

Tuition is \$5.76 per clock hour for both resident and nonresident/foreign students.

Adult General Education

Tuition is \$30.00 for Florida residents and non-residents.

- Adult Basic Education (ABE)
- Applied Academics for Adult Education (AAAE)
- English for Speakers of Other Languages (ESOL)
- General Education Development (GED)

Individual Program Costs

- Adult/Postsecondary Students

Tuition and program costs may be found on **page 67**.

- High School (Secondary/Dual Enrolled) Students

High school students do not pay tuition; however, students do pay for testing and yearly student activity fee as well as uniforms, workbooks and any additional supplies required by their chosen program which become their own personal property. Program costs may be found on **page 68**.

METHODS OF PAYMENT

Payment may be made via cash, Visa, MasterCard, personal money orders and checks drawn on local banks are accepted. A local address and telephone number must be on all checks. Tuition and fees for some students are deferred when a voucher is submitted to Traviss from a funding agency or other source. If fees paid by checks are re-funded, the student must wait at least 45 days for processing of the refund.

Note: Traviss does not cash personal checks. No bills larger than a \$20.00 is accepted.

INFORMATION FOR FLORIDA RESIDENCY

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought.

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services, or other qualified alien as defined under federal law. Other persons not

meeting the twelve-month legal residence requirements 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 pursuant to section 1009.21, Florida Statutes. All other persons are ineligible for classification as a Florida “resident for tuition purposes.”

- **Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.**
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student or, in the case for dependent students, his or her parent has moved from another state.

The residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified below. No single piece of evidence shall be conclusive.

1. Claimant must provide at least one of the following of his/her personal documentation:

- a. Florida Voter's Registration Card.
- b. Florida Driver's License.
- c. State of Florida Identification Card.
- d. Florida Vehicle Registration.
- e. Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (**Required:** document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)
- f. Proof of a homestead exemption in Florida. (**Required:** document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)
- g. Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months. (**Required:** transcript)
- h. Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period. (**Required:** pay stubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

2. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):

- a. Declaration of domicile in Florida in accordance with s.222.17, Florida Statutes.
- b. Florida professional or occupational license.
- c. Florida incorporation.
- d. Document evidencing family ties in Florida.
- e. Proof of membership in a Florida-based charitable or professional organization.
- f. Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

Financial Assistance

GENERAL INFORMATION

Financial aid is available for all students who qualify and enroll in an approved training program at Traviss Technical College. The aid is based upon individual student need or merit criteria. The Financial Aid Coordinator will help determine eligibility. The financial aid offered at Traviss includes Title IV Federal Pell Grant, V.A. Education Benefits, Florida Bright Futures Scholarship, Traviss Financial Aid, and other federal or private scholarships/grants.

Students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA) at (www.fafsa.ed.gov). It is recommended that the completed application be submitted for processing a minimum of four weeks prior to expected enrollment date. Research for scholarships can be completed on-line at www.fastweb.com or www.fnaid.org.

Students receiving financial aid need to confirm payment procedures with Traviss' Financial Aid Coordinator. Students receiving financial aid who withdraw from their registered program will be subject to a financial aid review and will be notified of any financial obligation deemed to be the student's responsibility. Once a student who is receiving Pell Grant funding notifies Traviss that he/she is withdrawing from school or is withdrawn by the teacher, a Return of Title IV Funds calculation is processed by the Financial Aid Coordinator.

Financial assistance at Traviss Technical College includes:

AMERICORPS

AmeriCorps is a network of national service programs that engage Americans in intensive volunteer service to meet critical needs in education, public safety, health and the environment. After successfully completing a term of service, AmeriCorps members enrolled in the National Service Trust are eligible to receive an education award. Traviss automatically bills the National Service Trust each semester for fees covered by AmeriCorps.

CAREERSOURCE POLK

This federal assistance provides funding for Polk County residents who are applying for or who are enrolled in a high-skill, high-wage program. Only full-time programs listed on the Regional Demand Occupations List qualify for funding. Questions about this financial assistance should be directed to CareerSource Polk at (863) 508-1100 or the liaison for CareerSource Polk located in Student Services.

FARMWORKERS PROGRAM

The Farmworker Program is a federally-funded form of assistance for students and/or their families who are migrant or seasonal agricultural workers. For further information, please contact their office at 300 E. Bridgers Avenue, Auburndale, FL 33823 (863) 968-5658.

FEDERAL PELL GRANT

This grant is an entitlement from the United States Department of Education which does not require repayment if all criteria is met and maintained. It is designed to provide funds to help eligible students who have a high school diploma, or a GED pay for their education after high school.

A Pell Grant is awarded to students who qualify according to federal government Title IV guidelines and who are enrolled in a 600 or more clock hour program. A student must complete a FAFSA (Free Application for Federal Student Aid) for each school year attended and provide the necessary documentation to verify financial need. A student who qualifies for aid must sign the appropriate documents to complete the financial aid award process.

FLORIDA BRIGHT FUTURES SCHOLARSHIP

This lottery-based state program provides merit scholarships for high school graduates who wish to receive postsecondary training in the state of Florida. It includes the Florida Academic Scholar Award (FAS), the

Florida Medallion Scholar Award (FMS), and the Florida Gold Seal Scholar Award (FGSS). A prospective student should provide a copy of his/her award letter to the Financial Aid Coordinator for processing. A qualifying student must meet a program's attendance and academic requirements for continuous funding.

FLORIDA PREPAID COLLEGE PLAN

The Florida Prepaid College Plan is available to students who have paid into this state operated college plan. Traviss automatically bills Florida Prepaid each semester for fees covered by the Florida Prepaid College Plan.

SCHOLARSHIPS (BUSINESS AND INDUSTRY AND OTHER)

Many businesses, industries and civic organizations donate money for needy students on a yearly or occasional basis. These funds are dispersed to deserving students on a first-come, first-served basis.

There are also scholarships and awards from sources outside of Traviss which are deposited into a trust fund and are administered by the Financial Aid Coordinator according to guidelines of the donating sources.

THIRD PARTY FUNDING

Traviss Technical College cooperates with agencies and employers who plan to pay the expenses for a student. The agency/employer is required to submit a written billing authorization at the time of registration to the Business Office. The Business Office will invoice the sponsor for expenses.

TRAVISS FINANCIAL AID (TFA)

This Scholarship is a needs-based award for students who have lived in Florida for at least one year prior to enrolling at Traviss. It covers tuition (possibly lab fees) and has very specific requirements which are available in the Financial Aid Office.

V.A. EDUCATION BENEFITS

Almost all the programs offered at Traviss Technical College are approved by the V.A. Eligible veterans may be certified for benefits by the Financial Aid Office when they produce a letter of eligibility from the V.A. Veterans can apply for benefits at www.va.gov.

Students exceeding 20% of total absences in a calendar month will have their certification terminated for unsatisfactory attendance. Students must report all prior post-secondary education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Traviss Technical College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Traviss Technical College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Credit for Prior Training

Veterans who are planning to use their GI Benefits at Traviss Technical College as part of their enrollment process must submit all prior post-secondary training which will include their military training as well. The official transcripts will be evaluated, and credit awarded if applicable to their current program

of interest. Veterans do not have a choice as to whether they can provide their transcripts from other colleges/universities.

Traviss must maintain a written record that clearly indicates that appropriate previous education and training has been evaluated and granted, with training time shortened and tuition reduced proportionately, and the VA and veteran so notified.

Refund Policy

JOB PREPARATORY PROGRAMS

The following guidelines will govern the refund of student fees:

1. A full refund of tuition and fees paid will be granted if administration cancels a class with the exception of cost incurred by applicants to secure required immunizations or medical documentation. Class fees will be refunded by check from the School District for any class canceled by the Technical College. The refund shall be made within forty-five (45) days after the planned start date of the program/class. Any credit card payments will be refunded to the card charged.
2. A refund will be granted if a student withdraws on or before the first day of class. No more than one hundred dollars (\$100.00) of the tuition and fees will be retained by the Technical College.
3. Application fees are non-refundable with the exception of a duplicate payment or a class cancellation.
4. Prorated refunds:
 - a) After the end of the second day of enrollment, tuition refunds will be pro-rated up to thirty (30) days; there will be no refund for application, background check, or consumable lab fees.
 - b) Day Classes: There will be no refund of any fees after thirty (30) school days for full-time students.
 - c) Evening Classes: There will be no refund of any fees after twelve (12) school days for part-time students.
5. Refunds, when due:
 - a) Will be made without requiring a request from the student.
 - b) Will be made within forty-five (45) days from the last day of attendance if written notification of withdrawal has been provided to the school by the student or
 - c) Will be made within forty-five (45) days from the date the school terminates the student or determines withdrawal by the student.
6. Students enrolled who have not visited the Technical College previously, will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
7. A student may choose to apply any refund, as described in this policy, to enroll in other programs during the same academic year.
8. Credit card payments are refunded to the card charged. All other refunds will be issued by check from the School Board of Polk County. Students should allow thirty to forty-five (30-45) days for receipt of a refund check.
9. Early full program completers will not receive a prorated refund. Students who require more paid instruction beyond planned program hours will be charged additional tuition per semester rate; however should the student complete before the end of the additional semester, the student will be eligible for a prorated refund.

CONTINUING WORKFORCE EDUCATION PROGRAMS (Business and Industry Classes)

For continuing workforce education classes, no fees will be refunded if the student chooses to withdraw. Class fees will be refunded by check for any class canceled by Traviss.

FUNDING AGENCY REIMBURSEMENT

Reimbursement, based on student completion hours, will be made to a funding agency, if the agency paid tuition and fees (1st or 2nd semester) and the student withdrew.

Note: Pre-paid State Licensure Exam fees will be refunded if the student withdraws prior to taking the exam.

Attendance Criteria and Grading System

RATIONALE

Traviss Technical College provides quality training for individuals who choose to prepare for high-skill/high-wage jobs. Programs emphasize a combination of theoretical and vocational knowledge, performance skills, and work habits and attitudes necessary in the workforce. Employers seek workers who demonstrate dependability, ability to work well with others and knowledge of their job. Student success depends upon attendance, punctuality and commitment.

ATTENDANCE AND PUNCTUALITY

In order to obtain the most from a program the student has to be present and on time! Students are held accountable for regular, punctual class attendance, as well as for the constructive use of class time during each school day. Potential employers will inquire not only about a student's performance in the program, but also about attendance. Excessive absences and tardiness could initiate withdrawal from a program.

ATTENDANCE POLICY

It is encouraged and expected that all enrolled students attend regularly to derive maximum benefit from the instructional program, and to develop habits of punctuality, self-discipline and responsibility. Students are expected to telephone the instructor when absent according to departmental policy. Attendance requirements in programs that lead to licensure may be stricter than Traviss' overall attendance policy.

- A high school student may be withdrawn from Traviss if the student accumulates five (5) unexcused absences in a nine-week period or accumulates ten (10) total absences in an 18 week term.
- An adult/dual enrolled student may be withdrawn from school if the student is absent five (5) consecutive days and has not initiated a Leave of Absence* or misses 60 hours in a semester.

*A Leave of Absence Request for adult students only, may be granted for up to ten (10) days in a year. Students who exceed the ten-day leave of absence will be withdrawn and must sit out one semester prior to re-enrollment.

STUDENT LEAVE OF ABSENCE POLICY

If an adult student needs an extended absence for a legitimate, unforeseen circumstance, he/she may submit a Leave of Absence (LOA) Request to Administration. Only one leave per school year, not to exceed 10 days, will be granted. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993 or other circumstances on a case-by-case basis.

Students taking approved leave retain in-school status. A student who does not return from the approved Leave of Absence will be considered withdrawn. If a Pell eligible student is withdrawn, the Financial Aid Coordinator will process an R2T4 to determine if Pell eligibility is affected. Upon return, students will be expected to make up any missed work.

CRITERIA FOR DETERMINING EXCUSED OR UNEXCUSED CHECKOUTS AND TARDINESS

These will be determined the same as absences per the Polk County Schools Attendance Policy.

DISMISSAL

A student may be withdrawn from Traviss for unsatisfactory conduct, excessive absences, excessive tardiness, or lack of progress.

STUDENT GRADES AND PROGRESS REPORTS

All secondary students are evaluated every nine weeks and issued a Report Card published through the Polk County School Board District Office. Grading guidelines for high school students are established by the School Board and the State of Florida. Postsecondary students are evaluated at the end of each course. Records are kept showing tasks that are planned, tasks that are attained and the day of attainment for each task for each nine-week period.

For each OCP attained, an Occupational Completion Point Accomplishment Award is awarded. Certificates of Completion are awarded if a student completes all OCPs of an entire program and attains required basic skill levels. Certificates may be held until all financial obligations have been met.

PROGRAM COMPLETION REQUIREMENTS

Program completion is determined by the satisfactory completion of all program competencies. Meeting required skill levels on the Tests for Adult Basic Education (TABE), if applicable, and mastery of the program competencies as determined by the instructor, is the standard for determining if a Certificate of Completion is to be issued. Standards of progress are established for each program which includes: (1) minimum level of quality for each competency; (2) average and maximum time achieving each objective; and (3) attendance/ employability skills standards met.

POLK COUNTY GRADING SCALE

The Polk County grading key below is used in determining letter grades for high school students.

A (90 - 100%) Outstanding
B (80 - 89%) Above Average
C (70 - 79%) Average
D (60 - 69%) Below Average
F (0 - 59%) Failing

- CGPA is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.
- A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 70%.

Withdrawals, Re-Entry and Placement

ADULT/POSTSECONDARY STUDENT WITHDRAWALS

Adult students should report their withdrawal intentions to the instructor and school counselor. The instructor will complete a Withdrawal Form, submit it to the Student Services Department and, in turn, the counselor will complete an exit interview with the student if possible. Prior to withdrawal, an Exit Survey should be completed by the student and all financial obligations should be met by the student. Failure to do so may result in withholding a transcript, OCP Certificate and Certificate of Completion.

HIGH SCHOOL/SECONDARY STUDENT WITHDRAWALS

High School students' parents or guardians must initiate their withdrawal, and the student must participate in an exit interview with a counselor. Prior to withdrawal, an Exit Survey should be completed by the student and all financial obligations must be met. Failure to do so may result in withholding a transcript and Certificate of Completion.

RE-ENTRY

A student may re-enter Traviss Technical College in a different term upon administrative approval, if the problem of unsatisfactory conduct, progress, excessive absences or tardiness has been solved.

EMPLOYMENT ASSISTANCE

Traviss Technical College assists currently enrolled students and graduates to obtain job placement. Program instructors, in conjunction with advisory committee members and business community contacts, assist with job placement by referring potential employment opportunities and encouraging students to participate in career-related externship experiences.

STUDENT FOLLOW-UP

Students who have exited or completed a program are contacted after several months to determine employment status and training satisfaction.

Student Services

CAREER COUNSELING

The counselors and staff in the Student Services Department are available to assist you with program information and career counseling. Registration and student files are handled in these offices. Counselors provide services to students in the areas of testing, test interpretation and career development. Counselors also work with students being sponsored for vocational training by special agencies.

COOPERATIVE EDUCATION

Adult students may encounter personal situations which dictate they must be employed. It is possible for a student to transfer to the cooperative education program, go to work and continue to receive credit for tasks on their program task listing. Students interested in this program should consult with their instructor.

CONTINUING WORKFORCE EDUCATION (Business and Industry Classes)

Continuing Workforce Education can also be an option for a student who has a job and is updating existing skills or learning new skills to advance in the job. It can assist in testing, evaluating, upgrading and training employees for private industry. These services are designed to assure that individuals are trained quickly to attain skills needed for increased efficiency and greater productivity on the job.

Continuing Workforce Education works with existing, new and future employers in the Central Florida area to provide them with effective, beneficial and economical training. Continuing Workforce Education courses are designed to meet industry's training requirements by providing custom-tailored training to focus on the company's goals and objectives.

Training may be provided in public facilities or in facilities provided by a business or industry. It can be conducted during or after normal hours and instructors may be selected from Traviss or industry. Flexibility is incorporated to assure the best available training. Fees are reasonable and include registration, tuition and supplies unless .

TRANSCRIPT REQUESTS

Requests for transcripts can be found on Traviss' website at www.traviss.edu. Records/Transcripts for years attended before 2014 are not available at the school level and must be requested from the School Board of Polk County (This does not include Health Science Records/Transcripts). No transcript will be released without student's written request or financial obligations cleared.

Both official and unofficial transcripts have a minimal charge of \$8.00 and sent via regular mail.

In Person Requests – Cash, Money Order or Credit Cards are accepted

By Mail Requests – Money Orders accepted only payable to Traviss Technical College

ARTICULATION WITH HIGH SCHOOLS AND STATE COLLEGES

Articulation agreements with high schools and state colleges provide credit for competencies completed in many training programs. Instructors, school counselors and administration can provide additional information.

COMMENCEMENT CEREMONIES

Commencement Ceremonies are held at the end of each semester. All adult students who have completed a program by the end of the first semester may participate in the Winter graduation held at Traviss Technical College. Students also have the option of participating in the larger end of the year graduation held off campus instead of the Winter graduation. Adult students who have completed a program by the end of the second semester and high school graduating seniors and Florida High School Performance-Based Diploma students may participate in the end of the year graduation. Some health science programs conduct a separate health science graduation held off campus. Traviss encourages family and friends to attend these ceremonies.

Student Organizations

Various activities and events during the school year help to enrich the educational experience. Traviss Technical College sponsors the following organizations:

CECF/BPA

Career Education Clubs of Florida/Business Professionals of America members compete in demonstrations of their business technology skills, develop their professional and leadership skills, network with one another and professionals across the nation, and participate in community service projects.

DAS

The Dental Assisting Society invites dental students to participate in fund raising projects to offset the cost of such items as membership in the American Dental Assistants Association (ADAA), application to the Dental Assisting National Board Exam (DANB), the graduation pin, and social activities.

FBA

Future Builders of America is a local club with the Polk County Builders Association. Students interested in building careers have the opportunity to meet builders, participate in competitions, develop leadership skills, participate in summer internship programs, and apply for college scholarships.

HOSA

Health Occupations Students of America is a national student organization. The mission of HOSA is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people.

NTHS

National Technical Honor Society is a nonprofit, educational organization established to honor excellence in career and technical education. Student candidates must meet national and local membership standards and are people who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character.

SKILLSUSA

SkillsUSA (formerly VICA, Vocational Industrial Clubs of America) is a national organization for students who are preparing for careers in trade, technical and skilled service occupations, including health occupations which promotes skill development in addition to personal development. The emphasis is on leadership, social, character, citizenship and community development. SkillsUSA provides regional, state and national competitions and awards.

TRAVISS AMBASSADORS

Traviss Ambassadors is a society of students who represent the various vocational programs on campus. Ambassadors serve as examples and coaches to their fellow students, serve as greeters and tour guides to prospective students and other guests at Traviss, and help promote a sense of community within the programs, classrooms, and Traviss as a whole. Traviss Ambassadors meet once a month to review and share issues connected with their leadership roles at Traviss.

Adult/Postsecondary Programs Available

Standard Programs*

Administrative Office Specialist
Air-Conditioning, Refrigeration and Heating Technology 1 & 2**
Automotive Collision Technology Technician
Automotive Service Technology 1 & 2
Aviation Airframe Mechanics**
Aviation Powerplant Mechanics**
Computer Systems & Information Technology (CSIT)
Cosmetology**
Dental Assisting
Diesel Systems Technician 1 & 2
Digital Design 1 & 2
Electricity
Energy Technician**
Legal Administrative Specialist
Medical Assisting
Practical Nursing
Professional Culinary Arts & Hospitality
Surgical Technology
Welding Technology**

Short Term Programs*

Applied Academics for Adult Education (Remediation)
Auto Body Repair and Restoration (B & I Services)
Adult English for Speakers of Other Languages (ESOL)
IV Therapy for the PN (B & I Services)
Medical Billing and Coding Prep Course (B & I Services)
Microsoft Office 16 (Word, Excel, PowerPoint, Outlook, Access, QuickBooks)
Nursing Assistant Challenger Prep Course (B & I Services)
Phlebotomy

*Program Offerings Subject to Change

**Evening Courses Available

High School/Secondary Programs

Standard Programs*

Air-Conditioning, Refrigeration and Heating Technology
Automotive Collision Technology
Automotive Maintenance and Light Repair
Culinary Arts

Dual Enrollment Programs*

Administrative Office Specialist
Air-Conditioning, Refrigeration and Heating Technology 1
Automotive Service Technology 1
Computer Systems & Information Technology (CSIT)
Diesel Systems Technician 1
Digital Design 1
Electricity
Energy Technician
Legal Administrative Specialist
Welding Technology

Career Academy Programs Available*

Academy of Digital Productions
- Digital Design
Academy of Medical Sciences
- Health Science Core
 ▫ Health Science Anatomy and Physiology
 ▫ Health Science Foundations
- Electrocardiograph Technician
- Emergency Medical Responder
- Home Health Aide
- Medical Skills and Services
- Nursing Assistant (Acute and Long Term Care)
Lakeland Electric Energy Academy
- Electricity
- Energy Technician

*Program Offerings Subject to Change

Academy of Digital Productions

(Digital Design)

Description: The purpose of this program is to prepare students for employment in the Digital Design industry. The content includes, but is not limited to, enhanced practical experiences in computer-generated art and text, graphic design, graphic production, digital design skills, preparation of digital layouts and illustrations, scanning, and the development of specialized multimedia presentations.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8207310	A	Digital Information Technology	1
8209510	B	Digital Design 1	1
8209520	C	Digital Design 2	1
8209530		Digital Design 3	1
8209540	D	Digital Design 4	1
8209550		Digital Design 5	1
8209560	E	Digital Design 6	1
8209570		Digital Design 7	1
		TOTAL	8

High School Credits: This program is separated into eight courses for high school students for a total of eight elective credits.

Admission Requirements: This program is available for high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure and Certifications: After successfully completing this program, students are eligible to test for the following Microsoft Word (Word, PowerPoint, Excel, Outlook) and Adobe CC Certifications (Photoshop, InDesign, Illustrator, Animate and Dreamweaver).

Academy of Medical Sciences

Description: The Traviss Academy of Medical Sciences introduces students to various careers in the medical and health fields. Students take courses to prepare for a future career in the healthcare industry. Our mission is to provide students with comprehensive foundations and skills enabling them to continue their education while preparing for a seamless transition into the health-related workforce.

Laboratory Activities: Laboratory activities are an integral part of the Academy of Medical Sciences. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): The Academy of Medical Sciences programs are planned sequences of instruction consisting of Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

Admission Requirements: The Academy of Medical Sciences program is available for high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Health Science Core

Health Science Anatomy and Physiology

This course is a study of the human body. This program will study the structure and function of how the body works as well as the pathophysiology and transmission of disease. Medical terminology is an integral part of the course and will be taught throughout. This curriculum will become the groundwork on which students will build their knowledge in healthcare and will be applied in any area of study within any health occupational field.

Health Science Foundations

The academic area of study of Health Science Foundations is part of a total program within the Medical Academy at Traviss Technical College. High School students will learn occupational health and safety, study health related fields, discuss the legal and ethical aspect of healthcare and learn specialized skills applicable to the health care setting. Students will find this program provides the foundation upon which to build their future as a healthcare professional.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8417100	A	Health Science Anatomy and Physiology	1
8417110		Health Science Foundations	1
		TOTAL	2

Electrocardiograph Technician

This course is designed to prepare students for employment as Electrocardiograph (EKG) Technicians. Study will involve application and use of equipment, safety measures for the individual, co-workers and patients as well as training in the appropriate theories and instruments used by an Electrocardiograph Technician. Content also includes an in-depth study of anatomy and physiology of the cardiovascular system, cardiac rhythm recognition, and measurement and interpretation of rhythm strips. The Health Science Core is required as a prerequisite for this program which consists of the courses Health Science Anatomy and Physiology and Health Science Foundations.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8417100	A	Health Science Anatomy and Physiology	1
8417110		Health Science Foundations	1
8427130	B	Electrocardiograph Technician 3	1
		TOTAL	3

Emergency Medical Responder

This course prepares students to be employed as Emergency Medical Responders providing initial care to sick or injured persons or as ambulance drivers and attendants. Content includes but is not limited to identifying and practicing within the appropriate scope of practice for an Emergency Medical Responder, demonstrating correct medical procedures for various emergency situations, proficiency in the appropriate instruments used, as well as a foundation in the musculoskeletal system of the body. The Emergency Medical Responder is the first to arrive at the scene of an injury, but not have the primary responsibility for treating and transporting the injured person(s). Emergency Medical Responders may include law enforce, lifeguard, fire services or basic life support non-licensed personnel who act as part of an organized emergency medical services team. The Health Science Core is required as a prerequisite for this program which consists of the courses Health Science Anatomy and Physiology and Health Science Foundations.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8417100	A	Health Science Anatomy and Physiology	1
8417110		Health Science Foundations	1
8417171	B	Emergency Responder 3	1
		TOTAL	3

Home Health Aide

This program is designed to prepare students for employment as home attendants or home health aides. The content includes, but is not limited to, instruction in those supportive services that are required to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment. Clinical experiences, where the student may practice, demonstrate and perform the procedures associated with bedside client care, are an appropriate part of this program. The Health Science Core is required as a prerequisite for this program which consists of the courses Health Science Anatomy and Physiology and Health Science Foundations.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8417100	A	Health Science Anatomy and Physiology	1
8417110		Health Science Foundations	1
8417191	B	Home Health Aide 3	1
		TOTAL	3

Medical Skills and Services

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. The purpose of this program is to give students an opportunity to apply knowledge and skills related to the area of Health Science career cluster. The content includes but is not limited to practical generic skills in health occupations.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8417191		Medical Skills and Services	1
		TOTAL	1

Nursing Assistant (Acute and Long Term Care)

The course is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient (acute care setting) or resident (long-term care setting). It prepares the student to function in the role of nursing assistant under the supervision of a registered nurse (RN) or licensed practical nurse (LPN). The course requires the student to participate in classroom lecture and lab simulations as well as hands on application of knowledge in the clinical setting. Successful completion of this course provides eligibility to take the State competency examination for the Certified Nursing Assistant. Prerequisites include successful completion of Health Science Anatomy and Physiology and Health Science Foundations.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8417100	A	Health Science Anatomy and Physiology	1
8417110		Health Science Foundations	1
8417211	B	Nursing Assistant 3	1
		TOTAL	3

Administrative Office Specialist

Description: This program is designed to prepare students for employment as Administrative Office Specialists and it provides supplemental training for persons previously or currently employed. It offers a broad foundation of knowledge and skills expanding the traditional role of the Administrative Assistant. The content includes 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.

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

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
OTA0040	A	Information Technology Assistant	150
OTA0041	B	Front Desk Specialist	300
OTA0030	C	Assistant Digital Production Designer	150
OTA0043	D	Administrative Office Specialist	450
		TOTAL	1050

Admission Requirements: This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing this program, students are eligible to test for the Microsoft Office Specialist (MOS) certification and the Notary Public Exam to become a Notary. Certain requirements must be met.

Articulation Agreement: This program has a statewide articulation agreement with community colleges in which program completers could earn up to 15 credit hours toward an AAS/AS degree in Office Administration. Specific requirements and criteria must be met before credits are awarded.

Adult English for Speakers of Other Languages (ESOL)

Description: The Adult English for Speakers of Other Languages program is a non-credit course that is designed to improve student success in Technical College/technical programs and the workplace in the United States. Progress through the Adult ESOL program may be measured by approved standardized tests or documentation of mastery of competencies.

The purpose of the Adult ESOL program is to assist immigrants and other individuals who are English language learners in: improving their reading, writing, speaking, listening, and comprehension skills in English, mathematics skills and provide an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship. In addition, the Adult ESOL program is designed to lead to attainment of a high school/secondary school diploma or its recognized equivalent; and transition to adult/postsecondary education and training; or employment.

The program length of training varies depending on student ability. The Adult ESOL program is offered part-time during the day and students may enroll in the program at any time.

Classroom Activities: Classroom activities are an integral part of this program.

Admission Requirements: This Business and Industry class is open to adult students who are 16 years of age or older. Placement into this program is based on results of the Comprehensive Adult Student Assessment System (CASAS). Students may enroll in Adult ESOL prior to, or concurrent with, enrollment in a Technical College/education program.

Air-Conditioning, Refrigeration and Heating Technology

Description: This program prepares students for employment as air-conditioning, refrigeration and heating technicians and it provides supplemental training for persons previously or currently employed. Classroom and shop experiences enable the student to become proficient in the installation, repair, and maintenance of air conditioning and refrigeration systems. Included is instruction in the theory and application of the basic principles involved in the conditioning of air. The operating characteristics of various cooling and heating units and parts are also studied. Blueprint reading and the use of technical reference manuals are included. The student will learn to troubleshoot and repair compressors, valves, and electromechanical controls.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8713010	A	Air Conditioning, Refrigeration and Heating Technology 1	1
8713020		Air Conditioning, Refrigeration and Heating Technology 2	1
8713030	B	Air Conditioning, Refrigeration and Heating Technology 3	1
8713040		Air Conditioning, Refrigeration and Heating Technology 4	1
8713050	C	Air Conditioning, Refrigeration and Heating Technology 5	1
8713060		Air Conditioning, Refrigeration and Heating Technology 6	1
8713070		Air Conditioning, Refrigeration and Heating Technology 7	1
		TOTAL	7

High School Credits: This program is separated into seven courses for high school students for a total of seven elective credits.

Admission Requirements: This program is available for high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: During this program, students are required to test for the following certifications: The EPA Certified Technician (an EPA-approved certifying program in accordance with Section 608 of the Stratospheric Ozone Protection Act), the OSHA 10 Construction Industry Safety Test and the Employment Ready Electrical Test. The Employment Ready Air Conditioning and Heat Pump tests are optional but encouraged.

Air-Conditioning, Refrigeration and Heating Technology 1

Description: This program prepares students for employment as air conditioning, refrigeration and heating mechanics and it provides supplemental training for persons previously or currently employed. Classroom and shop experiences enable the student to become proficient in the installation, repair, and maintenance of air conditioning and refrigeration systems. Included is instruction in the theory and application of the basic principles involved in the conditioning of air. The operating characteristics of various cooling and heating units and parts are also studied. Blueprint reading and the use of technical reference manuals are included. The student will learn to troubleshoot and repair compressors, valves, and electromechanical controls.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
ACR0041	A	Air Conditioning, Refrigeration and Heating Helper	250
ACR0043	B	Air Conditioning, Refrigeration and Heating Mechanic Assistant	250
ACR0047	C	Air Conditioning, Refrigeration and Heating Mechanic 1	250
		TOTAL	750

Admission Requirements: This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: During this program, students are required to test for the following certifications: The EPA Certified Technician (an EPA-approved certifying program in accordance with Section 608 of the Stratospheric Ozone Protection Act), the OSHA 10 Construction Industry Safety Test. The Employment Ready Electrical Test is optional but encouraged.

Air-Conditioning, Refrigeration and Heating Technology 2

Description: This program prepares students for employment as air-conditioning, refrigeration and heating technicians and it provides supplemental training for persons previously or currently employed. Classroom and shop experiences enable the student to become proficient in the installation, repair, and maintenance of air conditioning and refrigeration systems. Included is instruction in the theory and application of the basic principles involved in the conditioning of air. The operating characteristics of various cooling and heating units and parts are also studied. Blueprint reading and the use of technical reference manuals are included. The student will learn to troubleshoot and repair compressors, valves, and electromechanical controls.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
ACR0049	A	Air Conditioning, Refrigeration and Heating Mechanic 2	250
ACR0044	B	Air Conditioning, Refrigeration and Heating Technician	350
		TOTAL	600

Admission Requirements: This program is available for adult students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Air-Conditioning, Refrigeration and Heating Technology 1 is a prerequisite for Air-Conditioning, Refrigeration and Heating Technology 2.

Licensure/Certification: During this program, students are required to test for the following certifications: The Employment Ready Electrical Test and the Employment Ready Air Conditioning and Heat Pump tests. The NATE Core Exam is optional but encouraged.

Applied Academics for Adult Education (AAAE)

Description: This program provides adults remediation in reading, math and language to assist them in improving their scores on the Tests of Adult Basic Education (TABE) and meet basic skill level requirements for a Certificate of Completion in their Technical College education program. There is no set program length. This individualized program is prescribed, and students work at their own pace until they can test at the Certificate of Completion basic skills level for the Technical College education program for which they have applied. Students use a variety of media including print, computers and audio-visual. This program is non-graded and characterized by an open-entry/open-exit concept, self-paced instructional modules and performance-based evaluation.

Classroom Activities: Classroom activities are an integral part of this program.

Program Structure:

The program encompasses a combination of the following instructional components:

- A. Technical Colleges Assessment and/or Referral
- B. Basic Skills Related Instruction
 - 1) Reading
 - 2) Language
 - 3) Mathematics
 - 4) Study and Reference Skills
- C. Other Related Instruction (as needed)
 - A. Science
 - B. Social Studies
 - C. Advanced Mathematics
- D. Complementary Skills
- E. Basic Computer Literacy

Program procedures encompass the following:

- A. Interviewing and goal setting
- B. Diagnosing learning difficulties: basic skills assessment is performed for each student by personnel trained in AAAE concepts and program procedures to identify needs in each of the instructional components. The basic skills assessment instruments are listed in Rule 6A-10.040, FAC.
- C. Prescribing individualized instruction.
- D. Managing learning activities.
- E. Evaluating student progress.

Admission Requirements: Placement into this program is based on results of the Tests of Adult Basic Education (TABE).

Auto Body Repair and Refinishing

Description: This class is designed for the do it yourself handyman. Learn how to do auto body repair and refinish on your own car or motorcycle? Learn in three short segments how to repair metal or plastic substrates, paint preparation and painting along with detailing and topcoat care.

Laboratory Activities: Laboratory activities are an integral part of this class. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

The following illustrates the class structure:

1st Segment – Repair of Metal or Plastic Substrates

- a) Plastic Welding
- b) Plastic Adhesives
- c) Metal Straightening/Shaping
- d) Repair with Body Fillers

2nd Segment – Paint Preparation and Painting

- a) Surface Preparation
- b) Undercoats and Undercoat Applications
- c) Sandpaper and Appropriate Sanding Grits
- d) Spray Gun and Spray Gun Application Techniques
- e) Choosing a Topcoat

3rd Segment – Detailing and Topcoat Care

- a) Buffing and Polishing Tools and Techniques
- b) Sanding Techniques
- c) Compounds, Polishes and Their Uses

Admission Requirements: This program is available for adult students who are 16 years of age or older. Each class is filled on a first-come, first-served basis. Full course fees payable at the time of registration. Most textbooks/manuals are included in the published price of the course, unless otherwise stated on the class schedule. No refunds or transfers provided for cancellations requested by enrollee within 24-hours of the first day of class. Classes may be cancelled due to low enrollment.

Automotive Collision Technology

Description: This program offers classroom and shop experiences in all phases of the repair of damaged auto bodies, fenders and frames. The course content includes basic trade skills, refinishing skills, sheet metal repair skills, frame and unibody squaring and aligning, use of fillers, paint systems and undercoats, as well as related welding and mechanical skills, trim-hardware maintenance and other miscellaneous repair. The program content also includes training in communication, leadership, human relations and employability skills, and safe, efficient work practices and it provides supplemental training for persons previously or currently employed.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
9514010	A	Automotive Collision Paint and Body Assistant	1
9514020	B	Automotive Collision Paint and Refinishing Assistant 1	1
9514030		Automotive Collision Paint and Refinishing Assistant 2	1
9514040		Automotive Collision Paint and Refinishing Assistant 3	1
9514050	C	Automotive Collision Non-Structural Damage Assistant 1	1
9514060		Automotive Collision Non-Structural Damage Assistant 2	1
		TOTAL	6

High School Credits: This program is separated into six courses for high school students for a total of six elective credits.

Admission Requirements: This program is available for high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing this program, students are eligible to test for certification in four areas of Automotive Service Excellence (ASE), NATEF approved.

Automotive Collision Technology Technician

Description: This program offers classroom and shop experiences in all phases of the repair of damaged auto bodies, fenders, and frames. The course content includes basic trade skills, refinishing skills, sheet metal repair skills, frame and unibody squaring and aligning, use of fillers, paint systems and undercoats, as well as related welding and mechanical skills, trim-hardware maintenance, and other miscellaneous repair. The program content also includes training in communication, leadership, human relations and employability skills, and safe, efficient work practices and it provides supplemental training for persons previously or currently employed.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of six Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
ARR0140	A	Automotive Collision Repair and Refinishing Helper/Assistant	150
ARR0141	B	Automotive Collision Refinishing Technician	450
ARR0312	C	Non-Structural Damage Repair Technician	300
ARR0022	D	Damage Analysis and Estimating	75
ARR0112	E	Automotive Collision Welding, Cutting and Joining	75
ARR0295	F	Structural Damage Repair Technician	350
		TOTAL	1400

Admission Requirements: This program is available for adult students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing this program, students are eligible to test for certification in four areas of Automotive Service Excellence (ASE), NATEF approved

Automotive Maintenance and Light Repair

Description: This program prepares students with the necessary skills, knowledge, work habits, and attitudes to successfully enter and advance in the field as an entry-level technician. It is designed to train students to perform repair and service procedures required to maintain an automobile. Students study the theory of operation and repair various systems such as brakes, engines, electrical components, etc. in the automobile. Electronic scan tools will be utilized in the testing and servicing of the various systems in the automobile such as fuel, engine management, automatic transmissions and brake systems.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the Program structure:

Course #	OCP	Course Title	Credits
9504110	A	Automotive Maintenance and Light Repair 1	1
9504120		Automotive Maintenance and Light Repair 2	1
9504130		Automotive Maintenance and Light Repair 3	1
9504140		Automotive Maintenance and Light Repair 4	1
9504150	B	Automotive Maintenance and Light Repair 5	1
9504160		Automotive Maintenance and Light Repair 6	1
		TOTAL	6

High School Credits: This program is separated into six courses for high school students for a total of six elective credits.

Admission Requirements: This program is available for high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing Automotive Service Technology, students are eligible to take the Automotive Service Excellence (ASE) Tests. NATEF approved.

Automotive Service Technology 1

Description: This program prepares students with the necessary skills, knowledge, work habits, and attitudes to become an entry-level engine repair technician. The program is designed to train students to perform repair and service procedures required to maintain an automobile. The student, by studying the theory of operation and working hands-on with each system (brake, engine, electrical, etc.), will learn entry-level skills for employment in the automotive service industry.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
AER0014	A	Automobile Services Assistor	300
AER0418	B	Automotive Brake System Technician	150
AER0453	C	Automobile Suspension and Steering Technician	150
AER0360	D	Automotive Electrical/Electronic System Technician	300
AER0110	E	Engine Repair Technician	150
		TOTAL	1050

Admission Requirements: This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing Automotive Service Technology 1, students are eligible to take Automotive Service Excellence (ASE) Tests. NATEF approved.

Automotive Service Technology 2

Description: This program prepares students with the necessary skills, knowledge, work habits, and attitudes to become an entry-level automotive heating and air conditioning technician. The program is designed to train students to perform repair and service procedures required to maintain an automobile. The student, by studying the theory of operation and working hands-on with each system (transmission, drivetrain and air conditioning), will learn entry-level skills for employment in the automotive service industry.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
AER0503	A	Automotive Engine Performance Technician	300
AER0257	B	Automatic Transmission and Transaxle Technician	150
AER0274	C	Manual Drivetrain and Axle Technician	150
AER0172	D	Automotive Heating and Air Conditioning Technician	150
		TOTAL	750

Admission Requirements: This program is available for adult students who are 16 years of age or older, who are interested in Technical Colleges education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Automotive Service Technology 1 is a prerequisite for Automotive Service Technology 2

Licensure/Certification: After successfully completing Automotive Service Technology 2 students are eligible to take Automotive Service Excellence (ASE) Tests. NATEF approved.

Aviation Airframe Mechanics

Description: Aviation Airframe Mechanics is an FAA approved Part 147 course open to both high school and adult students. This program is designed to prepare the student for employment in the commercial and general aviation industry as an Aviation Maintenance General Technician with FAA Airframe Rating.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of two Occupational Completion Points. When offered at the postsecondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering system) in accordance with Section 1007.24 (1), F.S. Technical Colleges and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
AMT0705	A	Aviation Maintenance General Technician	450
AMT0765	B	Aviation Maintenance Airframe Technician 1	450
AMT0766		Aviation Maintenance Airframe Technician 2	450
		TOTAL	1350

Admission Requirements: The Aviation Airframe Mechanics program accepts both high school and adult students. Adult students desiring entry into the program must meet all general admission requirements for Traviss Technical College. High School Students: Contact the Central Florida Aerospace Academy of Kathleen High School. Adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing this program, students will be prepared to take the FAA License Examinations for Airframe ratings.

Aviation Powerplant Mechanics

Description: Aviation Powerplant Mechanics is an FAA approved Part 147 course open to both high school and adult students. This program is designed to prepare the student for employment as an Aviation Maintenance General Technician, and an Aviation Powerplant Maintenance Technician with FAA Powerplant Rating.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of a two Occupational Completion Points. The Aviation Maintenance General Technician is a core course. When offered at the postsecondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering system) in accordance with Section 1007.24 (1), F.S. Technical Colleges and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

The following table illustrates the program structure with OCP A, a core course, completed in Aviation Airframe Mechanics.

Course #	OCP	Course Title	Hours
AMT0775	B	Aviation Maintenance Powerplant Technician 1	450
AMT0776		Aviation Maintenance Powerplant Technician 2	450
		TOTAL	900

Admission Requirements: The Aviation Powerplant Mechanics program accepts both high school and adult students. Adult students desiring entry into the program must meet all general admission requirements for Traviss Technical College. High School Students: Contact the Central Florida Aerospace Academy of Kathleen High School. Adult students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Must have completed Aviation Airframe Mechanics to enroll in Aviation Powerplant Mechanics.

Licensure/Certification: After successfully completing this program, students will be prepared to take the FAA License Examinations for Powerplant ratings.

Computer Systems & Information Technology (CSIT)

Description: This program prepares students for employment as network specialists in the information technology industry. The program content includes, but is not limited to, installation, programming, operation, maintenance and servicing of computer systems; and diagnosis and correction of operational problems in computers arising from mechanical, electrical or electronics, hardware and software malfunction. It also includes communication, leadership skills, human relations and employability skills, and safe, efficient work practices.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
CTS0082	A	Computer Systems Technician	300
CTS0083	B	Computer Network Technician	150
CTS0084	C	Computer Networking Specialist	150
CTS0069	D	Computer Security Technician	300
		TOTAL	900

Admission Requirements: This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing the Computer Systems & Information Technology program, students are required to take the CompTIA A+, Network+, Security+ and Cisco CCENT Certification Exams. These certifications are recommended for professionals who are interested in mastering broad, information technology concepts and are seeking employment in the information technology field.

Cosmetology

Description: The purpose of this program is to prepare a person for employment as a cosmetologist. Instruction is designed to qualify students for employment upon successfully passing the Florida cosmetology license examination. Specialized classroom and practical experiences are concerned with a variety of beauty treatments including the care and beautification of the hair, complexion, and hands. Students are given the knowledge, skills, and necessary work experiences for employment at job entry level. Instruction is also designed to qualify students for the Florida Cosmetology Licensing Examination which requires 1200 hours of instruction.

Content includes equipment use, sanitation and sterilization procedures, hair styling, shampoos and rinses, scalp treatment, haircuts, hair coloring, permanent wave applications, hair straightening, facial treatments, make up, manicures and salon operations.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of one Occupational Completion Point. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
CSP0009	A	Grooming and Salon Services Core, Facials and Nails	225
COS0002		Cosmetologist and Hairdresser 1	300
COS0003		Cosmetologist and Hairdresser 2	300
COS0009		Cosmetologist and Hairdresser 3	375
		TOTAL	1200

Admission Requirements: This program is available for adult students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: A student completing the Cosmetology program is prepared for employment as a licensed Hairdresser, Hairstylist, and a Cosmetologist upon passing the Florida State Board of Cosmetology Licensure Exam.

State Requirements for Obtaining a Florida Cosmetology License

General Requirements:

- Must be at least 16 years of age or have received a high school diploma.
- Must possess a Social Security number to apply.
- Applicants must complete 1,200 school hours in a cosmetology program. Florida cosmetology students must apply for licensure by examination.

Examination: After completing the cosmetology program, a school official will sign and submit official documentation for students to apply for the licensure exam. You must complete both portions of the examination within a two-year period from the date of the first attempt of either portion of the exam. If you fail either portion of the examination on the first attempt, you can submit a reexamination application without any additional signatures from the cosmetology school. Remedial hours may be required with verification by the school. For more information regarding the Cosmetology examination, please review the [Cosmetology License Examination Candidate Information Booklet](#).

HIV/AIDS Course: Applicants who completed their education at a Florida school should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course is built into Travis's cosmetology program.

Fee: Pay \$63.50 to the Department of Business and Professional Regulations (DBPR). Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount. Please visit our DBPR Military Services page.

Special Testing Accommodations: The DBPR certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USC Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination. All applicants for an examination or a reexamination who desire special testing accommodations due to a disability must submit an application to the Special Testing Coordinator prior to each exam. The application for accommodation must be completed and returned to the Bureau of Education and Testing at:

Department of Business and Professional Regulation
Bureau of Education and Testing Special Testing Coordinator
2601 Blair Stone Road
Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please visit our webpage at: <http://www.myfloridalicense.com/DBPR/examination-information/special-testing-accommodations/>.

Reasons for not sitting can include:

- Failed background - All required documents MUST be submitted with application if positive background
- Application was not completed correctly or missing information on the application or paperwork, such as HIV/AIDS course not submitted or Certificate of completion from the accredited school.

Culinary Arts

Description: The program covers all facets of working in the food service environment. Students acquire skills in the preparation and serving of foods in all types of establishments in the food service industry. Instruction is also provided in recipe use/development, commercial tools/equipment and operational systems. Creativity, critical thinking skills, principles of nutrition and menu planning/development, communication, leadership, human relations and employability skills, and safe, efficient work practices are also areas of study.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8800510	A	Culinary Arts 1	1
8800520	B	Culinary Arts 2	1
8800530	C	Culinary Arts 3	1
8800540	D	Culinary Arts 4	1
		TOTAL	4

High School Credits: This program is separated into four courses for high school students for a total of four elective credits.

Admission Requirements: This program is available for high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: Following successful completion of this program, students may choose to test for certification as a Certified Food Manager issued by the International Food Service Executive Association or as a Certified Professional Food Manager issued by the National Restaurant Associate Education Foundation.

The Certified Professional Food Manager Certification issued by the National Restaurant Associate Education Foundation training is given in the last 300 hours of the program.

Dental Assisting

Description: This program prepares students to assist the dentist in all facets of the office. Local on-site dental clinic with an oral surgeon and a general dentist and dental offices provide chair-side experience. Activities include taking dental images, assisting at chair-side, and knowing sterilization procedures, business office procedures and inventory control. Students also learn to make temporary crowns and bridges and all expanded functions, as well as polishing teeth and oral healthcare education to include proper brushing and flossing techniques.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this program are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
DEA0725	A	Introduction to Dental Assisting	90
DEA0726	B	Dental Infection Control Assistant	210
DEA0727	C	Dental Assistant 1	465
DEA0728		Dental Assistant 2	465
		TOTAL	1230

Admission Requirements: This program is for adult students who are 18 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and/or the TEAS test, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing this program, students receive a program Certificate of Completion that includes certification in Dental Radiology and Expanded Functions. Students then take the Dental Assisting National Board Examination. Graduates passing this exam will have earned the right to use the title Certified Dental Assistant. Graduates are eligible to apply into the AAS in Dental Assisting at selected colleges.

Diesel Systems Technician 1

Description: This program prepares students for employment as diesel brakes technicians. Training includes maintaining and repairing diesel engines and electrical systems, reconditioning diesel fuel injection systems, overhauling diesel engines and performing diesel engine preventive maintenance.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
DIM0101	A	Diesel Engine Mechanic/Technician Helper	150
DIM0102	B	Diesel Electrical and Electronics Technician	300
DIM0104	C	Diesel Engine Technician	300
DIM0105	D	Diesel Brakes Technician	300
		TOTAL	1050

Admission Requirements: This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing the Diesel Systems Technician 1 program, students are eligible to take the Automotive Service Excellence (ASE) Tests administered by the National Automotive Technicians Education Foundation (NATEF).

Diesel Systems Technician 2

Description: This program prepares students for employment as diesel hydraulics technicians. Training includes, but is not limited to, maintaining and repairing diesel engines and electrical systems, reconditioning diesel fuel injection systems, overhauling diesel engines, and performing diesel engine preventive maintenance.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
DIM0103	A	Diesel Engine Preventative Maintenance Technician	150
DIM0106	B	Diesel Heating and Air Conditioning Technician	150
DIM0107	C	Diesel Steering and Suspension Technician	150
DIM0108	D	Diesel Drivetrain Technician	150
DIM0109	E	Diesel Hydraulics Technician	150
		TOTAL	750

Admission Requirements: This program is available for adult students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Diesel Systems Technician 1 is a prerequisite for Diesel Systems Technician 2.

Licensure/Certification: After successfully completing the Diesel Systems Technician 2 program, students are eligible to take the Automotive Service Excellence (ASE) Tests administered by the National Automotive Technicians Education Foundation (NATEF).

Digital Design 1

Description: This program prepares students for employment as Digital Assistant Designers and it provides supplemental training for persons previously or currently employed. The content includes practical experiences in computer generated art and text, graphic design, graphic production, electronic design, preparation of electronic layouts and illustrations, electronic scanning and development of specialized skills in multimedia presentations.

It also focuses on: planning; management; finance; technical and production skills and underlying principles of technology and design in the digital publishing industry.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
OTA0040	A	Information Technology Assistant	150
GRA0024	B	Production Assistant	150
GRA0025	C	Digital Assistant Designer	300
		TOTAL	600

Admission Requirements: This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure and Certifications: After successfully completing this program, students are eligible to test for the following Microsoft Word (Word, PowerPoint, Excel, Outlook) and Adobe CC Certifications (Photoshop, InDesign, Illustrator, Animate and Dreamweaver).

Digital Design 2

Description: This program prepares students for employment as Multi-Media Designers and it provides supplemental training for persons previously or currently employed. The content includes practical experiences in computer generated art and text, graphic design, graphic production, electronic design, preparation of electronic layouts and illustrations, electronic scanning and development of specialized skills in multimedia presentations.

It also focuses on: planning; management; finance; technical and production skills and underlying principles of technology and design in the digital publishing industry.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
GRA0026	B	Graphic Designer	300
GRA0027	C	Media Designer	300
		TOTAL	600

Admission Requirements: This program is available for adult students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Digital Design 1 is a prerequisite for Digital Design 2.

Licensure and Certifications: After successfully completing this program, students are eligible to test for the following Microsoft Word (Word, PowerPoint, Excel, Outlook) and Adobe CC Certifications (Photoshop, InDesign, Illustrator, Animate and Dreamweaver).

Electricity

Description: This program prepares students for employment as entry-level residential and commercial electricians and it provides supplemental training for persons previously or currently employed. Students in this program learn procedures for installing wiring to conduct electricity to lights, appliances, and machines in residential and commercial buildings. They become familiar with blueprint reading, electrical theory, code requirements and circuit calculations.

Program content includes: AC and DC circuits, AC theory and solid state devices, residential and commercial wiring, industrial electronics and wiring, transformers, motors, controls for operation, blueprints and plan symbols, control circuits, tools, materials, methods, employability skills and entrepreneurship awareness.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
BCV0603	A	Electrician Helper	300
BCV0640	B	Residential Electrician	450
BCV0652	C	Commercial Electrician	450
		TOTAL	1200

Admission Requirements: This program is available for adult students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing this program, students are eligible to test for the: National Center for Construction Education and Research (NCCER) Core, Electricity Level I and Electricity Level II Certifications upon completion of NCCER requirements.

Energy Technician

Description: This program is a planned sequence of instruction consisting of one Occupational Completion Point that focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of energy foundations, alternative energy, and electricity.

Laboratory Activities: Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

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

The content includes but is not limited to Energy Technician program which consists of two course offering related to energy and two course offering related to electricity which have been incorporated into one program to present information that will assist Florida in increasing the number and skill level of workers who are available to meet the workforce needs of Florida's current emerging alternative energy needs.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
ETP0090	A	Energy Technician 1	300
ETP0091		Energy Technician 2	300
		TOTAL	600

Admission Requirements: This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure and Certifications: Students will earn certifications through NCCER that are nationally recognized.

IV Therapy for the PN

Description: This 30-hour Business and Industry class at Triviss Technical College is offered, in conjunction with Watson Clinic LLP, to any recent graduates and post graduates of a Florida Board of Nursing approved Practical Nursing Program. This course fulfills the State of Florida's 30 hour requirement for IV Therapy training for LPNs and is recognized by the State of Florida Board of Nursing.

Laboratory Activities: The program is comprised of two components: a 24 hour online section and a 6 hour lab simulation section. The goal of this program is to combine an interactive didactic presentation with plenty of hands on time for practical demonstration.

Continuing Education Units (CEUs): After successfully completing the course, you will receive a certificate of completion and you will be awarded 30 CEUs.

Admission Requirements: Upon applying please bring a copy of your PN certification or your license. You **will not** need immunizations, drug screen, TABE test, background check, or uniform for the course.

Lakeland Electric Energy Academy

Description: Lakeland Electric is a proud partner with the Polk County School Board in creating the Energy Academy program at Traviss Technical College. The goal of developing this Energy Academy is to help students prepare for positions while they're still in high school. This develops a pipeline of qualified applicants for the utility industry. In addition, this Academy will provide students with an excellent foundation to compete for a variety of careers in other trades and industries such as construction and manufacturing. Students in the Lakeland Electric Energy Academy will be exposed to the electric utility industry structure, processes and terminology.

In addition, they will gain a solid understanding of industrial electricity. Students graduating from the Lakeland Electric Energy Academy will have key insights into the many entry-level positions throughout the utility. Not only will it provide our community a pathway to future job candidates, but it will benefit students by providing them the academic tools and technical skills they need to be successful in a variety of careers.

Laboratory Activities: Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Occupational Completion Point (OCP): The Lakeland Electric Energy Academy 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 in the Energy/Architecture and Construction career clusters; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Energy/Architecture and Construction career clusters.

Energy Technician (9700300)

The content includes but is not limited to Energy Technician program which consists of two course offering related to energy and two course offering related to electricity which have been incorporated into one program to present information that will assist Florida in increasing the number and skill level of workers who are available to meet the workforce needs of Florida's current emerging alternative energy needs.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8006110	A	Energy Industry Fundamentals	1
8727210		Electricity 1	1
8006120		Introduction to Alternative Energy	1
8727220		Electricity 2	1
		TOTAL	4

Electricity (8727200)

This course enables students to develop the essential competencies for working in the electrical industry. These competencies include safety practices, appropriate communication, math and science applications in electricity, basic electric codes, direct-current electrical-circuit skills, alternating-current circuit skills, troubleshooting residential electric circuits and wiring and commercial wiring and installation.

The following table illustrates the program structure:

Course #	OCP	Course Title	Credits
8727210	A	Electricity 1	1
8727220		Electricity 2	1
8727230	B	Electricity 3	1
8727240		Electricity 4	1
8727250		Electricity 5	1
8727260	C	Electricity 6	1
8727270		Electricity 7	1
8727280		Electricity 8	1
		TOTAL	8

Admission Requirements: This program is available for high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure and Certifications: Students will earn certifications through NCCER that are nationally recognized.

Legal Administrative Specialist

Description: This program prepares students for employment in an attorney's office, law enforcement agency, government office, insurance office and courthouse. This program offers a broad foundation of knowledge and skills that expand the traditional role of the Legal Assistant. Program content includes the use of technology to develop communications skills, higher level thinking skills, decision making skills; legal terminology; business law topics, office procedures specific to the legal environment; transcription of legal documents; advanced features of business software applications including the Microsoft Office Suite, research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
OTA0040	A	Information Technology Assistant	150
OTA0041	B	Front Desk Specialist	300
OTA0042	C	Administrative Support	150
OTA0050	D	Legal Administrative Specialist	450
		TOTAL	1050

Admission Requirements: This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing this program, students are eligible to take the Accredited Legal Secretary (ALS) National Certification Test and the Microsoft Office Specialist (MOS) Certification Test.

Articulation Agreement: This program has a statewide articulation agreement with community colleges in which program completers could earn up to 15 credit hours toward an AAS/AS degree in Office Administration. Specific requirements and criteria must be met before credits are awarded.

Medical Assisting

Description: Training includes learning how to assist with patient examinations, treatments, medications, monitoring, basic lab tests, phlebotomy, electrocardiography, emergency procedures, administering medical insurance/finance procedures, office management software and receptionist duties, and employability skills. An unpaid externship/practicum at a physician's office or health care clinic is required to complete the program. This program is offered in traditional classroom instruction.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the Secondary program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
MEA0002	B	Introduction to Medical Assisting	250
MEA0501		Medical Office Procedures	75
MEA0521	C	Phlebotomist, MA	75
MEA0543	D	EKG Aide, MA	75
MEA0581	E	Clinical Assisting	230
MEA0530		Pharmacology for Medical Assisting	90
MEA0573		Laboratory Procedures	125
MEA0506		Administrative Office Procedures	90
MEA0942		Practicum Experience	200
		TOTAL	1300

Admission Requirements: This program is available for adult students who are 18 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing this program, students will be eligible to take the American Medical Technologists' Certification Exam (RMA)

Medical Billing and Coding Prep Course

Description: Many healthcare facilities have initiated medical coding certification requirements as a prerequisite for employment in the medical coding field. This class will prepare you to take the Certified Professional Coder (CPC) exam. Get more certification information at aapc.com. You will learn about and get practical experience in Human Anatomy and Physiology, Medical Terminology, coding with CPT, ICD-10, and HCPCS as well as billing for medical services using the CMS 1500 form and Sevocity Practice Management System.

By the end of this course you will have demonstrated your understanding of:

- Business of Medicine
- Medical Terminology and Anatomy
- ICD-10 Coding
- CPT Coding
- Anesthesia
- Integumentary System
- Radiology
- Evaluation and Management
- Musculoskeletal System
- Respiratory, Hemic, and Lymphatic Systems
- Cardiovascular Systems
- Digestive Systems and more...

Admission Requirements: This program is available for adult students who are 16 years of age or older. Each class is filled on a first-come, first-served basis. Full course fees payable at the time of registration. Most textbooks/manuals are included in the published price of the course, unless otherwise stated on the class schedule. No refunds or transfers provided for cancellations requested by enrollee within 24-hours of the first day of class. Classes may be cancelled due to low enrollment.

Basic knowledge of Medical Terminology and Anatomy/Physiology is required.

Microsoft Office 16

(Word, Excel, PowerPoint, Outlook, Access, QuickBooks)

Description: The Business and Industry classes at Triviss Technical College offer several computer training classes to the general public. These courses are hands-on and designed to improve individual professional development and deliver critical employment skills.

Admission Requirements: This program is available for adult students who are 16 years of age or older. Each class is filled on a first-come, first-served basis. Full course fees payable at the time of registration. Most textbooks/manuals are included in the published price of the course, unless otherwise stated on the class schedule. No refunds or transfers provided for cancellations requested by enrollee within 24-hours of the first day of class. Classes may be cancelled due to low enrollment.

Customize Training: If you have a group of people to train, we can customize the computer training for your employees. On your site or ours, we can customize course content, program length, dates and times to fit your needs. Arrange low-cost, high-quality training by contacting our Business and Industry department at (863) 499-2717.

Computer Training Available on Your Site

If you have a computer lab - or if you don't have a computer lab - we can offer training on your site! We have a lab of laptops available to set up in your conference room to deliver the training you need. For more information contact our Business and Industry department at (863) 499-2717.

Microsoft Word Level 1

Prerequisites: Basic Windows skills

This hands-on course is an introduction to Microsoft's word process application, Word. Course content includes understanding the word interface (ribbon, status bar, and backstage view); create and save documents, insert and work with text, symbols, and numbers; perform basic editing tasks; formatting text and paragraphs; using styles and themes; formatting the page, and sharing files.

Microsoft Word Level 2

Prerequisites: Basic Windows skills and Microsoft Word Skills

This hands-on course builds upon the Microsoft Word Level 1 topics. Course content includes splitting documents; performing advanced editing and formatting tasks; using SmartArt; using tables and special objects; document references (index and table of contents); working with illustrations and pictures; using translation and language features; using comments and track changes.

Microsoft Word Level 3

Prerequisites: Basic Windows skills and Microsoft Word Skills

This hands-on course offers advanced Microsoft Word topics including customizing word; creating reusable content; developing templates; working with sections, using cross references; working with mail merge; using master documents, recording macros and developing forms.

Microsoft Excel Level 1

Prerequisites: Basic Windows skills

This hands-on course is an introduction to Microsoft's spreadsheet application, Excel. Course content includes understanding the Excel interface; entering and editing data in a variety of ways; navigating and highlighting; understanding basic formulas and functions; quick analysis features; formatting worksheets; and using conditional formatting.

Microsoft Excel Level 2

Prerequisites: Basic Windows skills and Microsoft Excel Skills

This hands-on course builds upon the Microsoft Excel Level 1 topics. Course content includes using SmartArt and objects; auditing tools, creating charts, creating pivot tables and pivot charts; recording macros; what if analysis; managing data; data validation; and grouping and outlining data.

Microsoft Excel Level 3

Prerequisites: Basic Windows skills and Microsoft Excel Skills

This hands-on course offers advanced Microsoft Excel topics that include working with permissions and options; sharing workbooks; advanced formulas and function tasks; IFERROR function; array formulas; functions (SUMIF, Date and Time, Financial, Text, and Statistical); macros, forms and advanced pivot tables and charts.

Microsoft PowerPoint

Prerequisites: Basic Windows skills

This hands-on course offers a working overview of Microsoft's presentation application, PowerPoint. Course content includes; creating presentations from scratch; adding slides, changing layouts; inserting and editing text; working with graphics; using transitions; using animations; preparing for a presentation (including size, narration, and timing) and using in-show tools.

Microsoft Outlook

Prerequisites: Basic Windows skills

This hands-on course offers a working overview of Microsoft's mail program, Outlook. Course content includes using the Outlook interface, working with messages, organizing messages in folders; working with the calendar; working with the task lists; working with contacts and creating signatures.

Microsoft Access Level 1

Prerequisites: Basic Windows skills

This hands-on course introduces Microsoft's powerful database application, Access. Course content includes understanding the Access interface; understanding database terms; understanding tables and relationships; performing basic table tasks; working with fields and records; performing basic tasks for queries, forms, and reports and protecting the database.

Microsoft Access Level 2

Prerequisites: Basic Windows skills and Microsoft Access Skills

This course builds on the Microsoft Access Level 1 topics. Course content includes performing advanced record tasks; working with advanced field types, using field validation options; using advanced field tasks; working with the table design view, working with external data, working with advanced queries; working with forms, reports, and the expression builder.

QuickBooks Comprehensive

Prerequisites: Basic Windows skills

This hands-on course offers introductory advanced QuickBooks skills. Content includes entering and processing checks, bills, and payments; setting up accounts; working with customers, vendors, items, and jobs; working with inventory; working with invoices; creating a company from scratch; correcting and customizing QuickBooks; dealing with errors; dealing with bounced checks and bad debt; dealing with refunds; exploring the accounting cycle and dealing with physical inventory.

Nursing Assistant Challenger Prep Course

Description: This five day 30-hour program includes CPR, **free** test reviews as necessary, and a **free** repeat class if you do not pass the nursing assistant certification exam the first time. This class is quick, easy, and the road to challenging the nursing assistant board. Hospitals, nursing homes, assisted living facilities, hospice, clinics, and home health care are offering jobs!

Items Needed: Watch with stop hand, folder, and stethoscope.

Admission Requirements: This program is available for adult students who are 18 years of age or older. You will not need immunizations, drug screen, TABE test, background check, or uniform for the program. A background check will be needed when applying for the certification exam.

Funding available if qualified by Vocational Rehabilitation

Phlebotomy

Description: This program prepares students for employment as phlebotomists. The content includes, but is not limited to, safe and efficient work practices, legal and ethical responsibilities, basic patient care, care of the elderly patient, nutrition and restorative activities.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
MEA0520	B	Phlebotomist	75
		TOTAL	165

Admission Requirements: This program is available for adult students who are 18 years of age and have a high school diploma or GED. Students are accepted on a first-come, first-served basis following an interview with a Travis Counselor. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: Graduates are eligible to take the National Certification Examination through the National Health Technical Colleges Association to become a Certified Phlebotomy Technician (CPT).

Practical Nursing

Description: This program includes nursing theory and practice, with students acquiring clinical experience at area hospitals and medical facilities. The content includes theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing. Additionally, content includes individual, family and community health concepts, nutrition, human growth and development, body structure and function, interpersonal relationship skills, mental health concepts, pharmacology and administration of medicines and legal aspects of practice.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
PRN0098	A	Practical Nursing Foundations 1	300
PRN0099	B	Practical Nursing Foundation 2	300
PRN0290		Medical Surgical Nursing 1	300
PRN0291		Medical Surgical Nursing 2	300
PRN0690		Comprehensive Nursing and Transitional Skills	150
		TOTAL	1350

Admission Requirements: This program is available for adult students who are 18 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: The Practical Nursing program is approved by the Florida State Board of Nursing. Upon completion of this program, students are eligible to apply to take and pass the Licensure Examination for Practical Nurses, CAT NCLEX-PN to be employed as a Licensed Practical Nurse (LPN).

State Requirements for Obtaining a Florida Practical Nursing License

General Requirements:

- Must have received a high school diploma.
- Must possess a Social Security number to apply.
- Applicants must complete 1,350 school hours in an approved nursing program. Florida LPN students must apply for licensure by examination.

Examination: After completing the practical nursing program, a school official will submit official nursing program graduation list to the board of nursing. In addition, you will need an Authorization to Test (ATT). To get this, you'll need to apply to your nursing regulatory body (NRB) and then register with Pearson VUE. Applicants for initial licensure must use a Livescan service provider to have their fingerprints submitted electronically to the Florida Department of Law Enforcement (FDLE) for conducting a search for any Florida and national criminal history records that may pertain to the applicant.

Fee: Pay fees as indicated below. The NCLEX-PN examination has been added to the qualified list of non-federal government licensure/certification examinations by the Department of Veterans Affairs. For more info about fee reimbursement visit <https://www.ncsbn.org/1208.htm>.

\$110.00 Application and Licensing Fee to Board of Nursing

\$200.00 to Pearson VUE, Testing Vendor

Fee varies for Livescan Service Provider (Criminal Background Screening)

Special Testing Accommodations: In accordance with section 64B-1.005, Florida Administrative Code and the Americans with Disabilities Act, reasonable and appropriate testing accommodations will be provided to individuals with documented disabilities or religious conflict who demonstrate a need for accommodation and complete the required application to the Operational Support Services Section as a separate requirement from the licensure examination application process 60 days prior to testing. For more information about required documentation and to download the application, visit <https://floridasnursing.gov/applications/instructions-sta-ada.pdf>. Sent applications or requests for applications to:

Department of Health

Bureau of Operations

Operations Support Services

ATTN: Special Testing Coordinator

4052 Bald Cypress Way BIN # C-90

Tallahassee, FL 32399-3290

(850) 245-4252 Fax (850) 487-9537

Reasons for not sitting can include:

- Failed background - All required documents MUST be submitted with application if positive background
- Convicted of Health Care Fraud
- Application was not completed correctly or missing information on the application or paperwork

Professional Culinary Arts & Hospitality

Description: The program covers all facets of working in the food service environment. Students acquire skills in preparation and serving of foods in all types of establishments in the food service industry. Instruction is also provided in recipe use/development, commercial tools/equipment and operational systems. Creativity, critical thinking skills, principles of nutrition and menu planning/development, communication, leadership, human relations and employability skills, and safe, efficient work practices are also areas of study.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
HMV0100	A	Food Preparation	300
HMV0170	B	Cook - Restaurant	300
HMV0171	C	Chef/Head Cook	300
HMV0126	D	Food Service Management	300
		TOTAL	1200

Admission Requirements: This program is available for adult students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: During the program, students can take the Food Handler Training and certify as a Food Handler issued by ServSafe. Following successful completion of the program, students may choose to test for certification as a Certified Food Manager issued by the International Food Service Executive Association or as a Certified Professional Food Manager issued by the National Restaurant Associate Education Foundation.

The Certified Professional Food Manager Certification issued by the National Restaurant Associate Education Foundation training is given in the last 300 hours of the program.

Surgical Technology

Description: This program prepares students with hands-on training that enables them to train under the supervision of surgeons, registered operating room nurses and surgical technologists in many surgical procedures. The content includes communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, asepsis and sterilization techniques, surgical procedures, safe use and care of equipment and supplies, CPR, employability skills and basic computer literacy. This program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

Commission on Accreditation of Allied Health
Education Programs
1361 Park Street
Clearwater, FL 33756
Telephone: (727)210-2350
Fax: (727)210-2354
www.caahep.org



Accreditation Review Council On Education
In Surgical Technology And Surgical Assisting
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120-8031
Telephone: (303)694-9262
Fax: (303)741-3566
www.arcst.org



National Board of Surgical Technology and
Surgical Assisting (NBSTSA)
6 West Dry Creek Circle, Suite 100
Littleton, CO 80120-8031
Telephone: (800)707-0057
Fax: (303)325-2536
www.nbstsa.org



Laboratory Activities: In a simulated surgical environment, students prepare, set up and maintain a sterile field – practice sterilization and disinfection procedures; and prepare supplies equipment and patients for surgery. Clinical learning experiences in an operating room and related areas are an integral part of this program.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
STS0015	B	Practical Nursing Foundation 2	210
STS0010	C	Medical Surgical Nursing 1	343
STS0011		Medical Surgical Nursing 2	343
STS0012		Comprehensive Nursing and Transitional Skills	344
		TOTAL	1330

Admission Requirements: This program is available for adult students who are 18 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing this program, students are qualified to take the national certification examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) administered at Traviss Technical College. The Surgical Technology program at Traviss Technical College has 100% participation rate in program graduates taking the NBSTSA Exam and a 92.8% pass rate for the graduating class of 2018.

Welding Technology

Description: This program prepares students for employment as welders in the fabrication and repair industry as well as the construction industry and it provides supplemental training for persons previously or currently employed.

This program combines classroom instruction with hands-on laboratory experiences to teach students to weld and cut metal by the oxyacetylene and electric arc methods. Students will become knowledgeable about the inert gas-shielded welding methods (MIG & TIG). Students will learn techniques of metal layout and fabrication through the use of special hand tools and machines. “AWS” and “AISI” standards are used to appraise welding performance. The content includes leadership, communication skills, human relations and employability skills, and safe and efficient work practices.

Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
PMT0070	A	Welder Assistant 1	150
PMT0071		Welder Assistant 2	150
PMT0072	B	Welder, SMAW 1	150
PMT0073		Welder, SMAW 2	150
PMT0074	C	Welder	450
		TOTAL	1050

Admission Requirements: This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification: After successfully completing this program, students are eligible to test for the American Welding Society (AWS) certification.

Adult/Postsecondary 2019-2020 Costs

Adult/Postsecondary Program	Costs for 2019 – 2020												
	Hours	Tuition Rate	Tuition Cost 2019-2020 School Year Only	Lab Fees**	Application Fee	Books**	Uniforms**	Certification/ Licensure**	Student Organizations	Tools and Supplies**	Background	Medical**	Total Cost
Administrative Office Specialist	1050	\$2.88	\$3024.00	\$189.00	\$30.00	\$550.00	\$150.00	\$360.75	\$30.00	\$30.00	-	-	\$4363.75
Adult English for Speakers of Other Languages (ESOL)		\$30.00	\$30.00	-	\$30.00	-	-	-	-	-	-	-	\$60.00
Air-Conditioning, Refrigeration and Heating Technology 1	750	\$2.88	\$2160.00	\$337.50	\$30.00	\$400.00	\$160.00	\$170.00	\$30.00	\$1550.00	-	-	\$4837.50
Air-Conditioning, Refrigeration and Heating Technology 2	600	\$2.88	\$1728.00	\$288.00	\$30.00	\$138.75	\$160.00	\$270.00	\$30.00	\$1550.00	-	-	\$4194.75
Applied Academics for Adult Education (AAAE)		\$30.00	\$30.00	-	\$30.00	-	-	-	-	-	-	-	\$60.00
Automotive Collision Technology Technician	1400	\$2.88	\$4032.00	\$448.00	\$30.00	-	\$180.00	\$390.00	\$40.00	\$360.00	-	-	\$5480.00
Automotive Service Technology 1	1050	\$2.88	\$3024.00	\$199.50	\$30.00	\$231.00	\$150.00	\$325.00	\$30.00	\$1500.00	-	-	\$5489.50
Automotive Service Technology 2	750	\$2.88	\$2160.00	\$142.50	\$30.00	\$231.00	\$150.00	\$285.00	\$30.00	\$1500.00	-	-	\$4528.50
Aviation Airframe Mechanics	1350	\$2.88	\$3888.00	\$216.00	\$30.00	\$244.00	\$150.00	\$650.00	\$30.00	\$1763.00	-	-	\$6971.00
Aviation Powerplant Mechanics	900	\$2.88	\$2592.00	\$306.00	\$30.00	\$244.00	\$150.00	\$450.00	\$30.00	\$1763.00	-	-	\$5565.00
Computer Systems & Information Technology	900	\$2.88	\$2592.00	\$207.00	\$30.00	\$590.00	\$150.00	\$780.00	\$30.00	\$270.00	-	-	\$4649.00
Cosmetology	1200	\$2.88	\$3456.00	\$876.00	\$30.00	\$250.00	\$150.00	\$100.00	\$30.00	\$770.00	-	-	\$5662.00
Dental Assisting	1230	\$2.88	\$3542.40	\$442.00	\$30.00	\$411.00	\$150.00	\$790.00	\$35.00	-	\$124.25	\$400.00	\$5924.65
Diesel Systems Technician 1	1050	\$2.88	\$3024.00	\$220.50	\$30.00	\$400.00	\$150.00	\$526.00	\$30.00	\$50.00	-	-	\$4430.50
Diesel Systems Technician 2	750	\$2.88	\$2160.00	\$157.50	\$30.00	\$400.00	\$150.00	\$526.00	\$30.00	\$50.00	-	-	\$3503.50
Digital Design 1	600	\$2.88	\$1728.00	\$210.00	\$30.00	\$400.00	\$150.00	\$500.00	\$30.00	\$60.00	-	-	\$3108.00
Digital Design 2	600	\$2.88	\$1728.00	\$210.00	\$30.00	\$400.00	\$150.00	\$100.00	\$30.00	\$60.00	-	-	\$2708.00
Electricity	1200	\$2.88	\$3456.00	\$372.00	\$30.00	\$75.00	\$150.00	\$175.00	\$30.00	\$530.00	-	-	\$5618.00
Energy Technician	600	\$2.88	\$1728.00	\$306.00	\$30.00	\$700.00	\$150.00	\$342.00	\$30.00	\$350.00	-	-	\$3636.00
General Education Development (GED)		\$30.00	\$30.00	-	\$30.00	-	-	-	-	-	-	-	\$60.00
Legal Administrative Specialist	1050	\$2.88	\$3024.00	\$189.00	\$30.00	\$550.00	\$150.00	\$360.75	\$30.00	\$20.00	-	-	\$4353.75
Medical Assisting	1300	\$2.88	\$3744.00	\$458.00	\$30.00	\$422.11	\$300.00	\$120.00	-	-	\$105.00	\$400.00	\$5579.11
Phlebotomy	165	\$2.88	\$475.20	\$198.00	\$30.00	\$100.00	\$150.00	-	-	-	\$87.00	\$400.00	\$1440.20
Practical Nursing	1350	\$2.88	\$3888.00	\$486.00	\$30.00	\$934.66	\$300.00	\$580.00	-	-	\$124.25	\$400.00	\$6742.91
Professional Culinary Arts & Hospitality	1200	\$2.88	\$3456.00	\$396.00	\$30.00	\$260.00	\$200.00	\$100.00	\$100.00	\$30.00	-	-	\$4572.00
Surgical Technology	1330	\$2.88	\$3830.40	\$401.00	\$30.00	\$633.53	\$150.00	\$522.00	\$45.00	-	\$145.00	\$400.00	\$6156.93
Welding Technology	1050	\$2.88	\$3024.00	\$609.00	\$30.00	\$210.00	\$200.00	\$300.00	\$30.00	\$180.00	-	-	\$4583.00

Tax is not included in total program costs.

Note: Tuition costs are for the 2019-2020 school year only. Programs that extend beyond the 2019-2020 school year will have additional costs.

**Lab Fees, Books, Uniforms, Certifications/Licensure, Tools and Supplies and Medical are estimated and subject to change without notice.

High School/Secondary 2019-2020 Costs

High School/Secondary Program	Total Tuition for Program	Costs for 2019 – 2020									
		Yearly Supply Fee**	Consumable Workbooks**	Materials**	Software/Other	Certification**	Uniforms**	Student Organizations**	I.D. Badge	Parking Decal	Total Cost
Administrative Office Specialist*	\$0	\$75	-	\$30	\$20	-	-	\$10	\$5	\$5	\$145
Air-Conditioning, Refrigeration and Heating Technology	\$0	\$75	\$52	-	-	\$20	\$60	\$16	\$5	\$5	\$233
Air-Conditioning, Refrigeration and Heating Technology 1*	\$0	\$75	\$52	-	-	\$20	\$60	\$16	\$5	\$5	\$233
Automotive Collision Technology	\$0	\$75	-	\$130	-	-	\$150	\$20	\$5	\$5	\$385
Automotive Maintenance and Light Repair	\$0	\$75	-	-	-	-	\$150	\$16	\$5	\$5	\$251
Automotive Service Technology 1*	\$0	\$75	-	-	-	\$64	\$60	\$16	\$5	\$5	\$225
Computer Systems & Information Technology (CSIT)*	\$0	\$75	-	\$73	-	\$265	\$150	\$20	\$5	\$5	\$593
Culinary Arts	\$0	\$150	\$25	-	-	-	\$20	\$20	\$5	\$5	\$225
Diesel Systems Technician 1*	\$0	\$75	\$156	\$3	-	\$64	\$140	\$16	\$5	\$5	\$464
Digital Design	\$0	\$75	-	-	-	\$100	\$150	\$20	\$5	\$5	\$355
Digital Design 1*	\$0	\$75	-	-	-	\$100	\$150	\$20	\$5	\$5	\$355
Electricity	\$0	\$75	\$16	-	-	-	\$60	\$16	\$5	\$5	\$177
Electrocardiograph Technician	\$0	\$75	-	-	-	-	\$150	\$20	\$5	\$5	\$255
Emergency Medical Responder	\$0	\$75	-	-	-	-	\$150	\$20	\$5	\$5	\$255
Energy Technician	\$0	\$75	-	-	\$320	-	\$150	\$20	\$5	\$5	\$575
Energy Technician*	\$0	\$75	-	-	\$320	-	\$150	\$20	\$5	\$5	\$575
Health Science Core	\$0	\$75	-	-	-	-	\$150	\$20	\$5	\$5	\$255
Home Health Aide	\$0	\$75	-	-	-	-	\$150	\$20	\$5	\$5	\$255
Legal Administrative Specialist	\$0	\$75	\$25	-	-	-	\$150	\$20	\$5	\$5	\$280
Medical Skills and Services	\$0	\$75	-	-	-	-	\$150	\$20	\$5	\$5	\$255
Nursing Assistant (Acute and Long Term Care)	\$0	\$75	-	-	-	-	\$150	\$20	\$5	\$5	\$255
Welding Technology	\$0	\$75	-	-	-	\$195	\$60	\$16	\$5	\$5	\$356

Yearly Supply Fee: - A one time fee for supplies used in program charged at time of enrollment. Fees are charged by semester in Health Science Education classes.

Consumable Workbooks: - Used by students in program and charged on an as-needed basis.

Materials: - Used in program by students and charged on as-needed basis.

Testing: - Fee for required industry certification test. Practical Nursing fee is for a required practice certification test.

Certification: - Cost for the industry certification test. This is optional for students completing the program who elect to take the industry certification test. This fee is not collected by the school.

Professional Organizations: - An optional fee charged to students who wish to participate in a professional organization.

Tax is not included in total program costs.

*Dual Enrollment Programs

** Yearly Supply Fee, Consumable Workbooks, Materials, Certifications, Uniforms and Student Organizations are estimated and subject to change without notice.



2019-2020 Polk County School Calendar for Students, Teachers and Paraeducators

Revised at the January 22, 2019 School Board Meeting.
Dates are subject to change.

Events	Dates
Teacher Work Days (Aug. 5, 8 & 9) Staff Dev. Days (Aug. 6 & 7)	Monday - Friday, August 5-9, 2019
Student Orientation Day/Paraeducators First Work Day	Thursday, August 8, 2019
FIRST DAY OF SCHOOL FOR STUDENTS	Monday, August 12, 2019
Holiday (Labor Day) - STUDENT, Teacher (Paid), Paraeducators (Paid)	Monday, September 2, 2019
Interim Report (22nd Day – September 11, 2019)	Distribute Week of September 9-13, 2019
Staff Development Day (Data Day) - Student/Paraeducator Holiday	Monday, September 16, 2019
FTE Week	Monday - Friday, October 7-11, 2019
End of 1st 9-Week Grading Period	Friday, October 11, 2019
Teacher Work Day/Student/Paraeducator Holiday	Monday, October 14, 2019
Grades Due	Tuesday, October 15, 2019
Distribute Report Cards (9 Weeks)	Friday, October 25, 2019
Holiday (Veteran's Day) – Student, Teacher, and Paraeducator	Monday, November 11, 2019
Interim Report (22nd Day – November 15, 2019)	Distribute Week of November 11-15, 2019
Holiday-Student, Teacher and Paraeducator (Paid 11/28 & 11/29)	Monday – Friday, November 25-29, 2019
Storm Make-up Days (As needed)	Monday & Tuesday, November 25 & 26, 2019
END OF FIRST SEMESTER/Last Day of Second Grading Period	Friday, December 20, 2019
Last School Day Before Winter Break	Friday, December 20, 2019
Teacher Work Day, STUDENT and Paraeducator Holiday	Friday, January 3, 2020
Students and Paraeducators Return After Winter Break	Monday, January 6, 2020
Grades Due	Thursday, January 9, 2020
Distribute Report Cards (9 Weeks)	Friday, January 17, 2020
Holiday (Dr. Martin Luther King, Jr. Day) – Student, Teacher (Paid), Paraeducator (Paid)	Monday, January 20, 2020
FTE Week	Monday - Friday, February 3-7, 2020
Interim Report (24th Day – February 10, 2020)	Distribute Week of February 10-14, 2020
Staff Development Day (Storm Make-up Day if Needed)	Friday, February 14, 2020
Holiday (President's Day) – Student, Teacher (Paid), Paraeducator	Monday, February 17, 2020
End of 3rd 10-Week Grading Period	Friday, March 13, 2020
Grades Due	Tuesday, March 17, 2020
SPRING BREAK	Monday - Friday, March 23–27, 2020
Distribute Report Cards (9 Weeks)	Monday, March 30, 2020
No School for STUDENTS, Teachers and Paraeducators	Friday, April 10, 2020
Interim Report (24th Day – April 27, 2020)	Distribute Week of April 27 – May 1, 2020
GRADUATION	April 29 thru May 28, 2020
Holiday (Memorial Day) – STUDENT. Teacher (paid), Paraeducator	Monday, May 25, 2020
LAST DAY FOR STUDENTS/EARLY DISMISSAL	Thursday, May 28, 2020
End of 4th 10-Week Grading Period - Last Work Day for Paraeducators	Thursday, May 28, 2020
Teacher Work Day	Friday, May 29, 2020

Designated Storm Make-Up Days: 11/25/19, 11/26/19, 2/14/20 and 5/28/20

Reminder: Non-Refundable Travel Tickets should not be purchased in the event that Storm Days are used as Student Attendance Days and/or Teacher Work Days.

Staff Listing

ADMINISTRATIVE STAFF

David Wiggs

Director
MA University of South Florida

Patricia Collins

Assistant Director
MS Stetson University

Angela Perpilus

Assistant Director
M.Ed. University of South Florida

Jason Hendrix

Dean of Students
M. Ed. Stetson University

PROFESSIONAL/TECHNICAL STAFF

Amber Ayers

Financial Aid Coordinator
BA Florida Gulf Coast University

Gail Balser, RN

Director, Health Science Education
MSN University of Phoenix
District Professional Career Educator's Certificate

Lisa Butchee', RN

School Nurse

Aaron Counts

IT Specialist

Bonnie Gaynair

School Social Worker/Parenting
BSW Warren Wilson College
Florida Educator Certificate

SCHOOL COUNSELORS

Stefanie Shannon

School Counselor
MA University of West Florida

Misty Young

School Counselor
MA University of South Florida

FULL-TIME INSTRUCTIONAL STAFF

Gregory Scott Allen

Automotive Service Technology
ASE Master Certified Technician
L1 Advanced Level Specialist
EPA Section 609 Certification
District Professional Career Educator's Certificate

Inetta Bennett

Reading/Language Arts
MA Nova Southeastern
Florida Professional Educator's Certificate

Christina Bevis, BS, CST

Surgical Technology
BS Colorado State University
US Army Academy of Health Science Certification
Certified Surgical Technologist
District Professional Career Educator's Certificate

Britton Bouey

Mathematics
BA Saint Leo University
Florida Professional Educator's Certificate

Carla Chin

Cosmetology
Licensed Cosmetologist
District Professional Career Educator's Certificate

Judy Clark

English
BS Lubbock Christian College
Florida Professional Educator's Certificate

Susan Connor, RN

Academy of Medical Sciences
BSN Florida Southern College
District Professional Career Educator's Certificate

Jordan Cox

Welding Technology
District Professional Career Educator's Certificate

Robert Delamarter

Computer Systems & Information Technology
CompTIA A+ Certification
CompTIA Network+ Certification
CompTIA Security+ Certification
Microsoft Certified Technology Specialist
Microsoft Certified Solutions Associate
District Professional Career Educator's Certificate

John Detrick

Lead Aviation Instructor
 FAA-Mechanic Airframe and Powerplant
 FAA-Commercial Pilot
 Airplane Single Engine Land
 Airplane Multi Engine Land
 Instrument Airplane
 Type Ratings: DC-8/B757/B767
 FAA-Flight Engineer-Turbojet
 FCC-General Radiotelephone Operators License
 AS Laramie County Community College
 District Temporary Career Educator's Certificate

Robert Driver

Electricity
 NCCER Certified Instructor
 District Professional Career Educator's Certificate

Heather Epps

Math/GED/AAAE
 BS American InterContinental University
 Florida Professional Educator's Certificate

Leonor Esquivel, RN

Practical Nursing
 District Temporary Career Educator's Certificate

Ray Finder

Air-Conditioning, Refrigeration and Heating
 Technology
 NCCER Certified Instructor
 State Licensed Air Conditioning Contractor
 District Temporary Career Educator's Certificate

Stacy Gandy

Aviation Powerplant Mechanics
 FAA-Mechanic Airframe and Powerplant
 Inspection Authorization
 FAA-Private Pilot
 Airplane Single Engine Land
 Airplane Single Engine Sea
 Airplane Multi Engine Land
 Rotorcraft-Helicopter
 BA University of South Florida
 District Temporary Career Educator's Certificate

Emily Godwin, RN

Phlebotomy/IV Therapy for the PN
 BSN Florida Southern College
 District Professional Career Educator's Certificate

Geneva Hagelstein

English

Christopher Hallock

Energy Technician
 Lakeland Electric Energy Academy
 AS Tampa Technical Institute
 NCCER Certified Instructor
 NCCER Master Trainer
 District Professional Career Educator's Certificate

Jerry Harty

Social Studies
 BA University of North Florida
 Florida Professional Teaching Certificate

Michael C. Hayde

World History/Social Studies/HOPE
 M.Ed. University of Massachusetts Boston
 Florida Educator Certificate

Sandra Heisler, RN

Practical Nursing
 MSN Florida Southern College
 District Professional Career Educator's Certificate

Matthew Jarrett

Science
 PhD University of South Florida
 Florida Professional Educator's Certificate

Teresa Jones

Medical Assisting
 BA Keiser University

Andrea' (Dre') LaRocca, EFDA,CDA

Dental Assisting
 BS University of South Florida
 District Professional Career Educator's Certificate

Paula Lawlor, RN

Practical Nursing
 BSN Polk State College
 District Professional Career Educator's Certificate

Nadena Lovett-Everson, CST

Surgical Technology
 AS United Bible College
 Certified Surgical Technologist
 District Professional Career Educator's Certificate

Carol Mitchell

Cosmetology
 Licensed Cosmetologist
 District Professional Career Educator's Certificate

Heather Perkins

Administrative Office Specialist
Legal Administrative Specialist
BS Troy University
Microsoft Office Specialist Master Certified
Intuit QuickBooks Certified
Florida Professional Educator's Certificate

Gregory Pointer

Welding Technology

Annette Prince, RN

Practical Nursing

Olga E. Ramirez, RN

Practical Nursing
MSN Florida Southern College
District Professional Career Educator's Certificate

Susan Rexroat, EFDA, CDPMA, CDA

Dental Assisting
MS Nova Southeastern University
District Professional Career Educator's Certificate

Cynthia Roosevelt

Aviation Airframe Mechanics
FAA-Mechanic Airframe and Powerplant
District Temporary Career Educator's Certificate

Beverly Sayer

Cosmetology
Licensed Cosmetologist
District Professional Career Educator's Certificate

Doy Scott

Diesel Systems Technician
ASE Certification
Florida Professional Educator's Certificate

Gene Seilers, CMS

Air-Conditioning, Refrigeration and Heating
Technology
CMS, Refrigeration Service Engineers Society
NATE Certified
NCCER Certified Instructor
District Professional Career Educator's Certificate

Ralph Seurattan

Aviation Airframe Mechanics – CFAA
FAA-Mechanic Airframe and Powerplant
FAA-Commercial Pilot
Airplane Single Engine Land
Airplane Multi Engine Land
Instrument Airplane
FAA-Flight Engineer-Turbojet
FAA-Ground Instructor-Advanced
BS in Human Resources Management-Wilmington
University

John Sherwood

Automotive Service Technology
ASE Master Certified Technician
G1 Maintenance and Light Repair
EPA Section 609 Certification
District Professional Career Educator's Certificate

Amy Symmes, RN

Practical Nursing
BSN Polk State College
District Professional Career Educator's Certificate

Melinda Thomas, RN

Academy of Medical Sciences
AS Polk State College
District Temporary Career Educator's Certificate

Robert Shawn Upton

ESE Career Preparation
M.Ed. American College of Education
Florida Professional Educator's Certificate

Ted Waltz

Automotive Service Technology
District Professional Career Educator's Certificate

Charles Kent Williston

Business and Industry Courses
MS University of Northern Colorado
Certified Professional Coder (AAPC)
AHA CPR Training Center Coordinator/Instructor
District Professional Career Educator's Certificate

Daniel Woodford

Automotive Collision Technology Technician
District Temporary Career Educator's Certificate

Anthony Zottoli

Professional Culinary Arts and Hospitality
BA Foodservice Operational Management -
Johnson and Wales University
CCE – Certified Culinary Educator – American
Culinary Federation
CSFE – Prostart Certified Secondary
Foodservice Educator – National Restaurant
Association Educational Foundation
Certified Google Educator
Certified ServSafe Instructor & Registered
Examination Proctor
Certified National Registry of Foodservice
Professional Test Administrator & Proctor Trainer
District Professional Career Educator's Certificate

Lorri Zuidema

Digital Design/Academy of Digital Productions
BS Florida Southern College
Florida Professional Educator's Certificate

PART-TIME INSTRUCTIONAL STAFF**George Gilbert**

Diesel Systems Technician
District Part-time Adult Career Educator's
Certificate

David Green

Air-Conditioning, Refrigeration and Heating
Technology
District Part-time Career Educator's Certificate

Angelica Limonta

English Speakers of Other Languages (ESOL)
BA City University of New York - Hunter College
District Part-time Adult Career Educator's
Certificate

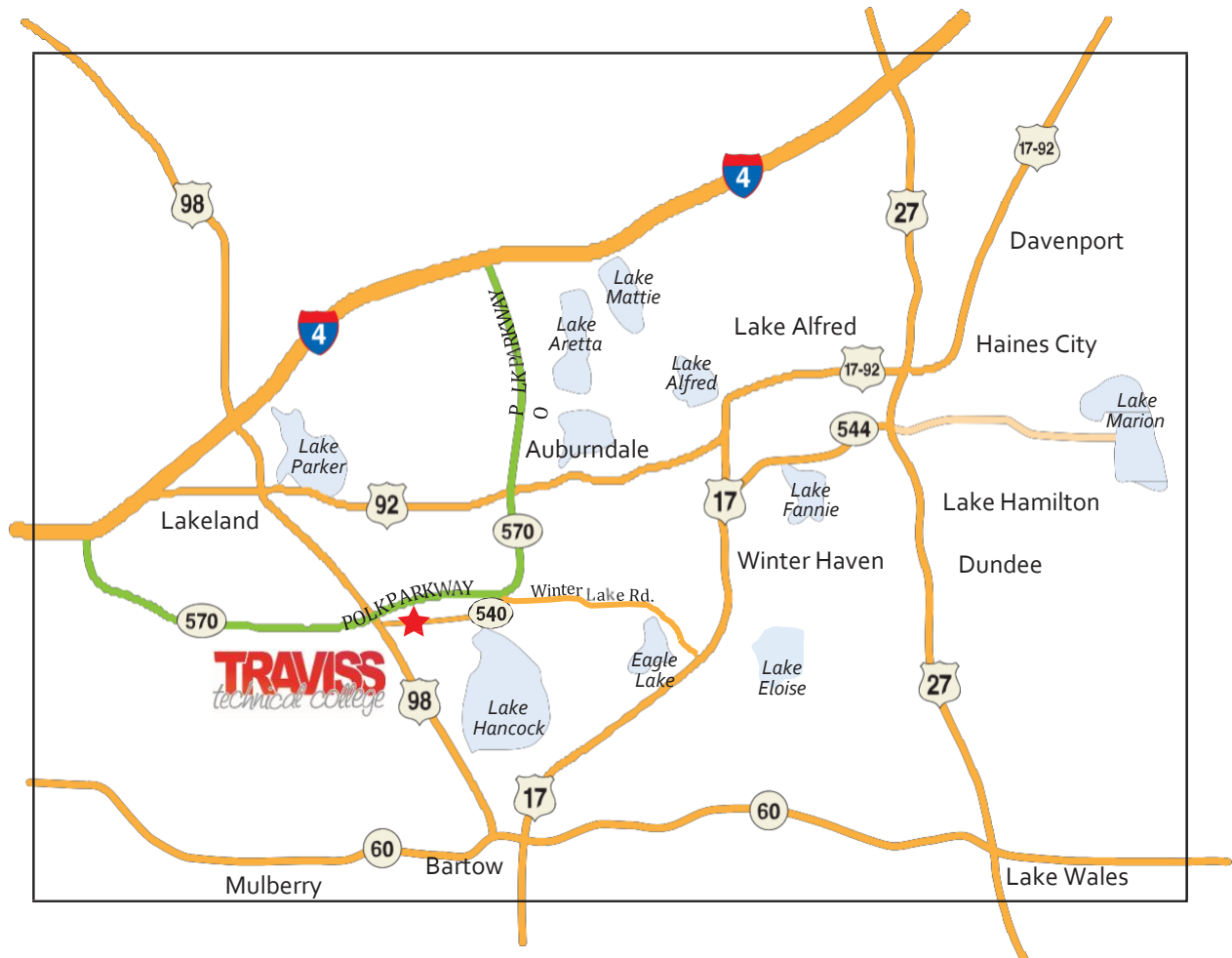
Charles Phillips

Welding Technology
District Part-time Career Educator's Certificate

Scott Slighter

Air-Conditioning, Refrigeration and Heating
Technology
District Part-time Adult Career Educator's
Certificate

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