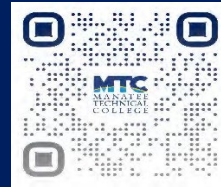


2026-2027

Manatee Technical College



STUDENT HANDBOOK AND CATALOG

ManateeTech.edu

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Welcome to Manatee Technical College! We are excited that you have chosen to become part of the MTC family. Our dedicated faculty and staff are committed to supporting you as you gain the knowledge, skills, and experience needed to achieve your educational and career goals. Whether you are preparing for a new career, advancing your current skills, learning English, or earning your GED, you have taken an important step toward a brighter future.

For more than 63 years, MTC has proudly served our community by providing innovative, high-demand workforce education and training. Our programs are designed to prepare students for success through industry certifications, state licensure, and nationally recognized credentials that lead to meaningful employment and career advancement.

As you begin this exciting educational journey, we encourage you to take advantage of the many opportunities and resources available to you at Manatee Technical College.

We look forward to partnering with you and supporting your success every step of the way.

SCHOOL BOARD, DISTRICT, AND COLLEGE ADMINISTRATION

The School Board of Manatee County

Cindy Spray - Chair

Richard Tatem - Vice Chair

Chad Choate III

Heather Felton

Charlie Kennedy

School District of Manatee County Administration

Dr. Laurie Breslin, Superintendent of Schools

Kevin Chapman, Associate Superintendent, Administration & Strategic Engagement

Derek Jensen, Deputy Superintendent of Instructional Services

Willie Clark, Deputy Superintendent of Operations

Rachel Sellers, Deputy Superintendent of Business Services

Kaththea Johnson, Executive Director of Teaching and Learning

Manatee Technical College Administration

Dr. Jodi Kirk, Director, Main Campus

Dr. Jennifer Gilray, Assistant Director, East Campus

Bradley Scarbrough, Assistant Director, East Campus

Colleen Maynard, Assistant Director, Main Campus

Thomas Saxton, Assistant Director, Main Campus

Linda Silva, Program Supervisor, Adult Education, Main Campus

Kevin Roberson, Program Supervisor, Main Campus

BOARD OF GOVERNORS

Name	Area of Representation	Programs Represented
John Horne (Chair)	Hospitality	Baking and Pastry Arts, Professional Culinary Arts and Hospitality
Nick Choat (Vice-Chair)	Service Industry	Barbering, Cosmetology, Facials Specialty, Nails Specialty
Elizabeth Cordes	Bradenton Area Economic Development Corporation	All Technical and Adult Education Programs
EJ Ledesma	Allied Health	Massage Therapy, Medical Assisting, Pharmacy Technician, Phlebotomy, Surgical Technology
Charles Murray	Business	Accounting Operations
James Disbro	CareerSource Suncoast	All Technical and Adult Education Programs
Mark Freeman	Construction / Building	Building Construction Technologies, Electricity, HVAC/R
Kerry Gaylord	Education and Training	Early Childhood Education Apprenticeship, Child Care Center Operations
Shawna Winham	Health Care	Dental Assisting, EMT/Paramedic, Nursing Assisting, Patient Care Technician, Practical Nursing
Carey Miller	Manatee Chamber of Commerce	All Technical and Adult Education Programs
Chris Kopp	Manatee County Government	All Technical and Adult Education Programs
Vicki Hedgepeth	Manatee County High Schools	All Technical and Adult Education Programs
Richard Tatem	School District of Manatee County Board Member	All Technical and Adult Education Programs
Liza Chan	Manatee Technical College Main Campus	Main Campus Programs
Jacob Merrill	Manatee Technical College East Campus	East Campus Programs
John Ziemnicki	Manufacturing	Advanced Manufacturing and Production Technology, CNC Production Specialist, Computer Aided Drawing and Modeling, Electrical and Instrumentation Technology, Global Logistics and Supply Chain Technology, Industrial Technology, Machining, Welding Technology
Doug Brett	Public Service	Firefighter/EMT, Firefighter Law Enforcement Academy
Lori Richards	Technology	Applied Cybersecurity, Computer Systems and Information Technology, Digital Design, Digital Photography, Digital Video Technology
Patricia Rand	State College of Florida	All Technical and Adult Education Programs
Bill Godfrey	Transportation	Automotive Collision Repair and Refinishing, Master Automotive Service Technology, Diesel Systems Technician 1, Marine Service Technologies
Dr. Richard Conrad	Chair Emeritus	Chairman Emeritus Member
Laura Roberts	Ex-Officio Member	Manatee Technical College Business & Industry Services

MTC Site Location Information

Manatee Technical College Main Campus

6305 State Road 70 East, Bradenton, FL 34203

941.751.7900

Manatee Technical College East Campus

5520 Lakewood Ranch Blvd. Bradenton, FL 34211

941.752.8100

Manatee Technical College Law Enforcement Training Center

38626 Taylor Road, Myakka, FL34251

941.752.8100

Aviation Training Center (January 2027)

7970 15th Street East,

Sarasota, FL 34243

Accreditation

**Manatee Technical College is accredited by the
Commission on Occupational Education (COE).**

Council on Occupational Education

7840 Roswell Road,

Building 300, Suite325

Atlanta, GA 30350

Toll Free 1.800.917.2081

Local 770.396.3898

FAX: 770-396-3790

www.council.org



Institutional Mission and Vision

The **mission** of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

The **vision** of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.

Student Expectations

Acknowledgment of Responsibility

Failure to review the student code of conduct will not relieve the student or the parent/guardian of the responsibility for compliance with the code or accountability for loss or damage to School District of Manatee County property. By enrolling at Manatee Technical College, the student agrees to abide by this handbook.

Students are active learners in meeting MTC's goals of excellence. We encourage diligence and sustained effort in their work and activities, respect for themselves, other students, the staff, and college property, actions which will be a credit to themselves, their family, their school, and its staff.

ACADEMIC GUIDELINES AND RECORDS

Completion of Certification and Licensure

It is expected that all students/graduates upon completion of certification or licensure exams will provide a copy of their certificate or license to be submitted. Please submit documentation within seven days of receiving the certification or licensure.

Grading System

Adult and high school students receive grades upon completion of an Occupational Completion Point (OCP). OCP's are the occupational competencies that must be attained to complete a CTE program.

In alignment with post-secondary standards, a grade of **C (70-79) or higher is required to successfully complete an OCP and advance to the next level.** *Grades below a C are considered failing for the purpose of program progression, as each OCP requires mastery of prerequisite skills.

*Please note that **some programs may require more stringent grading policies** due to licensure and/or state certification requirements. Students should review the program specific handbook or syllabi for additional expectations.

Graduation

Requirements to participate in the Graduation Ceremony

***Note to Students:** Ensure a current personal email, phone number and mailing address are updated in the student portal. Graduation information will be sent regarding participation and deadlines to the contact information provided.

- **Career and Technical Education Students:** Complete all program and basic skill assessment requirements two weeks prior to the scheduled graduation date or the end of the semester, whichever comes first.
- **GED® Students:** GED® students must have attended an Adult Education program at MTC at the time of passing the last test section. If the GED® graduate is still enrolled in preparation courses, the student must complete the final post-test. The GED® graduate must also give MTC permission to access GED® Ready and Official test scores through the official GED® Manager.
- **ESOL Students:** ESOL students do not participate in the graduation ceremony. Graduates will receive a certificate of completion once they achieve an exit range scale score. Per FLDOE policy, students testing out the program must be exited from the course that reflects the qualifying exit score date.
- All students must be clear of financial responsibilities two weeks before scheduled graduation date.
- Once cleared for graduation, complete the graduation survey to RSVP to attend the ceremony.
- Purchase a cap and gown at the MTC Outfitters Book Store.

Graduation Participant Ceremony Protocol:

- Make sure all deficiencies/fees have been paid two weeks before scheduled graduation date.
- Graduation commencement is a formal, reserved, and dignified ceremony.
- Ticketed event – Seating is limited for this event. Tickets are distributed at the time of cap and gown purchase.
- Tassels start on the right side of your cap. Wear your cap flat on your head.
- Only MTC affiliated cords are allowed to be worn during the graduation ceremony.
- **No Decorated Caps.** If a cap is decorated, a new one must be purchased.
- Personalized stoles are not permitted.
- The gown should fall midway between the knee and ankle.
- **Men:** Wear dark trousers, a neatly pressed, light colored dress shirt with a dark tie, dark socks, and dress shoes under the gown.
- **Women:** Wear a dress, skirt, or dark dress slacks with a light- colored blouse and dress shoes under the gown (we suggest comfortable shoes in case you will be climbing stairs).
- **NO shorts, jeans, athletic shoes, slides, slippers or flip-flops.**
- **Should any of the above protocol not be adhered to, a graduate will be turned away from participating in the ceremony.**
- **Students who do not meet the required graduation requirements to participate in the ceremony (for whatever reason), will not be allowed to take part in any future ceremonies.**

Student Frameworks

All students will have access to the current Florida Department of Education (FLDOE) curriculum frameworks and student performance standards for their program. The content of the class will be based on these frameworks. Grades and Occupational Completion Points (OCP's) will be submitted to the Student Records Office at the end of each OCP and will be based on student performance of the frameworks. Other training may be incorporated into the program as part of the curriculum such as CPR, first aid, forklift, OSHA, employability skills, entrepreneurship, or parliamentary procedures.

Student Records and Transcripts

Student's school records are kept by the Student Services/Records office. If the student is under the age of 18 and enrolled in postsecondary education, they control their privacy. However, if the student is dual-enrolled and under the age of 18, Federal Law prohibits revealing this information to anyone without a parent's permission. The Student Services Office, at the Main Campus aids all students, past and present. Office hours are Monday, Wednesday, and Friday 7:30 a.m. – 3:30 p.m. and Tuesday and Thursday 7:30 a.m. – 6:30 p.m. (except Holidays and all School District of Manatee County breaks). Summer hours may vary. For additional information, please call 941.751.7900 ext. 46013.

Transcripts

Your official transcript, housed with Manatee Technical College Student Records, is bound by the Federal law – FERPA (Federal Educational Rights and Privacy Act of 1974). FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 30 days of the day the school receives a request for access. Parents or eligible students should submit the college Director a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where they records may be inspected.
2. The right to request amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in

violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the college Director, clearly identify the parent of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One expectation, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the school has outsources services or functions it would otherwise its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with requirements of FERPA.

The name and address of the Office that administers FERPA are: Family Policy Compliance Office
U.S Department of Education
400 Maryland Avenue
SW Washington, DC 20202-8520

MTC maintains transcripts on campus for the past 5 years for Career and Technical Education Students. Older transcripts will be provided by the School District of Manatee County Records Management department. All records requests for Manatee Technical College Career and Technical Education students must be made online at <https://manateeschoolsfl.scriborder.com/> An official picture ID (Driver's License, State ID, etc.) is required. There is a fee for all records requests.

To obtain your GED ® Transcripts or a copy of your GED® Diploma, please contact 1.877.352.4331 or go to <https://ged.com> and select request a duplicate diploma or request transcript.

ADMISSIONS

Many Career and Technical Education programs will admit students with a standard high school diploma. In some special cases students can be admitted who have not earned a high school diploma, GED®, or have a diploma from a non-accredited high school whose math and language/reading achievement levels meet exit standards.

Federal Financial Aid will not be available for students with a diploma from a non-accredited high school as they will not qualify.

East Campus Programs have strict admissions standards set by the program's licensure or certifying agency. These standards include but are not limited to passing a background check, passing a drug screening, and having a clean driving history. All applicants to these programs must have a standard high school diploma from an accredited institution. Please refer to individual program information sheets for specific information.

ESOL and GED Admission Policy for Applicants

ESOL Program: To enroll in the Adult Education program, students must meet all the qualifications listed below:

- Valid unexpired government identification cards or passports from any country.
- The applicant is 16 years or older
- The applicant is not enrolled or required to be enrolled in a secondary School District of Manatee County.

GED Program: Prior to applying: A prospective student must gather and present the following documents, or the student will not be admitted/able to apply:

- A government-issued ID (driver's license, Florida identification card, passport)
- Students 16-17 years old will also need to:
- Submit a Formal Declaration of Intent to Terminate School Enrollment (Manatee County student under 18 only)
- Actively withdraw from your high School
- Obtain a high school withdrawal form from the last high school attended. The form MUST include an administrative signature.

Prospective GED students who are non-native speakers (English is not their first language):

Non-native speakers must be Level 6 ESOL graduates to participate in GED classes. If not, they will need to apply to the ESOL program and test with them first. After taking ESOL pre-test, if there is proof of testing out of ESOL, students will be welcomed into the GED Prep program. Otherwise, students will need to stay enrolled in the ESOL program until Level 6 is completed and passed.

Student and Exchange Visitor Information for International and Non-immigrant Students

Manatee Technical College (MTC) is NOT a Student and Exchange Visitor Program

(SEVP) certified institution and does NOT participate in the Student and Exchange Visitor Information System (SEVIS), nor does MTC participate in the F, J or M visas programs.

Accreditations that are accepted by Manatee Technical College for Admission

Please see this website for a listing of all accrediting agencies that MTC accepts.

<https://ope.ed.gov/accreditation/agencies.aspx/>

Career Dual Enrollment Admission Policy

Career Dual Enrollment is the enrollment of students in career and technical education classes while still in high school. For MTC to provide Career Dual Enrollment classes, it is necessary to ensure the same standards of instruction as in all other classes, including academic practices and a collegiate learning environment. Career Dual Enrollment students are governed by the School District of Manatee County student code of conduct and by MTC's code of conduct. Career Dual Enrollment students can be dismissed from MTC to their district high school for good cause.

To be eligible for participation in the Career Dual Enrollment program, students must meet all the qualifications listed below:

- Unweighted GPA 2.0 or higher.
- Passed both state assessments in ELA and Algebra 1.
- Be on track for graduation.
- Eligible students aged 16 or over may enroll at the beginning of their junior or senior year contingent upon program age requirements.
- Completed online request form of the student's parent or legal guardian.
- Completed online eligibility verification from the high school guidance counselor.
- Have taken the Basic Skills Assessment test or have met the Basic Skills Requirements listed in Florida Administrative Code (FAC) 6A -10.040
- Filled out an online application through <https://www.manateetech.edu/apply-now/>.

Students who are taking Career Dual Enrollment classes at MTC are not eligible to apply for Federal Financial Aid such as Pell grants until they have earned a high school diploma. This is because Financial Aid recipients are expected to have completed high school. However, efforts in Career Dual Enrollment classes may influence future financial aid eligibility.

Financial Aid offices in every college in the country are required to keep track of students' academic progress. This measurement is called Satisfactory Academic Progress, which has the following requirements:

If a student is projected to graduate from high school before the scheduled completion date of an Occupational Completion Point (OCP) (postsecondary course), the student may not register for that course (OCP) through Career Dual Enrollment. (1007.263).

All Career Dual Enrollment students are required to purchase uniforms, student ID, and any required specialized tools. Textbooks issued are the property of MTC and failure to return textbooks at the end of the program will result in a hold on the final OCP certificate.

A student will be required to pay for any lost or damaged textbooks before the final OCP certificate can be issued.

Additional information is outlined in the respective DE articulation agreement.

Basic Skills Assessment for Career and Technical Education (CTE) Courses

Students enrolled in a career certificate program as defined in Section 1004.02, F.S., offered for career education credit of 450 hours or more must complete an entry-level basic skills examination within the first six (6) weeks after admission into the program.

The assessment instruments and methods listed in paragraphs (1)(a) through (1)(f), of this rule, (English version only) are designated to assess student mastery of basic communication (reading language arts) and computation (mathematics) skills and must be used according to standards established for test administration and interpretation set forth in Standards for Educational and Psychological Testing (American Psychological Association (APA), American Educational Research Association (AERA), National Council on Measurement in Education (NCME), 2014) and with appropriate accommodations for students with disabilities:

- a. Tests of Adult Basic Education (TABE) Forms 11 & 12, 2017
- b. Comprehensive Adult Student Assessment System (CASAS), GOALS 2 900 Series, 2019 for Reading;
- c. Comprehensive Adult Student Assessment System (CASAS), Math GOALS

- d. Demonstration of basic communication and computation skills pursuant to Rule 6A-10.0315, F.A.C.;
- e. 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score as required in Rule 6A-6.0201, F.A.C., has been attained on each test.
- f. A test adopted by the Criminal Justice Standards and Training Commission pursuant to Section 943.17, F.S., and Rule 11B- 35.0011 F.A.C., used for admission into law enforcement or corrections training programs.

Exceptions and Exemptions from the Basic Skills Examination

The following students are exempt from the basic skills examination requirement and the designated program administrator must receive an official copy of the degree, transcript, or test score in order to allow any of these exemptions:

- a. One who has a college degree at the associate level or higher.
- b. One who demonstrates readiness for public postsecondary education pursuant to Rule 6A-10.0315, F.A.C.
- c. One who passes a state, national or industry certification or licensure examination aligned to their career certificate program and identified in the “Basic Skills Licensure Exemption List,” effective December 2024, which is incorporated by reference herein
- d. (<http://www.flrules.org/Gateway/reference.asp?No=Ref-17268>). The Basic
- e. Skills Licensure Exemption List may be requested from the Department of Education, Division of Career and Adult Education, 325 West Gaines Street, Tallahassee, FL 32399-0400.
- f. An adult student enrolled in an apprenticeship program that is registered with the Department of Education in accordance with Chapter 446, F.S. (e) A candidate entering a law enforcement officer basic recruit training program, if he or she is a veteran as defined in Section 1.01(14), F.S., or holds an associate degree or higher from an accredited college or university. (f) A student who possesses a high school diploma from a private school that is in compliance with section 1002.42, F.S.
- g. (g) A student in a home education program or a personalized education program, with a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program

pursuant to the requirements of section 1002.41, F.S. or a personalized education program pursuant to the requirements of section 1002.395 F.S.

Career Dual Enrollment. Pursuant to paragraph (8)(b) of this rule, students enrolled in an eligible career education Career Dual Enrollment program under Section 1007.271, F.S., are exempt from the basic skills examination requirement if they have demonstrated readiness for postsecondary education in accordance with Rule 6A-10.0315, F.A.C. prior to admission into the career certificate program. Career Dual Enrollment students who have not met this requirement must complete the basic skills examination, unless otherwise exempt.

If the student is not exempt, the following rules apply:

1. The student is required to take the assessment within six weeks of being admitted. Note that the requirement is admitted, not enrolled. If a student has applied to MTC, the countdown clock for the six weeks commences when the guidance counselor admits the student to MTC in Campus Solutions.
2. The assessment cannot be used as a pre-requisite for admissions or placement.
3. Basic Skills for CTE programs are exit requirements, not entry or placement requirements. A student may be able to enter the CTE program before reaching minimum basic skills levels but may not receive a local Career Certificate of Completion until basic skills requirements are met.
4. Students who do not achieve the minimum level of basic skills required for completion (final OCP) from his or her CTE program will not be awarded a Career Certificate of Completion. However, adult students with disabilities may be exempted from meeting the basic skills level to earn a Career Certificate of Completion and be reported as a completer. S.1004.91(3).
5. Dual-enrolled students who have not met the basic skills requirements may complete the program prior to high school graduation and then be counted as a completer once they have received their high school diploma. All of the requirements for full program completion would need to be earned by the end of the reporting year for the year in which there was enrollment.

Basic Skills, Remediation, and Retesting Requirements

The student may retest under the following circumstances:

Reading and/or Math CASAS Goals 900Series

- Remediation hours have been completed and documented or
- The student has waited 90 days.

Reading and/or Math PERT-Alternative Basic Skills Assessment

- No wait time; 30 days for PERT retakes.

Basic Skills Remediation

Following admission to a program, if a student is unable to demonstrate the basic skills exit requirements, remediation will be offered. After remediation, the student can retest using the same assessment instrument before the completion of the program. A student only needs to meet the basic skills requirements to exit from the program.

To enroll in remediation, students contact:

MTCAcademicSupport@manateeschools.net or call 941.752.8100 ext. 47144. No fee is charged for students already enrolled in a program at MTC. Otherwise, a one-time \$25.00 fee is required, payable through RevTrak.

After remediation, if the student's basic skills scores do not meet the program's exit requirements, the student may:

- Remediate further and retest.
- Pass a related state, national or industry licensure examination or certification defined by FLDOE and posted on the website:
https://www.fldoe.org/core/fileparse.php/5652/urlt/FINAL-1ADA_2023-24-basicskills-with-License-exempt.xlsx
- Be exempt from meeting the basic skills requirements of the program if a student with a disability provides appropriate documentation and requests an exemption based upon the disability.

Remediation is available to assist students in attaining the required basic skills levels. The remediation may be provided concurrently with enrollment in the CTE program, or, in certain cases (i.e., programs with waiting lists), prior to entry into the CTE program.

Basic Skills Assessment Accommodations

To receive accommodations for the CTE Basic Skills test, documentation must be provided to the Disability Resource Center,

mtcdisabilityresourcecenter@manateeschools.net prior to scheduling the first test.
Example: Copies of IEP's, 504 plans, ESOL services.

Rescheduling

Failure to attend a scheduled test date will result in forfeiture of your testing fee. Should an unforeseen situation arise, and your test needs to be rescheduled, please contact the Testing Center by phone at 941.751.7900 ext. 46123 or email MTCTestingcenter@manateeschools.net. Rescheduling is a one-time courtesy.

ESOL Assessment Requirements

Pre-Test Guidelines:

- New Students must be pre-tested to determine functional level within the first ten (10) hours of instruction.
- When students are pre-tested in two subject areas, the lowest functioning level is used for placement in classes. For example, an ESOL student who scores ESOL level 2 in reading and ESOL level 3 in listening would be reported in ESOL level 2.
- Students should receive instruction at the lowest functional level that matches their assessment results (No exceptions).
- Pre-test rescheduling is a one-time courtesy.

Post-Test Guidelines:

- Post-tests are necessary to measure the student's academic strengths and weaknesses.
- A minimum of ONE post-test per semester is required to remain in the program.
- Students who test in the exit range on a reading or listening assessment should not continue to be post tested in the subject area.
- CASAS recommends post-testing students between 70-100 instructional hours. Post-testing should not occur before 40 hours of instruction.
- If a student plans to leave the program between 40-69 hours of instruction, and a portfolio of work indicates the student has made academic progress, the student can post-test with a waiver.
- Any student not taking a required post-test must skip a semester before applying to return to the program.
- Post-test rescheduling is a one-time courtesy.

GED Assessment Requirements

Pre-Test Guidelines:

- New Students must be pre-tested to determine functional level within the first ten (10) hours of instruction. Pre-test re-scheduling is a one-time courtesy.
- Initial subject of study will be determined by counselor and/or instructor.
- Non-native speakers should enroll in ESOL and pre-test there first. If scores deem movement to GED (testing out), the change will be made.
- Any student not completing pre-testing within the allotted time will no longer be processed for enrollment.

Post-Test Guidelines:

- Post-tests are necessary to measure the student's academic strengths and weaknesses.
- A minimum of one post-test per semester is required to remain in the program. If there has been no level gain, another post-test will be given as long as time permits.
- Any student with a Level 5 or 6 pre-test score will not need to be post- tested in the subject only.
- CASAS recommends post-testing students between 70-100 instructional hours. Post-testing should not occur before at least 40 hours of instruction.
- If a student plans to leave the program between 40-69 hours of instruction, and classwork indicates the student has made academic progress, the student can post-test with a waiver.
- Post-test rescheduling is a one-time courtesy.
- Any student not taking a required post-test must skip a semester before applying to return to the program.

Students with a Disability

Manatee Technical College is committed to ensuring equal access to college programs, services, and activities for qualified students with disabilities through our Disability Resource Center (DRC). The DRC assists students with disabilities through the process of disclosing their disability, gathering the needed documentation and applying for reasonable accommodations. The DRC is staffed by a state certified Exceptional Student Education teacher to ensure students receive the proper services for successful program completion.

Adult education students with disabilities are responsible for self-identifying and requesting any accommodations they may need. Adult education students are also responsible for submitting documentation of their disability, consistent with federal law.

Job/Career Planning

The student is responsible for finding their own job. MTC instructors have many business and industry contacts in the field and are a good resource to help connect to potential job openings. MTC instructors and other staff members, including the Business and Industry Specialist, will be able to assist upon program completion. In addition, please check the MTC Career Board frequently for current job postings, found online on the MTC website at <https://www.manateetech.edu/students/career-board/>

FINANCIAL

Financial Aid

The Financial Aid Office provides financial assistance to students who, without such aid, would be unable to attend. Grants and scholarships do not have to be repaid; however, students must make satisfactory progress in their programs to continue to be eligible for awards. ***MTC does not offer student loans.***

Financial Aid for Ability-to-Benefit Students: Manatee Technical College ***does not offer*** non-high school graduates “ability-to-benefit” status to qualify them for federal financial aid.

Financial Aid awards are processed on, or about, the published disbursement date. Financial aid will cover any outstanding balance, in a student account, for the term.

Any overage will be issued in the form of a check and mailed to the address of record.

This credit balance check is to help with other educational expenses such as food, housing, etc. In the event of an over award, the student is responsible for returning those funds. Payment should be made directly into the student's account using the student portal. Funds are never returned directly to the Financial Aid Office.

FAFSA

All students seeking financial assistance must complete the Free Application for Federal Student Aid (FAFSA) before any financial aid can be awarded. This application is available online at: <https://studentaid.gov/>. Our Federal School Code for all campuses is 015496. Adult applicants are required to complete a FAFSA at <https://studentaid.gov/> to qualify for services from CareerSource Suncoast, Bradenton and Sarasota Offices: <https://careersourcesuncoast.com/>

Federal Financial Aid (TitleIV) Available at Manatee Technical College

Federal

Pell Grant

Students who have financial needs and are enrolled in an eligible program may be eligible for this grant if they have not previously earned a bachelor's degree. We are a clock-hour school. Federal Regulation mandates that students attend all the hours of each Pell Grant Payment Period and maintain a minimum grade of "C" to remain eligible for Federal Aid. Students will be evaluated after 450 clock hours or half of their program length if the program is less than 900 clock hours.

Federal Supplemental Education Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant available to undergraduate students with exceptional financial need. It gives priority to students who receive Federal Pell Grants and whose Student Aid Indicator (SAI) is zero. The FSEOG does not need to be repaid.

Federal Work Study

The Federal Work-Study (FWS) Program allows students to gain valuable work experience while attending school. This federal program provides jobs for students to earn money to help pay for their educational expenses.

Students must have an unmet need as determined by completing the FAFSA to be considered for employment. Students must be enrolled in a program of 600 clock hours or more to be eligible. Applicants must be fingerprinted for a background check before they are eligible to work. This process can only start after class begins. Students holding a Bachelor's Degree are eligible for the Federal Work Study program.

Veterans Educational Benefits

MTC is certified by the Florida State Approving Agency for Veterans Educational Benefits. Veterans may apply for educational benefits online at <https://www.va.gov/education/how-to-apply/>. Veterans are also encouraged to complete a FAFSA to determine their eligibility for additional funds.

State

State and Local Scholarships Florida's Bright Futures Scholarships Bright Futures students are required to file a FAFSA application each school year. Students who register through Bright Futures, but do not complete their entire registration period will be required to pay back unearned awards, or they will lose their Bright Futures eligibility.

Florida Student Assistance Grant

The Florida Public Postsecondary Career Education Student Assistance Grant (FSAGCE) Program is a need-based grant program available to Florida residents enrolled in certificate programs of 450 or more clock hours at participating career centers operated by district school boards. This grant is open to Florida Residents with financial need, as determined by the completion of the FAFSA, and who are enrolled in a technical program that is at least 450 clock hours. Students cannot be in default on any student loans or have a bachelor's degree and must be Enrolled for a minimum of 180 clock hours per term. Proof of Florida Residency is required.

Florida Prepaid College Fund

Florida Prepaid Plans are Educational Savings Plans purchased on behalf of a student to be used at any qualified educational institution. Once enrolled, qualified students should present a current prepaid college fund to the Student Financials Coordinator. This document entitles students to use these funds to pay for their ***TUITION*** only.

OTHER– STUDENT AID

The MTC Student Financial Aid office often has other grant and/or scholarship resources to award student aid. Resources vary from year to year and may or may not be available. Requirements also vary depending on the grantor. Please refer to the Financial Aid/Scholarship link under the admissions tab on the MTC website or visit the MTC Student Financial Aid Office for more information.

Manatee Technical College Scholarship

This scholarship typically assists up to 50% of the tuition costs only. Fees are not covered. In order to be considered for this scholarship, students are required to complete a FAFSA application <https://studentaid.gov/h/apply-for-aid/fafsa>. This scholarship is open to Florida Residents, with a need, based on their cost of attendance. Students cannot be in default on any student loans or have a bachelor's degree.

Leave of Absence

If a Career and Technical Education student needs an extended absence, administration must pre-approve a leave of absence. A student may have only one leave of absence in a school year. However, the director may grant subsequent leaves for jury duty, or military reasons. A student taking approved leave retains their in-school status. A student who does not return from the approved leave of absence will be considered withdrawn.

A leave of absence request can be initiated by making an appointment with your career counselor who can direct you on how to proceed. Students cannot be guaranteed reentry in the same class or semester if the leave of absence is extensive; see program policies for more information.

Adult Education students are not permitted to take a leave of absence due to statutory requirements and MTC attendance policy.

Payments

MTC does not require up-front payment for an entire Career and Technical Education program, rather, requires payment per Occupational Completion Point (OCP). All fees for each OCP must be paid at least **14** days before the start date of the OCP. If you are applying under the **PRIORITY** Application window, please note that earlier payment may be required. Please refer to all relevant documents for additional information.

All Financial Aid checklist items must be complete, and received by Financial Aid, 21 days prior to the payment date. Adult Education programs must be paid in advance, on a semester basis.

Refund Policy

Manatee Technical College has a fair and equitable refund policy for the refund of tuition fees, and other institutional charges. Refunds will not be processed until all financial obligations have been cleared.

A. Outside Vendor Return Policy

For books and uniforms purchased from an outside vendor or online, the student must follow that vendor's refund policy. Books purchased from the Criminal Justice Academy are non-refundable.

B. Main Campus Book Store Return Policy

All refunds and/or exchanges for uniforms or merchandise must be made within five days of purchase. The original receipt is required for a refund. Clothing must be returned unwashed, and unworn, in the same condition they were sold in.

C. Career and Technical Education Programs

Tuition and fees refunds are as follows:

1. If before the first class meets, MTC cancels a class, denies a student's enrollment, or a student withdraws:
 - TUITION: 100% refund
 - FEES: All fees refunded except application fee
2. If a student is enrolled, or enrolls in an OCP, but withdraws prior to the end of the 5th class day: (Exception: OCP's that are less than 32 hours).
 - TUITION: 100% refund

- FEES: Amount determined on day of program withdrawal.
3. If a student is enrolled and withdraws after the 5th class day of the program start date:
- TUITION-No refund
 - FEES - No refunds. Exceptions: drug testing, background checks, and certification fees (only if not yet been performed). Remaining balances of \$5.00 or less will not be refunded.

There is no refund for any class of less than 32 hours. There is no refund for personal enrichment classes if the student attends one class. There is no refund for the CTE Basic Skills Assessment test.

The director or designee will approve refunds on an individual basis for students who are in the military and are called to active duty.

MTC will refund the applicable tuition and fees without a request from the student if they are dropped. All refunds will be processed within 45 days of the refund request or after a student unofficial withdrawal has been verified.

To determine unofficial withdrawals, the school monitors student attendance. An official or unofficial withdrawal is determined by the next class meeting after the last date of attendance. A student on an approved leave of absence must notify the school if he or she will not be returning.

Adult Education Programs

Tuition and fee refunds are as follows:

1. If before the first class meets, MTC cancels a class, or denies a student's enrollment based on non-compliance to school policy and/or failure to provide the required documentation:
 - a. Tuition: \$45
 - b. Testing Fees: \$30

Money Back Guarantee

Senate Bill 240 (2023) amended section (s.) 1011.803, Florida Statutes (F.S.), and modified the Money-back Guarantee Program, providing more flexibility for school districts and Florida College System institutions on what programs are eligible to be refunded. The program requires each educational entity to refund tuition costs to students who cannot find a job in the field in which the student was trained within

six months of successful completion of select workforce education programs that prepare students for in-demand, middle-level to high-level wage occupations.

Please look at the link <https://www.manateetech.edu/students/quick-docs/> to see which programs MTC has designated for the Money-Back guarantee program.

Veterans

Students receiving Veteran's benefits are subject to the same Attendance and Satisfactory Academic Progress policies, and Standards of Conduct as all other MTC Students.

MTC is certified by the Florida State Approving Agency for Veterans Educational Benefits. Veterans may apply for educational benefits online at

<https://www.va.gov/education/how-to-apply/>.

Veterans are also encouraged to complete a FAFSA to determine eligibility for additional Federal/State grants funding. MTC does not participate in Student Loans.

Army, Coast Guard, Marine Corps, Navy and Space Force transcripts are available at <https://jst.doded.mil/>

Air Force Transcripts

<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/>

Educational Benefits Available:

- Chapter 33: Post-9/11 GI Bill®
- Chapter 30: Montgomery GI Bill - Active Duty
- Chapter 31: Veteran Readiness and Employment
- Chapter 35: Dependents' Educational Assistance
- Chapter 1606: Montgomery GI Bill – Selected Reserve

Tuition Assistance

MTC will accept approved tuition assistance vouchers from the U.S. Air Force, Army, Coast Guard, Marine Corps, Navy, Space Force, and National Guard. MTC does not participate in Student Loans.

Pay Rates You can check the current pay rates here:

<https://www.va.gov/education/gi-bill-comparison-tool/>.

Beginning October 1, 2011, Post 9/11 GI Bill (Chapter 33) can be used at MTC. This will cover tuition and eligible fees in addition to a monthly stipend directly to the veteran. Please see our Financial Aid page on the MTC website for the latest information. For additional questions contact the Financial Aid Office.

Application for Veterans Education Benefits

Applications are designed to obtain the data necessary to determine eligibility for educational assistance benefits for particular educational objectives. The application and required forms vary according to the type of benefits and to the circumstances. Applications must be submitted to the VA through their website: <https://www.va.gov/education/how-to-apply/>.

Veterans unsure of their eligibility status regarding VA educational benefits are encouraged to submit an application and let the VA determine eligibility or call the GI Bill Hotline at 1.888.442.4551. This number will connect the veteran to a customer service representative who should be able to provide additional information as to whether a particular veteran is entitled to benefits. MTC does not have access to this information.

Veteran's Award Letter

When payment of education benefits is authorized, the VA will mail an award letter to the student. Only one copy of this letter will be issued. The letter provides the student with:

- Notification that his or her enrollment has been processed for a specific period.
- The inclusive dates for which payment will be issued will be shown.
- The monthly rate of payment the student can expect to receive.
- The student's original net entitlement.
- Delimiting date.
- The amount of entitlement remaining at the end of the term, quarter, semester, or academic year, if the student continues to attend at the certified rate for the entire period. (For a service person, the entitlement used is shown.)
- Information regarding appeal procedures.

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress towards completion of his or her training objective. MTC is required to maintain academic and attendance records for each student that includes, for a veteran or eligible person, the credit allowed toward the student's current program due to previous training and experience, not to exceed 50 clock hours. Students can only be certified for the total number of hours required for the program. If a student does not complete the program after they have been enrolled (not attended) for the number of hours equal to the program length, certification will cease. The VA will not pay benefits beyond the required program length.

Signing Up for V.A. Benefits

- See the Veteran's Financial Aid Specialist. You should also pick up a Financial Aid Packet to find out if you are eligible for a Pell Grant or other aid.
- You will fill out the following school forms:
 - The Evaluation of Previous Training Form
 - Corresponding transcripts (if applicable)
 - Acknowledgement Form
- After all documents are submitted to the Financial Aid Office, MTC's VA Certifying Official will certify your enrollment.

Ch. 30, 35, and 1606 Students must certify their enrollment at the end of each month by calling 1-888-442-4551. Certifying hours after withdrawing will result in an overpayment and any funds received will be collected by the VA.

Deferments

A deferment of tuition and fees will be issued for all VA Chapter 31 and 33 beneficiaries. This deferment will be for up to ninety (90) days following certification of enrollment to VA for payment. Once the VA Deferment is in place on the student account MTC will not:

- Prevent the student's enrollment, if not on VA or academic probation/suspension;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources 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, provide a written request to be certified, and/or provide additional information to properly certify the enrollment as described in other institutional policies.

Waiver of Out of State Tuition

Many active-duty personnel and veterans, as well as dependents, who are receiving Transfer of Entitlement benefits under the Post 9/11 GI Bill may be eligible for a waiver of the out of state portion of their tuition and fees.

Contact your veteran advisor for details and requirements.

Other information for Veterans:

- Initial checks usually take from four to six weeks after the Educational Certification is completed.
- You will be monitored for your grades and attendance each month. Please be aware of the attendance and grade policy.
- If there are any changes (class, address, etc.) you are to inform us immediately.
- The VA will not pay students for a Leave of Absence; if you have been approved for a LOA by your counselor your enrollment will be terminated in VA. You will be re–certified when you return to school.

The VA will not pay you for breaks that occur throughout the year.

Program Transfers

MTC follows FL State Statute 1007.24 sections 7 and 8 in awarding transfer credit for incoming applicants/students. An official transcript must be provided by the applicant/student.

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary

educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution.

The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution.

The award of credit may be limited to courses that are entered into the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students. Participating postsecondary institutions receiving transfer course credit must accept and apply general education courses and credit in accordance with this section, s. 1007.25, and other provisions of law, including credit earned through Career Dual Enrollment, course equivalencies, and other acceleration mechanisms, as first satisfying general education core course credit requirements and other general education subject area course credit requirements before applying the course credit as elective credit.

HEALTH AND SAFETY

Campus Security Report

This report contains emergency information, crime definitions, and crime statistics for Manatee Technical College. It is designed to provide information concerning safety and security on all Manatee Technical College campuses should an emergency occur. The document is located on this webpage: <https://www.manateetech.edu/quick-docs/>

Controlling the Spread of Communicable Diseases

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety. To protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization under Policy 5320, and other means for controlling communicable disease spread through normal interaction in the school setting as set forth in Policy 8450.

Counseling/Treatment Programs

MTC is committed to providing each of its students and staff with a drug-free environment in which to attend classes and work. From a safety perspective, the users of drugs or alcohol may impair the well-being of students and staff, interfere with MTC's educational environment, and result in damage to college property.

Therefore, the college's policy is that the unlawful manufacturing, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances or alcohol is prohibited on all MTC campuses or as part of any college-sponsored activity. MTC encourages the identification and treatment of alcohol and chemical dependency in its early stages before school or work is affected.

Students interested in speaking with someone on campus may contact a career counselor at 941.751.7900. The following organizations offer drug/alcohol counseling and treatment programs:

Alcoholics Anonymous: <https://www.aa.org/>

Centerstone: <https://centerstone.org/locations/florida> and <https://centerstone.org/locations/florida/facilities/centerstone-bradentonhospital-and-addiction-center/>

Manatee County Health Department: <https://manatee.floridahealth.gov/programs-and-services/community-health/substance-use-disorder/>

Drills & Emergencies

Regulations require that multiple fire drills be held periodically during the school year. In addition, the college also has other emergency drills. Each exit in each campus building is clearly indicated. During all drills, follow the instructor's directions. Causing a false alarm or reporting an alarm that is false, is a criminal offense in the State of Florida. In case of emergency situations requiring evacuation, students should follow evacuation routes. In other emergencies, students should go to the designated safety areas inside the buildings as directed or exit the building if safe. Students and staff must participate in all emergency drills.

Drug Screenings

Drug screenings are mandatory due to the equipment used in the program, clinical site and apprenticeship requirements.

Students must participate in a drug screening in the following MTC programs:

Automotive Collision Technology Technician	Firefighter I & II	Paramedic
Advanced Manufacturing	Florida Law Enforcement Academy	Patient Care Technician
Building Trades & Construction	Heating, Ventilation and Air Conditioning	Pharmacy Technician
Dental Assisting	Machining/CNC Production	Practical Nursing
Diesel Mechanic	Marine Service Technologies	Surgical Technology
Electrician	Massage Therapy	Select Apprenticeships Based on Employer Requirements
Electrical and Instrumentation Technology 1	Master Automotive Service	Welding
Emergency Medical Technician	Medical Assisting	
Emergency Medical Technician Combined/Fire	Nursing Assistant	

Drug testing will be done randomly throughout the academic year. During the drug test, the students will be asked to submit to a urinalysis or oral fluid test. Drug screenings are completely confidential and will only be shared with appropriate college personnel, and parents or guardians of high school students under the age of 18. Students must test negative to remain in the program and avoid consequences.

Exceptions will be made if medical documentation is provided to explain the validity of a legally prescribed chemical presence. All prescriptions must be in the original container and dated within one year. **This does not include a physician's order or referral for a medical marijuana prescription or card.**

If a student tests positive based on a urinalysis test, the specimen will be sent for lab confirmation. The student may not participate in activities involving heavy machinery, clinical site activities, or any activity that can cause harm to themselves or others during this waiting period. If the lab confirmation is concluded positive, it will result in immediate withdrawal from the program. If a student tests positive based on a swab test, this will result in immediate withdrawal.

In addition to the above, if a student is in a dual-enrolled high school program, the parent will be notified, the high school will be notified, and the student will be returned to their districted high school.

Reasonable Suspicion: If any student during the school year exhibits suspicious behavior in or around Manatee Technical College or clinical site, the instructor will immediately secure help from a second instructor, administrator, or faculty member. The emergency hotline for drug testing will be called immediately. The student will be escorted to the office to wait for the drug testing company to come and test the student. Reasonable suspicion may result in a urinalysis test. If alcohol is suspected, the student may be subject to a breath alcohol test.

Refusal of Testing: If a student leaves for any reason before or after the drug testing company arrives, it will be considered a positive drug test, and appropriate consequences will be followed.

Drug/Alcohol Abuse and Prevention

Students shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or synthetic substance defined in F.S. 893.03, or substitute for such, hemp, Cannabidiol (CBD), alcoholic beverage (including powdered alcohol), inhalant or intoxicant, or over the counter drugs outside of the medication policy. This applies to school grounds before, during, or after school hours, or off the school grounds, at a school activity, function, or event.

Also, students shall not possess, have under their control, sell or deliver any device, or contraband, instrument or paraphernalia containing the substance or substances described in this paragraph, or any residue of such substance, or devices intended for use or used in injecting, inhaling/huffing, smoking, administering, or using any of the foregoing prescribed drugs, narcotics or stimulants.

Suspected Overdose

District schools may maintain an on-site supply of the opioid antagonist Naloxone, following guidelines established in Board Policy 5780 and F. S. 499.003. Naloxone is a medication that is used to reverse an opioid overdose. If any student or staff are suspected of having an opioid related overdose, Naloxone will be administered by a trained staff member as a life-saving measure.

Bullying and Harassment

Conduct that constitutes bullying or harassment, as defined below, is prohibited.

Bullying: (intimidating behaviors that are repeated, intentional, and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.

Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.

Both bullying and harassment are prohibited at school, during school related activities (whether on or off campus), and through the use of computer or other electronic devices, which is known as cyberbullying. Cyberbullying and harassment are also prohibited through off campus social media, phone calls, or text messaging if such behavior disrupts the orderly environment of any district school or activity or interferes with the educational opportunities of others.

If you engage in bullying or harassment, the consequences and appropriate disciplinary action may range from performance improvement plan up to and including suspension, or withdrawal from program. Bullying should be reported to the appropriate school administrator or through the School District of Manatee County's anonymous reporting system ([FortifyFL \(getfortifyfl.com\)](https://getfortifyfl.com)).

The Florida Department of Law Enforcement sexual predator and sexual offender registry website and the toll-free telephone number that gives access to sexual predator and sexual offender public information pursuant to Florida law. The

Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website may be accessed at:

<https://offender.fdle.state.fl.us/offender/sops/home.jsf>

FDLE toll free number: 1.888.357.7332 (for TTY Accessibility: 1.877.414.7234)

Hazing

Hazing is defined as any action or situation that endangers the mental or physical health or safety of a student for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Dating Violence or Abuse

Teen dating violence is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager.

Abuse may include, insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. Students, parents, or legal guardians are encouraged to report any act that may be dating violence and abuse anonymously or in-person to the principal or the principal's designee.

Severe Weather

Manatee Technical College will follow the School District of Manatee County's severe weather closures. Watch the situation on TV or online or listen to local weather reports for announcements of school closings.

Student Accidents & Injuries

In the event of an accident or injury on campus, students are responsible for notifying the instructor or other MTC personnel immediately. Faculty/staff will handle injuries such as superficial lacerations or abrasions. Emergency medical services will be contacted for a serious injury or medical condition. All students should have emergency contact information in Campus Solutions.

Limited Student Accident Insurance – Full-time, Career Preparation and Adult Education students attending any campus day or night are covered, as are students on clinicals and field trips. Students attending Continuing Education are not covered. High school students are covered through the district's policy and do not

pay the fee. Again, all accidents must be reported to an instructor or available staff member immediately. Student accident insurance is a secondary insurance policy. Students should file an initial claim with their own insurance first.

Firearms Detection Systems Screening at SDMC Schools

The safety of our staff and students at the School District of Manatee County is our number one priority. To enhance our security efforts at our schools, we have a high-tech security scanner firearms detection system and a firearms detection canine to screen students and visitors for firearms.

Firearms are not permitted on any School District of Manatee County (SDMC) property. All students and visitors entering District property may be required to submit to a weapon detector screening to ensure no weapons are brought onto the premises. Bags, purses, backpacks, etc. may also be screened using metal/weapon detecting wands and/or by hand. Refusal to cooperate with the screening procedure will result in the denial of entry and/or disciplinary action for the student.

Threats Against Schools and Persons

Students who are involved in making a destructive device, fake destructive device, or planning the use of such a device, either at school, or at a school activity, or while at school or at a school activity, may be withdrawn and reported to law enforcement. The same actions will be taken if any threats are made against the school, school property, school personnel, or students, regardless of any disruption on campus or any school related function. This includes direct, veiled, or implied threats communicated verbally, in writing, or through social media platforms. Students who make any such threat will be referred to the school's threat management team. This team is charged with helping to ensure the safety of all persons at your school and will take steps that may include interviews with friends, teachers, staff, parents, or employees regarding any concerns. The threat management team is also responsible for making referrals for 18 mental health services and to law enforcement for continued investigation, if it is determined a student poses a concern or threat to the school or any member of the school community. Students are subject to school-based consequences for any threats communicated online or through the use of technology, regardless of the time, day, or location where the threat was made.

F.S. 1006.13

“Making a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation,

or a school-sponsored activity. District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student who has a disability, the district school board shall comply with applicable State Board of Education rules.”

Reporting Threats or Suspicious Activity

Students, staff, or any individual may report threats, or any concerning behaviors exhibited by a member of the school community. All persons are strongly encouraged to be vigilant of potential signals, warning signs, threats, and should report concerns immediately. This is particularly true of online or social media posts. FortifyFL is an app specifically designed by the State of Florida to assist students and parents in reporting suspicious or concerning behavior which may be downloaded to mobile devices for immediate reporting.

Note: If you make a threat or false report - to include a bomb threat, bomb threat hoax, or a knowingly false report concerning the use of a destructive device or firearm in a violent manner, as defined by F.S. 790.162 and 790.163, involving a school or school personnel’s property, school transportation, or a school-sponsored activity, you may be expelled (with or without continuing education services) from your regular school for a period of not less than one full year, as well as referred for criminal prosecution and mental health services identified by the school district, pursuant to F.S. 1012.584 (4) for the evaluation or treatment, when appropriate (F.S. 1006.07(2)(l)). The Superintendent may consider the expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program, if it is determined to be in the best interest of the student and the school system. Commission of either of these offenses is a second- degree felony, punishable by up to 15 years' imprisonment and a \$10,000 fine. The School Board must maintain a policy for all threats to commit violence or harm. Even threats made in jest or in exaggeration must be treated as serious and may subject the student to suspension, reassignment, or expulsion. This includes simulating realistic gunfire, explosions, or acts of violence using apps or other technology. If a student makes a threat of violence, the school administration will assess the situation and, where appropriate, take administrative action.

Technology and Internet Safety Policy

Technology is an integral part of a student's educational experience and must be used in a way that is consistent with the goals of the School District of Manatee County (SDMC). Technology includes, but is not limited to, computers, tablets, other electronic devices, software, email, the Internet, and other network resources. Student use of technology is a privilege, and students are responsible for using it appropriately. This includes use of district technology while off school property. The following are improper uses of technology:

The following are improper uses of technology:

- Photographing, recording, or using images of any person without their knowledge or consent.
- Accessing pornographic or obscene images, language, or materials, including screen savers. Transmitting any material in violation of federal, state, local law, School Board policy, regulation, or the District Code of Student Conduct. This includes but is not limited to copyrighted material; threatening, obscene or pornographic material; test questions or answers; student work products; trade secrets; and computer viruses or malware.
- Using technology for commercial activities unless explicitly permitted by the School Board.
- Modifying the original SDMC pre-set software image including but not limited to loading software applications not authorized by SDMC, changing the computer name, changing or removing operating system extensions, altering security/filtering software, altering the pre-loaded operating system or application, or taking apart the computer for access to internal parts.
- Downloading music, games, or videos at any time on a district computer.
- Using cellular phones or other wireless communication devices during unauthorized times of the school day. Cellular phones, tablets, and other electronic devices may only be used on campus before or after school unless your school has different policy restrictions, or you have permission from an administrator or designee.
- Using email, instant messaging, texting, web pages or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community, including engaging in cyber-bullying, harassment, or "sexting."
- Gaining or attempting to gain unauthorized access to SDMC networks, computer servers, or data files.

- Gaining or attempting to gain unauthorized access to non-SDMC networks, computer servers, or data files utilizing SDMC equipment.
- Using profanity, obscenity, or other language which may be offensive to another person, or reposting personal communications without the author's prior consent, when using computer network access.
- Downloading or printing any material that is deemed inappropriate by the School District.
- Attempting to log onto the SDMC network or other district affiliated systems using another's identity or password
- Sharing logins and passwords to the SDMC network
- Bypassing or attempting to bypass SDMC filtering software.
- Unauthorized disclosure use and dissemination of personal information regarding students, unauthorized online access by students, including hacking and other unlawful activities, and access by students to inappropriate matters on the Internet is prohibited.

NOTE: There is no right or expectancy of privacy on District provided or owned technology. College officials may review any information or files on such technology at any time.

Artificial Intelligence (AI)

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology and Natural Language Processing (NLP) tools may have in the District's educational program and operations.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies.

Unauthorized use of AI/NLP tools is considered a form of plagiarism per Policy 7540.08 and any student found using these tools without permission will be disciplined in accordance with the Student Code of Conduct.

Students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical manner, including proper citation.

Unauthorized use of AI/NLP tools during assessments is considered cheating.

Tobacco-Free Policy

Possession or use of tobacco on school grounds is illegal. If a student is caught smoking or in possession of tobacco, a law enforcement officer may give the student a written citation. In addition to possible fines, students caught using or possessing any form of tobacco, including electronic cigarettes at school, at any school-sponsored activity, will receive a disciplinary consequence. Tobacco or nicotine products include cigars, cigarettes, dip, snuff, dissolvable tobacco products (e.g. gum, mints, or dissolvable strips) and electronic smoking devices. Additionally, any electronic smoking device is subject to field testing or illicit substances and will be confiscated.

POLICIES AND PROCEDURES

Academic Integrity

As a part of the School District of Manatee County, Manatee Technical College is committed to fostering a culture of academic integrity. Students, instructors, administration, and parents understand that hard work produces excellent results.

All students are expected to uphold the highest standards of academic honesty by completing their own work, properly citing all sources used, avoiding plagiarism, not sharing answers with others during exams, and not engaging in any form of unauthorized collaboration on assignments, unless explicitly permitted by the instructor: any violation of these principles may result in disciplinary action, including failing grades or other academic sanction.

CHEATING includes all the following but is not limited to:

- Copying the work of others or claiming someone else's work.
- Allowing others, including family, friends, or classmates to complete assignments.
- Completing work for someone else.
- Using archived work from previous terms.
- Sharing answers, questions, or work, unless specifically instructed to do so by my classroom teacher.
- Participating in inappropriate testing behavior.
- Using electronic devices, the Internet, or social media to achieve any of the above.
- Plagiarizing, whether it is done intentionally or accidentally.

- Representing work generated by artificial intelligence (AI) or submit such work in a way inconsistent with the teachers' expectations.

PLAGIARISM includes all the following but is not limited to:

- Copying from sources without directly quoting and properly citing those sources.
- Paraphrasing from sources without citing those sources or taking ideas from sources without citing those sources.

Career & Technical Education Attendance

Please note that attendance is crucial for student success and active participation in the learning process. Students are advised to prioritize their attendance and engage fully in their classes.

Students are required to attend all classes regularly and punctually. Arriving after the start of class is considered a tardy and three or more tardies are considered habitual and may result in an attendance referral and disciplinary action.

There are no excused or unexcused absences. A student is either present or absent. Any Student that is absent for more than 10 percent of an Occupation Completion Point (OCP) may be withdrawn based on the recommendation of the instructor's, career counselor, or administration recommendation. All time out of class will be recorded including tardies, returning late from break, and leaving early and that time will count towards the 10 percent attendance requirement. Habitual time out of class may result in a referral and disciplinary action. Attendance resets at the beginning of each OCP. Students who are withdrawn from a program due to excessive absences may not be eligible for a refund of tuition or fees.

Students attending an approved field trip or other college-sponsored activity are marked present. If a student is unable to attend a scheduled class or field trip, the student shall contact the instructor to self-report the absence. It is the responsibility of the student to keep track of their attendance. Some programs may require more stringent attendance policies due to licensure and/or state certification requirements.

High school students are expected to follow the MTC attendance policies. High school students who drive to campus or ride with a driver are expected to arrive and leave the classroom at regular MTC school hours (not high school bus hours).

Withdrawal Due to Attendance

- **First Withdrawal:** A student withdrawn due to poor attendance may apply for readmission for the next course start date within the OCP that the student was withdrawn. Students previously withdrawn for attendance reasons and who are later readmitted will be required to comply with a Performance Improvement Plan to remain in the program. See Specific Program Policies for more information.
- **Second Withdrawal:** A student withdrawn for poor attendance a second time must be out of school until the next school year begins and may apply for readmission; the student will be accepted on a space-available basis. A Performance Improvement Plan must be signed before the student can re-enter the program. See Specific Program Policies for more information.
- **Third Withdrawal:** Any student withdrawn for poor attendance a third time may apply for readmission after one school year. See Specific Program Policies for more information.

In first, second, or third withdrawal for poor attendance, extenuating circumstances dealing with disciplinary removal from a program will result in a review by administrative committee prior to a student being allowed to return to program or school. This attendance policy emphasizes the importance of regular class attendance for academic success and ensures that students maintain consistent engagement with the course material and learning objectives.

Withdrawals Due to Disciplinary Infractions

Withdrawals related to disciplinary infractions will result in a review by the leadership team prior to a student being allowed to return to MTC.

Some programs may require more stringent discipline policies due to licensure and/or state certification requirements.

Program Re-Entry and Course Validity

Students who withdraw or stop attending must return to their program within 24 months of their last date of attendance for previously earned coursework to be applied toward program completion.

Students returning after more than 24 months may be required to repeat some or all coursework, based on a review of program requirements and student progress. If program curriculum or standards have been updated by the Florida Department of

Education since the student's last enrollment, students may be required to retake coursework to ensure alignment with current industry and educational standards.

ESOL Attendance Policy

The MTC Adult Education attendance policy follows Florida Statutes. Students are expected to attend classes daily and arrive on time. Absences should occur only in extenuating circumstances. There are no excused or unexcused absences—a student is either *present* or *absent*.

Face-to-Face and Hybrid Students

Students are required to participate in 10 hours of instruction per week. According to FLDOE policy, students who do not meet this requirement may be withdrawn from the ESOL Program.

Consecutive/Excessive Absences

- 6 consecutive absences or 15% excessive absences within a semester will result in withdrawal from the program.

Late Arrivals

- 3 tardies or leave early = 1 absence. If both occur in the same class session, the student will receive 2 tardies.
- 15% tardies or leaving early within a semester will result in withdrawal from the program.

Online Students

- 2 consecutive weeks of zero or low hours will result in withdrawal from the program.

Dress Code

Students must wear an MTC uniform T-shirt and student ID badge in all MTC buildings.

Withdrawn Students

Any student withdrawn due to poor attendance and/or failure to complete a state-required post-test must sit out for one semester before re-applying to the GED Program.

GED Attendance Policy

The MTC Adult Education attendance policy follows the Florida Statute.

Students are expected to be in class daily and on time. Absences should only occur in extenuating circumstances. **There are NO excused and unexcused absences** -- a student is either present or absent.

All GED students--both face-to-face and online-- must participate in at least 10 hours of instruction per week. According to FLDOE policy, students who fail to meet this requirement may be withdrawn from the GED program.

Face-to-Face Students

- 8 total absences in a semester are considered excessive and will result in withdrawal.
- 6 consecutive absences in a semester will result in withdrawal.

Tardies and Early Departures

- Arriving 1-14 minutes late or leaving 1-14 minutes early results in a tardy.
- If both occur in the same class session, two tardies will be recorded.
- 3 tardies or early departures = 1 absence.
- Arriving 15 or more minutes late or leaving 15 or more minutes early results in an absence.
- Students who abuse any part of the attendance policy may be dismissed from the program.

Online Students

- 4 weeks below the minimum 10-hour weekly requirement is considered excessive and will result in withdrawal.
- 2 consecutive weeks with zero hours will result in withdrawal.

Withdrawn Students

Any student withdrawn due to attendance violations and/or failure to complete a state-required post-test must sit out for one semester before re-applying to the GED Program.

Use of Social Media

The School District of Manatee County allows schools, students, teachers, and staff to use social media for enhancing classroom learning and communication among members of the SDMC community.

Student use of District-approved social media platforms must be consistent with all aspects of the Code of Student Conduct and must abide by Section 501.1736, Florida Statutes.

For School Board Policies regarding student use of social media, please visit the District website at www.manateeschools.net/policy to review the Student Social Media Guidelines and the School Board Policy Manual with Policy 7544 “Use of Social Media” and Policy 7540.03 “Student Technology Acceptable Use and Safety”.

Cell/Mobile Phones

Students may not use wireless communications devices during instructional time, except when expressly directed by an instructor solely for educational purposes or in designated areas determined by the instructor or school administration.

Students may use cell phones before and after school, while on break, and during lunch. During a lockdown, you must silence your cell phone.

The school board is not responsible for theft, loss, damage or vandalism to electronic devices or technology brought onto its property, or vehicles or used during or for school related purposes.

Dress Code

The dress and grooming of MTC students shall be neat and clean, promoting a safe and positive educational environment. Apparel that disrupts educational activities and processes of the school may result in the removal of the student from the regular learning environment until acceptable apparel can be secured for the student. Failure to comply with the dress code may result in disciplinary consequences outlined in state statute and the district discipline matrix. Pursuant to F.S. 1006.07, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the learning environment will have specific consequences.

Requirements for student dress in all schools are listed below:

- All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times.
- All shirts, tops, and dresses shall have sleeves and cover the shoulders.

- Shorts, skirts, skorts, and dresses, are allowed. They must be mid-thigh length or longer.
- All trousers, pants, or shorts must fully cover undergarments and worn at the waist.
- All clothing, jewelry, body art, tattoos or nail art, shall not have profanity, violent images, weapons, wording, or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs, political, or advertisements for such products.
- Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers. Each program may specify footwear needed for safety in the classroom.
- Form-fitting leotard/spandex type clothing (to include shorts and leggings) are allowed with proper garments that cover to mid-thigh length or longer.
- See-through or mesh fabric clothing may only be worn over clothing meeting requirements.
- Sleepwear shall not be worn as outer garments.
- Sunglasses may not be worn inside unless a doctor's note is provided to the school. Outdoor activities are an exception with instructor approval.
- Bandanas or sweatbands are not allowed to be visible on school grounds during regular school hours.
- Hats, headphones or other head coverings cannot be worn while in the building unless it is part of the official MTC uniform or the student has permission of the director, assistant director, or designee. They may be worn during outside activities with permission of the director or designee.
- If the program has a mandatory school uniform policy, the student must adhere to those requirements. Official program specific MTC uniforms must be worn as the outer most garment.

ID Badges

All students must always wear their MTC identification badge. It must be always visible while on campus. IDs are part of the facility and equipment use fee during initial enrollment. The MTC badge is to be worn below the shoulder and above the waist. If lost or misplaced, a new ID must be purchased in the MTC Outfitters bookstore for \$10.

Parking

All student-driven vehicles must have a parking tag that can be obtained from the MTC Outfitters bookstore on the Main Campus or from the front desk in the Conard Building at East Campus.

Students must have a valid driver's license to be issued a parking permit. The cost is part of the administrative fee; the tag must always be displayed on the vehicle.

No skateboards or hoverboards are allowed on campus.

Neither Manatee Technical College nor the School District of Manatee County is responsible for damage or theft to cars, trucks, bicycles, motorcycles, etc., or their contents. Student parking tags can be revoked by the school administration for unsafe driving practices, grounds, or property destruction by vehicles and/or continued disregard to park properly in designated areas.

Do not park in no parking designated yellow striped areas, visitor parking or in disabled parking unless you are a visitor or have the proper permit. Violators will be towed at the owner's expense.

Personal Property

Although the school attempts to maintain a safe and secure environment, theft and loss do sometimes occur. All personal property in possession of the student should be identified with the student's name. The school disclaims responsibility for any lost, stolen, broken or confiscated property. Students bring such items to school at their own risk. Students are expected to turn into the office any found times.

Searches and Seizures

Lockers, vehicles, purses, backpacks, and other personal possessions may be searched if there is a reasonable suspicion that any of them contain drugs, weapons, contraband, or other items not permitted on campus. Students are expected to cooperate fully with the school administration in all searches and investigations. Failure to fully cooperate may be grounds for the school administration to infer that the student is in possession of contraband or illegal items and the matter will be referred to law enforcement as deemed necessary. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school.

Routine checks by the dogs are not considered a search; however, an alert by the dog gives reasonable suspicion for a search. Dogs may not check students themselves to determine probable cause for a search. The use of trained dogs is a

safety precaution to provide you with a safe school in which to learn. Metal detectors may be used on campus.

Talent/Participant Release

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA requires that the School District of Manatee County, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from a child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from education records in certain publications. Examples include but are not limited to:

- Advertisements
- Press Releases
- Honor Roll or other lists.
- Graduation programs
- SkillsUSA, HOSA, Honor Societies, activity sheets.
- Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.
- Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and law enforcement agencies.

If you are over the age of 18 and object, you must object in writing to your instructor who will inform Manatee Technical College Administration. If parents of a minor do not want the School District to disclose directory information from their child's education records without prior written consent, they must notify MTC in writing by September 15th of each year or within 30 days of receiving this annual notice. The School District has designated the following information as directory information:

- Student's name.

- Electronic mail address.
- Photograph or other likeness.
- Date and place of birth.
- Major field of study.
- Dates of attendance.
- Grade level.
- Participation in officially recognized activities.
- Degrees, honors, and awards received.
- The most recent school attended.

NOTE: Objecting to the release of directory information may result in your name, photograph, video/audio and other directory information being excluded from publications and press releases. Both parents have a right to see the school records of their child under the age of 18 unless there is a certified copy of a court order on file at the school that specifically denies the right to access school records. Copies of school records are available for a minimal copying charge. If you have any questions about these rights, please contact your school office.

Uniforms

MTC has a program-specific uniform policy. All students are required to wear their program's uniform shirts (and pants, and specific shoes, if required) as the outermost garment. Refer to individual Program Guidelines for exact details, including program-specific information regarding hair, makeup, and jewelry.

Video Cameras on Campus

Video surveillance is in use on each campus. In order to maintain a safe environment for students, staff and the public, and to control vandalism and criminal activity on School District Property, the district has installed and will utilize video surveillance systems on School District property. Any activities recorded on the video cameras may be used for school discipline or for law enforcement purposes. Federal and state law governs disclosure and use of video material, and such material could become part of a student's record. Requests for school videos are exempt under Florida Statute as well as FERPA-34 CFR s 99.12, unless under a subpoena.

Student Discipline

For a detailed description of Student Discipline, you can locate the School District of Manatee County Code of Student Conduct on the District website at

www.Manateeschools.net. Click on “Parents and Students” then “Student Code of Conduct.”

The discipline matrix is a tool that helps ensure a consistent and progressive response to discipline at Manatee Technical College. Disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions beginning with Level 1, petty acts of misconduct, culminating in Level 4 offenses, the most serious threats to safety.

Corrective responses to infractions become progressively more severe as one moves upward in the levels of misconduct. It is the administrator’s or their designee’s responsibility to determine the level of the offense that has been committed and the appropriate response.

In certain circumstances, a combination of corrective measures may be appropriate. It is important to understand that certain programs might have different and more severe corrective measures based on program guidelines. The Manatee Technical College Director or designee may assign additional consequences for behaviors as long as these consequences do not violate school board policy or state statutes.

Disciplinary Infractions and Administrative Actions

Action Code	Administrative Action Type
CAW	Counseled and Warned
CFS	Confiscation
EXP	Expulsion
FIN	Fine Charged
LOP	Loss of Privileges
LPP	Loss of Parking Privileges
OSS	Out-of-School Suspension
PIP	Performance Improvement Plan
RES	Restitution
RLW	Referral to Law Enforcement
W/D	Withdrawn
Zero	Student receives no grade for work

Level 1

Infractions	Administrative Actions
• Disrespect towards Others • Disruptive Behavior • Dress Code Violation • Failure to properly display student ID (1st Offense) • Horseplay • Medication Policy Violation • Tardies, Habitual • Technology – Inappropriate Use or Unauthorized Use • Violation of Attendance Procedures • Out of Area	• CAW • LOP • LPP • OSS • PIP • RES

Level 2

Infractions	Administrative Actions
•Aggression, Non-Physical •Aggression Towards Object •Cheating or Plagiarism •Contraband – Possession •Defiance •Disrespect to Staff or Authority •Inappropriate Behavior •Leaving Campus without Permission •Lying to Staff or Authority •Theft (Less than \$750) (LE-Optional) •Vandalism (under \$1,000) (LE – Optional)	• CAW • EXP • LOP • LPP • OSS • PIP • RES • RLW • W/D • Zero

**** FS 1006.09(1)(b)**

Written notification, within 24 hours, by U.S. Mail(LE)

Notify Law Enforcement

Level 3

Infractions	Administrative Actions
• Aggression, Physical • Alcohol Possession or Use or Distribution (LE- Optional) • Bullying (LE- Optional) • Contraband, Sale • Drugs – Poss./Use (LE- Optional) • Endangerment • Fighting • Harassment (LE) • Hazing • Other Serious Misconduct • Sexual Harassment (LE) (DCF) • Sexual Other (S) (LE) (DCF) • Theft (over \$750) (S) (LE) • Tobacco Possession or Use • Trespassing (LE) • Vandalism under \$1,000 (LE- Optional)	• EXP • LOP • LPP • OSS • PIP • RES • RLW • W/D

****FS1006.09**

Written notification, within 24 hours, by

U.S. Mail (LE) Notify Law Enforcement

Level 4

Infractions	Administrative Actions
•Arson (LE) •Battery - Aggravated (S) (LE) •Burglary •Disruption on Campus (LE) •Drugs, Distribution/Sale (LE) •False Accusation •Fighting (LE-Optional) •Off Campus Arrest Charge •Other Major (LE – Optional) •Robbery (LE) •Sexual Assault (LE) •Sexual Battery (LE) (DCF) •Simple Battery/Physical Attack (LE – Optional) •Threat/Intimidation (LE) •Weapon-Like Contraband Possession. •Weapons – Possession or Use of (LE) (LE-Optional)	• EXP • OSS • RLW • W/D

**** FS 1006.09(1)(b) Written notification, within 24 hours, by U.S Mail**

(LE) Notify Law Enforcement (≠) Report to Law Enforcement

STUDENT SUPPORT

Freedom of Expression

First Amendment Freedom of Expression In 1969, The United States Supreme Court ruled that public school students do not leave their constitutional right to freedom of expression at the schoolhouse gate. Students have a right to freedom of expression; however, when students exercise this right, students must do so in a responsible manner that does not cause a disruption of the school or a school activity. The director may impose reasonable time, place and manner restrictions on your exercise of First Amendment freedom of expression rights.

Administrators must take proactive steps to make sure students remain under appropriate supervision during school hours, and instructional environments remain safe and focused on learning. If possible, before imposing reasonable time, place and manner restrictions, the principal will consult with the School District General Counsel and will notify the Superintendent (or designee) in such cases. If it is not possible to consult the School District General Counsel beforehand, the principal will do so as soon as possible. See Rule 6A-10.081 Florida Administrative Code for more information.

Student Grievances

When initiating a grievance, the student should first make every reasonable effort to resolve the issue with the instructor or staff member concerned.

If the situation cannot be resolved, the student should see the career counselor, or program director to discuss the grievance. During this meeting, the counselor/director/coordinator will assist the student in documenting the grievance, the actions that need to be taken towards resolution, and the results of those actions taken.

If a resolution cannot be reached, the student will make an appointment with the campus Assistant Director. During this meeting, the Career Counselor can be present as the student's advocate. All further actions taken, and the results of those actions must also be documented. If a resolution is not reached by this point, the Assistant Director will organize a Grievance Hearing that consists of a non-partisan group that will review all the documentation compiled. They will then separately discuss the grievance with the student and the instructor/staff member.

The members of the group will then discuss the findings and arrive at a mutually agreed upon resolution. This resolution will be presented separately to the student

and then to the instructor/staff member. If the student is not satisfied with the Grievance Hearing resolution, the next step is to:

Make an appointment to meet with the MTC Director. All previously collected documentation, including the resolutions derived from the Grievance Hearing, will be forwarded to the MTC Director for review prior to the meeting with the student. If resolution cannot be reached at the college level, the student may: Seek resolution at the district level from the following individuals in the following order: Executive Director of Curriculum and Instruction; Deputy Superintendent of Instruction; Superintendent of Schools; and finally, the School Board of Manatee County.

If the issue cannot be resolved at the district level, the student may contact the Florida Department of Education Division of Career, and Adult Education.

<https://www.fldoe.org/academics/career-adult-edu/division-directory.shtml>

If the student believes the complaint has not been addressed satisfactorily, after exhausting all Manatee Technical College's complaint or grievance procedures, the student may contact:

Council on Occupational Education

7840 Rosewell Road, Building 300, Suite 325

Atlanta, GA 30350

Phone: 800.917.2081, FAX: 770.396.3790 <http://www.council.org>

Lost and Found

All articles found on campus are to be turned into the Administration Office. Lost articles not claimed may be disposed of after 30 days. Lost money not claimed during the school calendar year is deemed abandoned and becomes property of Manatee Technical College after July 1. Manatee Technical College and the School District of Manatee County are not responsible for lost, stolen, or broken items while on campus.

Student Clubs / Activities

HOSA-Future Health Professionals

HOSA-Future Health Professionals is a global student-led career and technical student organization endorsed by the Florida Department of Education, the U.S. Department of Education and the Health Science Education Division of the Association for Career and Technical Education (ACTE). The mission of HOSA is to empower future health professionals to become leaders in the global health

community through education, collaboration, and experience. Its purpose is to develop leadership and technical skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the health science education instructional program. HOSA provides opportunities for students to develop, practice and refine their technical, leadership, and teamwork skills to achieve a seamless transition from education to a health care career. The MTC postsecondary/collegiate chapter is open to any student enrolled in a postsecondary health science program during the current school year.

SkillsUSA

SkillsUSA is a national career and technical student organization that serves trade, industrial, and technical students, and instructors. SkillsUSA is endorsed by the Florida Department of Education, the U.S. Department of Education and the Association for Career and Technical Education (ACTE). SkillsUSA is dedicated to developing a well-rounded education by enhancing leadership, citizenship, safety, and skill training. Members compete on regional, state, and national levels in their skill areas as well as leadership and occupationally related contest areas. The instructors and staff at Manatee Technical College support and encourage participation in this student organization.

National Adult Education Honor Society (NAEHS)

The National Adult Education Honor Society is a national organization providing “meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs and to create adult education awareness with school administrators and state legislators.” Students are nominated by their instructors “based on dependable attendance, a cooperative attitude, and work ethic.”

National Technical Honor Society (NTHS)

The National Technical Honor Society (NTHS) is the honor society for Career & Technical Education (CTE). As a national non-profit student organization, NTHS has been recognizing outstanding student achievement in CTE since 1984. Having served well over 1.2 million members in campus chapters across the country and beyond. NTHS continues to support the next generation of skilled workers and leaders through chapter activities built around the core four objectives of career development, leadership development, service, and recognition.

Students are nominated by their MTC instructors for maintaining an “A” average in their CTE coursework, met all requirements on their exams and possess the

highest level of the characteristics of NTHS such as honesty, respectfulness, responsibility, and work ethic.

Where To Go for Help

MTCdashboard.net

For class schedules, grades, assignments, financial balance, financial aid, academic advising notes, view items you need to submit or outstanding fees and update personal information visit: <https://www.manateeschools.net>

Career and Technical Education - Annual Notice of Nondiscrimination

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

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

Title IX

Title IX of the Education Amendments Act of 1972 is a federal law, enacted in 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from participate in, be denied the benefits of, or be subjected to the discrimination under any education program or activity receiving Federal financial assistance."

The United State Department of Education requires school districts to follow a specific Title IX Grievance Process while investigating allegations of sexual misconduct. The Office of Civil Rights of the United State Department of Education considers sexual misconduct (including sexual harassment, sexual violence, sexual assault, and intimate partners violence) to be a form of sexual discrimination and requires the school districts to take immediate and effective steps to respond to sexual misconduct.

For a Title IX investigation to apply, the incident must have occurred in an education program or activity in which the district has substantial control over both the respondent and the context in which the incident occurred.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. Any School District of Manatee County employee conditions the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “Dating violence” as defined in 34 U.S.C. 12291(a)(10). “Domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Responsibilities and Obligations

The School District of Manatee County takes its obligation to comply with Title IX very seriously.

Notification of Nondiscrimination

The School Board does not discriminate on the basis of race, color, ethnicity, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively “protected classes”) in its programs and activities, including employment opportunities. Equal access to facilities is also provided to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

The Superintendent shall appoint a compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of

1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar to that in the Board's statement above.

Policy 1122 – Nondiscrimination and Equal Employment Opportunity

Policy 3122 – Nondiscrimination and Equal Employment Opportunity

Policy 4122 – Nondiscrimination and Equal Employment Opportunity

Below are the names and contact information of the school district EEO Officer, Title IX, ADA and 504 Coordinators:

Compliance Officer (CO)

Dr. Christina M. Britton

Executive Director, Human
Resources

Walter E. Miller School Support
Center

215 Manatee Ave. W, Bradenton, FL
34205

(941) 708-8770 x41239

[equitycoordinator@manateeschools.
net](mailto:equitycoordinator@manateeschools.net)

Section 504/ADA Coordinators

Post-Secondary (MTC)

Tammy Ralston

Disability Resource Center
Coordinator

Manatee Technical College

6305 State Road 70 East,

Bradenton, FL 34203

(941) 751-7900 x46042

ralstont@manateeschools.net

Title IX Coordinators

Title IX – Schools & Educational
Facilities

Post-Secondary (MTC)

Colleen M. Maynard

Assistant Director, Manatee
Technical College

6305 State Road 70 East,

Bradenton, FL 34203

(941) 751-7900 x46034

maynardc@manateeschools.net

Title IX – Coordinator

Dr. Christina M. Britton

Executive Director, Human
Resources

School Support Center

215 Manatee Ave. W, Bradenton,
Florida 34205

(941) 708-8770 x41239

brittonc@manateeschools.net

MTC THEN AND NOW

On June 12, 1962, the School Board of Manatee County approved the creation of a centralized vocational studies program. Construction began in February 1963 on a 20-acre site at the corner of Little Pittsburgh Road (now 57th Avenue) and 26th Street West. The Manatee County Vocational and Technical Center opened in August 1963 with 218 students in eight programs.

A pioneer in technical education, the center was the first in Florida to receive funding through the Vocational Act of 1963. In 1965, it was designated an “area vocational school” and renamed Manatee Area Vocational Technical Center (MAVTC). Rapid growth followed, with multiple facility expansions completed between 1965 and 1976.

In November 1996, under the leadership of Dr. Mary Cantrell, MAVTC was renamed Manatee Technical Institute (MTI). With strong support from local business and industry, MTI renewed its commitment to innovation and excellence.

MTI expanded significantly in the early 2000s. A new Health Occupations building opened in 2002 at the East Campus, where enrollment quickly doubled within a year and tripled within four years. In 2004, the Office of Program Policy Analysis and Government Accountability reported MTI is “delivering adult vocational programs more efficiently than other districts”.

Additional growth included the opening of the Fire Science Training Facility in 2007, the Law Enforcement Academy and Allied Health building in 2008, and a Palmetto campus in 2011. Construction of a new Main Campus on State Road 70 began in 2011, and the facility opened in January 2013 during the school’s 50th anniversary year. A ribbon-cutting ceremony followed on February 14, 2013. The 210,000-square-foot campus, designed by alumnus Mike Bryant, became a centerpiece for the community. An Adult Education Center was also established at Bayshore High School.

On December 9, 2014, MTI was renamed Manatee Technical College (MTC) following unanimous School Board approval. Leadership transitions included Director Doug Wagner (2014), Dr. Valerie Viands (2017), Wagner’s return in 2023, and Dr. Jodi Kirk who came on board as MTC’s ninth director in 2025.

Today, MTC is one of 47 public technical colleges in Florida, offering articulated college credit in more than 60% of its programs. MTC now serves over 5,000 students annually across three campuses totaling more than 382,500 square feet. MTC has also grown in diversity and access, expanding from limited opportunities for female students in 1963 to a student body that is approximately 48% female and reflecting a richly diverse population.

With more than 40 programs aligned to 15 of the region's fastest-growing industries, MTC plays a vital role in workforce development. Strong partnerships with local organizations and businesses ensure that MTC remains a key contributor to economic growth in Manatee County and that its graduates are well prepared for the future.

Program Catalog

Click a program name to access complete program details.

Career and Technical Programs	Length of Study		Campus Location
	Clock Hours	Months	
Accounting Operations	1050	9	Main
Advanced Manufacturing and Production Technology	600	6	Main
Applied Cybersecurity	750	6	Main
Automotive Collision Technology Technician	1400	12	Main
Baking & Pastry Arts	600	6	Main
Barbering *Part-time night program is 15 months	900	8*	Main
Building Construction Technologies	1050	10	Main
Child Care Center Operations	45	8 weeks	Main
CNC Production Specialist	600	6	Main
Computer-Aided Drawing and Modeling	1200	11	Main
Computer Systems & Information Technology	900	8	Main
Cosmetology *Part-time night program is 20 months	1200	11*	Main
Dental Assisting Technology and Management-ATD	1230	11	East
Diesel Systems Technician 1	1050	10	Main
Digital Design	1200	11	Main

<u>Digital Photography Technology</u>	1050	9	Main
<u>Digital Video Technology</u>	900	8	Main
<u>Electrical and Instrumentation Technology 1</u>	1000	9	Main
<u>Electricity</u> *Part-time night program is 21 months	1200	10*	Main
<u>Emergency Medical Technician-ATD</u> *Part-time night program is 5+ months	300	3*	East
<u>Facials Specialty</u> *Part-time night program is 3 months	220	2	Main
<u>Firefighter</u> *Part-time night program is 7.5 months	492	4*	East
<u>Firefighter/Emergency Medical Technician-Combined</u> *Part-time night program is 13.5 mo.	792	8*	East
<u>Florida Law Enforcement Academy</u>	770	6	East
<u>Fundamental Foodservice Skills</u>	600	6	Main
<u>Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)</u>	1350	12	Main
<u>Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1</u>	750	13	Main
<u>Machining Technologies</u>	1500	13	Main
<u>Marine Service Technologies</u>	1350	11	Main
<u>Massage Therapy</u>	750	10	East
<u>Master Automotive Service Technology</u>	1800	16	Main
<u>Master Automotive Service Technology 1</u>	1050	18	Main
<u>Medical Assisting</u>	900	6	East
<u>Nails Specialty</u>	180	3	Main
<u>Nursing Assistant</u>	165	5 weeks	East
<u>Paramedic - ATD</u>	1100	12	East
<u>Patient Care Technician</u>	600	6	East
<u>Pharmacy Technician ATD</u>	1050	9	East
<u>Practical Nursing</u>	1350	11-13	East
<u>Specialized Career Education - Comprehensive</u>	900	6	East
<u>Surgical Technology</u>	1440	10.5	East
<u>Welding Technology</u> *Part-time night program is 18 months	1050	9*	Main

Accounting Operations

Program Content: This Business Management and Administration cluster 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 such as an Information Technology Assistant, Accounting Clerk, Accounting Associate, or Accounting Assistant. The coursework provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, work attitudes, general employability skills, technical skills, occupationally specific skills, and higher-order reasoning and problem-solving skills for not only accounting careers but also, all other careers in the Business Management and Administration cluster.

The content includes but is not limited to double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities. The curriculum also consists of certification preparation for the Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and QuickBooks Online.

Admissions: 1. Apply to MTC at <https://manateetech.edu/apply-now/>. 2. Complete your To-Do List at <https://www.mtcdashboard.net/>. Note: The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Program Length: Full-time 1050 hours – approximately 9 months full-time to complete.

Occupational Completion Points (OCPs)

OCP	Course	Hours
A	Information Technology Assistant – OTA0040	150
B	Accounting Clerk – ACO0040	300
C	Accounting Assistant – ACO0044	300
D	Accounting Associate – ACO0043	300

Certifications / Licensure: QuickBooks Certified User, Microsoft Office Specialist (MOS), Certified Professional Bookkeeper (Optional)

Dual Enrollment: Yes

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel. 941.751.7900

Schedule: August and January; Monday-Friday, 8:00 a.m.–3:00 p.m.

Program Cost

Program Number	B200100
CIP Number	0552030202
Estimated Tuition, Lab, and Fees (includes \$60.00 Facility and Equipment Use Fee)	\$4,019.00

Application Fee	\$45.00
Uniforms (2 shirts recommended \$30.00 ea.)	\$60.00
Textbooks*	\$307.00
Estimated Total Cost	\$4,431.00

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and

prices: <https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

Advanced Manufacturing and Production Technology

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

The content includes but is not limited to providing students with a foundation of knowledge and technically oriented experiences in the study of automation technology, its application in manufacturing, engineering and robotics, and its effect upon our lives and the choosing of an occupation. The content and activities will also include the study of enterprise systems, safety, quality, and leadership skills. This program focuses on transferable skills and stresses understanding and demonstration of the technological tools, machines, instruments, materials, processes and systems in business and industry.

Admissions: 1. Apply to MTC at <https://manateetech.edu/apply-now/>. 2. Complete your To-Do List at <https://www.mtcdashboard.net/>. Note: The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Program Length: Full-time 600 hours – approximately 6 months full-time to complete.

Occupational Completion Points (OCPs)

OCP	Course	Hours
A	Entry-Level Production Worker – ETI0400	150
B	Production Quality and Assurance – ETI0431	150
C	Manufacturing and Production Processes – ETI0432	150
D	Manufacturing and Production Maintenance – ETI0453	150

Certifications / Licensure: SolidWorks Professional

Dual Enrollment: Yes, Hybrid

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel. 941.751.7900

Schedule: August and January; Monday-Friday, 8:00 a.m.–3:00 p.m.

Program Cost

Program Number	J100200
CIP Number	0615040606
Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$3,404.00
Application Fee	\$45.00
Uniforms	\$60.00
Estimated Total Cost	\$3,509.00

Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents. All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

Applied Cybersecurity

Program Content: This program is offered in a hybrid format where the student is physically in the classroom each school day from 8:00 a.m. to 3:00 p.m. and required to complete 5 hours a week at home. 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 cybersecurity-related careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of cybersecurity.

The content includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, recovery and a specialized course focused on web security.

Admissions: 1. Apply to MTC at <https://manateetech.edu/apply-now/>. 2. Complete your To-Do List at <https://www.mtcdashboard.net/>. Note: The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Program Length: Full-time 750 hours – approximately 7 months full-time to complete.

Occupational Completion Points (OCPs)

OCP	Course	Hours
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A	Cybersecurity Foundations – CTS0010	300
B	Applied Cyber Defense – CTS0014	300
C	Web Security Specialist – CTS0085	150

Certifications / Licensure: CompTIA Security+, Certification Partners Web Security Associate/Web Security Specialist, CompTIA AI Essentials, Cloud Essentials, and Data Analysis Essentials

Dual Enrollment: Yes

CTSO: SkillsUSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel. 941.751.7900

Schedule: August and January; Monday-Friday, 8:00 a.m.–3:00 p.m. plus 5 hours weekly hybrid coursework.

Program Number	Y100500
CIP Number	0511100302
Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$3,290.00
Application Fee	\$45.00
Uniforms (2 Black Polo recommended \$30 ea.)	\$60.00
Estimated Total Cost	\$3,395.00

Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents. All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster. The content includes basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; fillers; paint systems; welding; mechanical skills; trim-hardware maintenance; glass servicing; and miscellaneous repairs. The course content also includes communication, leadership, human relations, employability skills, and safe, efficient work practices.

Admissions: 1. Apply to MTC. 2. Complete your To-Do List. Basic Skills Assessment must be taken within 6 weeks unless exempt under State Statute.

Length of Program: Full-time 1400 hours – approximately 12 months full-time to complete.

Program Structure

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

Dual Enrollment: Yes

Certification/Licensure: Automotive Service Excellence (ASE) Collision Repair & Refinish: B2 - Painting and Refinishing

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East Bradenton, FL 34203

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	T401300 / 0647060306
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$7,015.00
Application Fee	\$45.00
Uniform Cost	\$150.00
Textbook Cost*	\$211.00
Dark Pants- black or navy blue – <i>estimate</i>	\$35.00
Dark Shoes – steel-toed preferred but not required – <i>estimate</i>	\$50.00
Mechanic Style Gloves (ex: Harbor Freight) – <i>estimate</i>	\$10.00
Estimated Total Program Cost	\$7,516.00

Optional Fees

ASE B3 Test – Non-Structural Analysis and Damage Repair	\$81.00
ASE B4 Test – Structural Analysis and Damage Repair	\$81.00

Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents. All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices: <https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

BAKING AND PASTRY ARTS

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

The content includes but is not limited to preparation, presentation, and serving of a wide variety of baked and dessert goods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 600 hours – approximately 6 months full-time to complete.

Program Structure

OCP	Course	Hours
A	Pastry Cook/Baker – FSS0090	300
B	Pastry Chef/Head Baker – FSS0091	300

Dual Enrollment: No

Certification/Licensure: Certified Food Protection Manager (SERV Safe)

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Day Class Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	N100600 / 0612050103
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Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$3,881.00
Application Fee	\$45.00
Textbook Cost*	\$153.00
Chef Hat	\$10.00
Shoes	\$50.00
Uniform	\$68.00
Estimated Total Program Cost	\$4,207.00

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and

prices: <https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

BARBERING

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

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

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

Admissions: Apply to MTC and complete the To-Do List. Basic Skills Assessment must be completed within 6 weeks unless exempt under State Statute.

Length of Program: Full-time 900 hours (approximately 8 months). Part-time 900 hours (approximately 15 months).

Program Structure

OCP	Course	Hours
A1	Barber 1A – COS0160	320
A2	Barber 2A – COS0161	150
A3	Barber 3A – COS0162	300
A4	Barber 4A – COS0163	130

Dual Enrollment: No

Licensure: Barber

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Day Class Start Time: Monday-Friday, 8:00 a.m.–3:00 p.m.

Evening Class Start Time: Monday-Thursday, 6:00 p.m.–10:00 p.m.

Program Costs

Program Number / CIP	I120403 / 0612040202
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$4,371.00
Application Fee	\$45.00
Textbook Cost*	\$385.00
Shirts	\$15.00
Barber Jacket	\$55.00
Pants	\$40.00
Shoes	\$50.00
Licensure	\$205.50
Exam Fee	\$49.00
HIV Training	\$20.00
Estimated Total Program Cost	\$5,235.50

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

BUILDING CONSTRUCTION TECHNOLOGIES

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

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied

learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

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

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 1050 hours – approximately 10 months full-time to complete.

Program Structure

OCP	Course	Hours
A	Building Construction Helper – BCV0400	450
B	Building Construction Technician 1 – BCV0401	300
	Building Construction Technician 2 – BCV0402	300

Dual Enrollment: Yes

Certification/Licensure: NCCER Core, NCCER Cabinetmaking, NCCER Carpentry and Masonry, NCCER Electrical and Plumbing, NCCER A/C Painting and Construction Equipment

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Start Time: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	8720300 / 0646041504
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$5,850.00
Application Fee	\$45.00
Uniform (2 Polos recommended \$25 ea.)	\$50.00
Textbook Cost*	\$292.00
Safety Glasses	\$15.00
25' Tape Measure	\$12.00
Work Boots/Shoes	\$30.00

Long Pants	\$35.00
Estimated Total Program Cost	\$6,329.00

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and

prices: <https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

CHILD CARE CENTER OPERATIONS

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

The content includes but is not limited to organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals, and collaboration of programs with families and community resources.

Florida Director Credential Core Requirements:

1) Possess an active Staff Credential (Excluding Employment Recognition Exemption)

2) Other Core Requirements:

- Possess an Accredited High School Diploma or G.E.D.
- Complete the 30-hour Part I Department of Children and Families (DCF) “Introductory Child Care Training.” <https://www.myflfamilies.com/childcaretraining/child-care-facility-training-requirements>
- Complete 8 hours of in-service training regarding children with Disabilities (DCF’s Special Needs Appropriate Practices course will meet this requirement). Refer to <https://www.myflfamilies.com/services/child-family/child-care/training-and-credentialing/credentials/director-credential> for additional information.
- In addition, the Director Credential, Level I require:
 - Core Requirements
 - Completion of an approved “Overview of Child Care Management” (<https://www.myflfamilies.com/services/child-family/child-care/child-care-providers-and-staff/>) course or a Director Credential issued by another state.

There are additional requirements for the Director Credential, Level II and the Advanced Level. Refer to <https://www.myflfamilies.com/childcaretraining/credentials/director-credential> for additional information.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Part-time 45 hours – approximately 8 weeks part-time to complete.

Program Structure

OCP	Course	Hours
A	Child Care Center Director - HEV0160	45

Dual Enrollment: No

Certification/Licensure: DCF Director Credential

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: October

Start Time: Tuesday and Thursday evenings, 6:00 p.m. – 9:00 p.m.

Program Costs

Program Number / CIP	V200206 / 0419070802
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$241.40
Application Fee	\$45.00
Estimated Total Program Cost	\$286.40
Revision Date	5/19/23

Financial Aid Information: Financial aid available depending on student and program eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

CNC PRODUCTION SPECIALIST

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

This program focuses on computer numeric controls (CNC) as it relates to the automation, machining, and manufacturing industry, and demonstrates such elements of basic machine programming and operation aligned to local manufacturing career availability. 3, 4, and 5 axis machine training is available.

The content includes but is not limited to broad, transferable skills, stresses the understanding of all aspects of the computer numeric control as it relates to the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 600 hours – approximately 6 months full-time to complete. Part-time 600 hours – approximately 10 months part-time to complete.

Program Structure

OCP	Course	Hours
A	CNC Production Technician I – PMT0026	300

B	CNC Production Technician II – PMT0027	300
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Dual Enrollment: Yes, Hybrid

Certification/Licensure: National Institute for Metalworking Skills (NIMS) Level 1; Autodesk CAM 2.5 Axis Mill Certification

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Day Class Start Time: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	J200300 / 0648050307
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$3,298.00
Application Fee	\$45.00
Uniforms (2 shirts recommended \$53 ea.)	\$106.00
Scientific Calculator	\$25.00
Steel-Toed Shoes	\$50.00
Estimated Total Program Cost	\$3,524.00

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

COMPUTER-AIDED DRAWING AND MODELING

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

The content includes but is not limited to the use of software to convert the engineering or architectural designs into technical drawings. Students can specialize in architectural, civil, or mechanical drafting and use technical drawings to help design everything from microchips to skyscrapers.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 1200 hours – approximately 11 months full-time to complete.

Program Structure

OCP	Course	Hours
A	CAD & Modeling I – TDR0301	450
B	CAD & Modeling II – TDR0302	450
C	Mechanical CAD Technician – TDR0305 / Building Information Modeling CAD Technician – TDR0303	300

Dual Enrollment: Yes

Certification/Licensure: AutoCAD Professional Certification

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	C100300 / 0615130205
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$4,663.00
Application Fee	\$45.00
Textbook Cost	\$172.00
Uniform	\$28.00
Estimated Total Program Cost	\$4,908.00

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and

prices: <https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

COMPUTER SYSTEMS & INFORMATION TECHNOLOGY

Program Content: The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry. The program prepares students to learn the fundamental concepts of computer hardware, software, and network operations, making them suitable for entry-level IT roles. A+ focuses on hardware troubleshooting and software installation, while Network+ covers network topologies, protocols, and troubleshooting.

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

The content includes but is not limited to communication, leadership skills, human relations, and employability skills; and safe, efficient work practices.

The structure is intended to prepare students to complete the CompTIA A+, Network+ industry certifications. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 900 hours – approximately 8 months full-time to complete.

Program Structure

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

Dual Enrollment: Yes

Certification/Licensure: CompTIA A+ and CompTIA Network+

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Start Time: Monday – Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	Y100200 / 0511090107
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$4,220.00
Application Fee	\$45.00
Uniforms	\$60.00
Estimated Total Program Cost	\$4,325.00

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and

prices: <https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

COSMETOLOGY

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

A student completing the Cosmetology program is prepared for employment as a licensed Hairdressers, Hairstylists, and Cosmetologists (SOC 39-5012). Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

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

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

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 1200 hours – approximately 11 months full-time to complete. Part-time 1200 hours – approximately 20 months part-time to complete.

Program Structure

OCP	Course	Hours
A1	Grooming and Salon Services Core, Facials and Nails – CSP0009	225
A2	Cosmetologist and Hairdresser 1 – COS0002	300
A3	Cosmetologist and Hairdresser 2 – COS0003	300
A4	Cosmetologist and Hairdresser 3 – COS0009	375

Dual Enrollment: No

Licensure: Florida Cosmetologist License by Examination

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Day Class Start Time: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Evening Class Start Time: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

Program Costs

Program Number / CIP	D500100 / 0612040102
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$5,540.95
Application Fee	\$45.00
Textbook Cost*	\$444.50
Black Scrubs - estimate	\$100.00
Scrub Jacket - estimate	\$55.00
Black Closed Shoes - estimate	\$50.00
Licensure Fee	\$45.00
State Exam	\$31.50
HIV Course	\$20.00
Estimated Total Program Cost	\$6,331.95

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

DENTAL ASSISTING TECHNOLOGY AND MANAGEMENT-ATD

Program Content: This program has 100% placement because Dental Assistants are in demand in this community. Upon completion of the program, students will receive their Florida Expanded Functions and Florida Dental Radiographer's Certificates. The program also articulates with several associate degrees offered on the state college level. The program is accredited by the Commission on Dental Accreditation which ensures students receive standard quality dental education above and beyond what the State of Florida requires. MTC students sit for the Dental Assisting National Board Certification exams in the last month of the program, which when passed, provides career advancement opportunities. The last 3 months of the program, students participate in externships with a variety of dental practices in the area as they assist in the treatment of patients under the supervision of a licensed dentist.

Admissions: Apply to MTC and complete all items on the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under Florida statute.

Length of Program: Full-Time 1230 hours – approximately 11 months to complete. Clinical experiences occur during the final 3 months of the program (Monday-Thursday weekly).

Program Structure

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

Dual Enrollment: Yes, high school seniors only, August start only (must be 18 years of age by November 1)

Certification/Licensure: The program will prepare students for the Dental Assisting National Board Examination as well as state requirements. The program will meet the requirements of the Commission on Dental Accreditation of the American Dental Association and standards recommended by the Florida Board of Dentistry.

CTSO: SkillsUSA and/or HOSA

Articulation: Part of the Dental Assisting Technology and Management AS degree (50 credits when offered at college credit level)

Governing Agencies: Florida Department of Education and Florida Board of Dentistry

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Dates: August, January

Schedule: Hybrid; In Person 8:00 a.m. – 3:15 p.m. *Hybrid Schedule periodically scheduled.

Program Costs

Program Number / CIP	H170113 / 0351060113
Estimated Tuition, Lab & Fees (Includes \$60.00 Facility & Equipment Fee)	\$6,042.60
Application Fee	\$45.00
Dental/Physical/Immunizations - Estimated	\$200.00
Background Check	\$70-\$90
CastleBranch Tracker	\$24.00
Textbooks*	\$713.00

Uniform Set (BLACK Scrub Top; BLACK Scrub Pants - NO joggers- with embroidery from Scrub Club) - Estimated	\$70.00
Black Athletic Shoes - Estimated	\$75.00
Shoes and Safety Glasses - Estimated	\$20.00
Estimated Total Program Cost	\$7,279.60

REQUIRED ON THE FIRST DAY OF CLASS

Specific details will be provided during the Orientation

Uniforms: Black scrub pants (NO joggers) and black tops will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

On cold days, solid colored long sleeve tops can be worn under uniform tops.

Shoes: Solid color dark gray or black duty or athletic style shoes are to be worn. Shoes must be worn with socks, be closed toe and closed heel, and kept clean.

Safety Glasses: Plastic safety glasses with side shields.

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

DIESEL SYSTEMS TECHNICIAN 1

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

The content includes but is not limited to maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance.

The course content should also include training in communication, leadership, human relations and employability skills, and safe efficient work practices.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time Day 1050 hours – approximately 10 months full-time to complete.

Part-time evening 1050 hours – approximately 18 months to complete.

Program Structure

OCP	Course	Hours
A	Diesel Engine Mechanic/Technician Helper – DIM0101	150
B	Diesel Electrical and Electronics Technician – DIM0102	300

C	Diesel Engine Technician – DIM0104	300
D	Diesel Brakes Technician – DIM0105	300

Dual Enrollment: Yes

Certification/Licensure: ASE T6 Medium/Heavy Duty Electrical and ASE T2 Medium/Heavy Truck Technician

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Class Schedule: Evening: Monday-Thursday, 6:00 p.m. – 10:00 p.m. | Day Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Cost

Program Number / CIP	T650100 / 0647061305
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$4,671.00
Application Fee	\$45.00
Uniform T-Shirts (Recommend 2 T- Shirts \$12.00 ea.)	\$24.00
MTC Button-Up Shirts (2 @ 54.00 ea.)	\$108.00
Work Boots / Supplies	\$50.00
Pens - estimate	\$5.00
Estimated Total Program Cost	\$4,903.00

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

DIGITAL DESIGN

Program Content: The purpose of this program is to prepare students for employment in digital publishing positions, such as Information Technology Assistants, Production Assistants, Digital Assistant Designers, Graphic Designers, and Multimedia Designers.

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

The content includes, but is not limited to, enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning, and development of specialized skills in multimedia presentations. Students build a design portfolio using

Adobe Creative Suite; includes Adobe Photoshop, Image Editing and Retouching, Adobe Light Room, and Adobe Illustrator. Students will graduate with an interview-ready full portfolio case and International Adobe Certification.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be completed within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 1200 hours – approximately 11 months full-time to complete.

Program Structure

OCP	Course	Hours
A	Information Technology Assistant – OTA0040	150
B	Production Assistant – GRA0024	150
C	Digital Assistant Designer – GRA0025	300
D	Graphic Designer – GRA0026	300
E	Media Designer – GRA0027	300

Dual Enrollment: No

Certification/Licensure: Adobe Certified Professional (ACP) – Visual Communication with Adobe Photoshop

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Start Time: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	B070600 / 0510030306
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$5,473.00
Application Fee	\$45.00
Textbook Cost*	\$106.00
Uniforms (2 shirts recommended \$30ea.)	\$60.00
Estimated Total Program Cost	\$5,684.00

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices: <https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

DIGITAL PHOTOGRAPHY TECHNOLOGY

Program Content: The purpose of this program is to prepare students for careers in the photography industry.

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

The content includes, but is not limited to, communication skills, leadership skills, human relations, and employability skills, safe and efficient work practices, and the use of digital cameras techniques, commercial and industrial applications with emphasis on composition and color dynamics, printing, workflow, software and use, care, and maintenance of photographic equipment. Students build a photographic portfolio using

Adobe Creative Suite; includes Adobe Photoshop, Image Editing and retouching, and studio lighting. Students will graduate with an interview ready full portfolio casa and International Adobe Certification.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 1050 hours – approximately 9 months full-time to complete.

Program Structure

OCP	Course	Hours
A	Photographic Specialist – PGY0190	150
B	Photography Technician – PGY0191	300
C	Studio Photographer – PGY0192	300
D	Digital Photographer – PGY0193	300

Dual Enrollment: No

Certification/Licensure: Adobe Certified Professional (ACP) – Visual Communications with Adobe Photoshop

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Start Time: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	K100300 / 0650060502
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Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$5,190.00
Application Fee	\$45.00
Textbook Cost*	\$106.00
Uniforms	\$60.00
Estimated Total Program Cost	\$5,401.00

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

DIGITAL VIDEO TECHNOLOGY

Program Content: The purpose of this program is to prepare students for initial employment as production assistants, audio/video equipment technicians, video/TV camera operations, video editors, drone operations, and broadcast technicians.

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

The content includes, but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and preparation to assume responsibility for the overall production of digital video activities (e.g., scripts, lighting, camera operation, electronic news gathering, field/studio production, drone training, and video editing.

Certification/Licensure: Adobe Premiere Pro Certification

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Program Structure

OCP	Course	Hours
A	Introduction to Digital Video Technology – RTV0010	150
B	Digital Video Technology - RTV0011	300
C	Advanced Video Technology – RTV0016	300

D	Digital Video Technology Capstone – RTV0017	150
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Dual Enrollment: Yes

Certification/Licensure: Adobe Premiere Pro Certification

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Start Time: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	V100300 / 0610010524
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$5,842.00
Application Fee	\$45.00
Uniforms (two shirts @ \$30.00 each)	\$60.00
Textbook Cost*	\$228.00
Estimated Total Program Cost	\$6,175.00

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices: <https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

ELECTRICAL AND INSTRUMENTATION TECHNOLOGY 1

Program Content: This program offers technical training to enter the career field of automation as an electrical and instrumentation technician, one of the most sought-after career fields worldwide. Designing automated electrical systems such as elevators, fire sprinklers, traffic lights and HVAC systems. Content also includes Computerized Electrical Controls, Programmable logic controller (PLC's), industrial and commercial controls in manufacturing and electrical, student-built panels, HVAC controls, process controls and logical thinking and problem solving. It offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster.

The content includes but is not limited to communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and the technical training to enter the career field of automation as an electrical and instrumentation technician, one of the most sought-after career fields worldwide.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 1000 hours – approximately 9 months full-time to complete.

Program Structure

OCP	Course	Hours
A	Electrician (Construction) – EEV0650	350
B	Instrument Mechanic – EEV0652	350
C	Electrician Maintenance – EEV0654	300

Dual Enrollment: Yes

Certification/Licensure: PMMI Mechatronics Certification: Industrial Electricity 1 and Industrial Electricity 2

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Start Time: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	J110100 / 0615040401
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$3,995.00
Application Fee	\$45.00
Uniforms (two shirts @ \$30.00 each)	\$60.00
Textbook Cost*	\$140.00
Estimated Total Program Cost	\$4,240.00

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices: <https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

ELECTRICITY

Program Content: The purpose of this program is to prepare students for employment or advanced training in a variety of electrical construction industries. This program helps students acquire knowledge of planning and installing electrical wiring, equipment, or fixtures based on job specifications and local codes for both commercial and residential applications.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied

learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster. The content includes but is not limited to planning and installing electrical wiring, equipment, or fixtures based on job specifications and local codes.

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 1200 hours – approximately 10 months full-time to complete. Part-time 1200 hours – approximately 21 months part-time to complete.

Program Structure

OCP	Course	Hours
A	Electrician Helper – BCV0603	300
B	Residential Electrician – BCV0640	450
C	Commercial Electrician – BCV0652	450

Dual Enrollment: No

Certification/Licensure: NCCER Core, NCCER Electrician Levels 1-4

CTSO: SkillsUSA and/or HOSA

Articulation: May be available towards credits at Florida public colleges/universities.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Day Class Start Time: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Evening Class Start Time: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

Program Number / CIP	I460312 / 0646030202
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$6,238.00
Application Fee	\$45.00
Uniforms	\$70.00
Textbook Cost*	\$829.00
Estimated Total Program Cost	\$7,182.00

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

EMERGENCY MEDICAL TECHNICIAN (EMT) ATD

Program Content: EMT is an instructional program that prepares students for employment as emergency medical technicians (Emergency Medical Technicians and Paramedics) to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. The program is a steppingstone to Paramedic/Advanced Life Support (ALS).

Admissions: Apply to MTC and complete all items on the To-Do List. Applicants must follow program application deadlines published by MTC and complete all admission requirements to be considered for acceptance.

Length of Program: 300 hours including a minimum of 60 clinical hours. Approximately 3 months for the day program and 5+ months for the evening program. Not Pell Eligible.

Program Structure

OCP	Course	Hours
A	Emergency Medical Technician - EMS0110	300

Dual Enrollment: Yes (Spring Only)

Program Costs

Industry Certification: Florida Department of Health National Registry of Emergency Medical Technicians; Basic Life Support (BLS)

Program Costs

CTSO: SkillsUSA and/or HOSA

Program Costs

Articulation: This program is an Applied Technology Diploma (ATD) program that is part of a technical degree program, is less than 60 credit hours, and leads to employment in a specific occupation. An ATD program may consist of either technical credit or college credit. A public school district may offer an ATD program only as clock hour credit, with college credit awarded to a student upon articulation to a state college.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Date: August, January

Day Schedule: Monday-Friday, 8:30 a.m. – 3:00 p.m.

Evening Schedule: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

Program Costs

Program Number / CIP	W170212 / 0351090413
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$1,549.00
Application Fee	\$45.00
Physical Exam & Immunizations	\$175.00 Estimated
Background Check (All For Life)	\$70.00-\$90.00

CastleBranch Tracker	\$24.00
Textbooks*	\$361.00 Estimated
Uniform Shirts (2 T-Shirts for classroom and 1 Polo Shirt for clinical) (Purchased at MTC Outfitters at Main Campus)	\$66.00
State & National Testing Fees	\$105.00
Estimated Total Program Cost	\$2,565.00

Uniform Details: Black cargo or Dickies-style pants, program shirt/polo, and work boots.

Financial Aid Information: Financial aid available depending on student eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

FACIALS SPECIALTY

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

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist (SOC 39-5094). Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

Students completing the Facials Specialist program are prepared for employment as a licensed Facials/Skin Care Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification. Students obtain knowledge of the facial specialist and the related chemistry; bacteriology, anatomy, and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations. The content includes, but is not limited to communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy, and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

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

Admissions: Apply to MTC and complete the To-Do List. The Basic Skills Assessment must be taken within 6 weeks of admission unless exempt under Florida statute.

Length of Program: Full-time 220 hours – approximately 2 months full-time. Part-time 220 hours – approximately 4 months part-time.

Program Structure

OCP	Course	Hours
A	Facials/Skin Care Specialists – CSP0266	220

Dual Enrollment: No

Licensure: Eligible to apply for Florida Facial Specialist Registration

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Dates: Full-time: August, October, December, February, May. Part-time: August, November, March

Day Schedule: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Evening Schedule: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

Program Number / CIP	I120425 / 0612040806
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$1,563.40
Application Fee	\$45.00
Textbooks	\$413.25
Scrub Uniform Set (White Scrub Top; BLACK scrub pants with embroidery from the Scrub Club) - Estimated	\$70.00
Black Shoes - Estimated	\$50.00
HIV Course	\$21.00
Licensure	\$75.00
Estimated Total Program Cost	\$2,237.65

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

FIREFIGHTER / EMERGENCY MEDICAL TECHNICIAN COMBINED

Program Content: Successful completion of this program equips students with the knowledge, skills, and attitude needed to become a member of the Florida fire service team as a career firefighter. Students are prepared for the Florida Firefighter licensure examination and EMT certification.

Admissions: Apply to MTC and complete all items on the To-Do List. The Basic Skills Assessment must be completed within 6 weeks of admission unless exempt under State Statute.

Length of Program: 792 hours – approximately 8 months for the day program and 13.5 months for the evening program.

Program Structure

OCP	Course Number	Course Title	Hours
A	FFP0030	Firefighter I	191
B	FFP0031	Firefighter II	301
C	EMS0110	Emergency Medical Technician	300

Dual Enrollment: No

Certification/Licensure: FL-EMT, National Registry EMT, and Florida Certified Firefighter preparation

CTSO: SkillsUSA and/or HOSA

Articulation: Applied Technology Diploma (ATD) program with articulation opportunities to state colleges

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Date: August, January

EMT Day Schedule: Monday-Friday, 8:30 a.m. – 3:00 p.m.

EMT Evening Schedule: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

Fire Day Schedule: Monday-Friday, 8:00 a.m. – 5:00 p.m.

Fire Evening Schedule: Monday-Thursday, 6:00 p.m. – 10:00 p.m.; Saturday 8:00 a.m. – 5:00 p.m.

Program Number / CIP	P430217 / 0743020313
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$4,472.60
Application Fee	\$45.00
Physical Exam & Immunizations - Estimated	\$175.00
Medical Evaluation (Firefighter) - Estimated	\$150.00
Drug Screening	\$35.00
Background Check (All for Life)	\$70-\$90
CastleBranch Tracker	\$24.00
EMT Textbooks*	\$361.00
Fire Textbooks*	\$130.00
Uniforms 2-MTC Black Fire T-Shirt (Adult Students) \$12.00 MTC Black Fire Shorts \$25.00	\$45.00

Pants, shoes, belt - Estimated	\$150.00
Estimated Total Program Cost	\$5,854.60

Uniform Details: Black cargo or Dickies pants, black fire program polo shirt, and work boots (zip up or lace).

Financial Aid Information: Financial aid available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

FIREFIGHTER

Program Content: The successful completion of this program equips students with the knowledge, skills, and attitude necessary to be a member of the Florida Fire Service team as a career firefighter. Students are qualified and prepared to pass the Florida Fire Fighter licensure examination.

Prerequisites: Emergency Medical Technician (EMT) Certification Program.

Admissions: Apply to MTC and complete all items on the To-Do List. The Basic Skills Assessment must be completed within 6 weeks of admission unless exempt under State Statute.

Length of Program: 492 hours – approximately 4 months for the day program and 7.5 months for the evening program.

Program Structure

OCP	Course Number	Course Title	Hours
A	FFP0030	Firefighter I	191
B	FFP0031	Firefighter II	301

Dual Enrollment: No

Certification/Licensure: Preparation for Florida Bureau of Fire Standards and Training certification

CTSO: SkillsUSA and/or HOSA

Articulation: Courses are assigned SCNS numbers and may articulate for Career and Technical credit.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Date: Fall and Spring semesters only

Day Schedule: Monday-Friday, 8:00 a.m. – 5:00 p.m.

Evening Schedule: Monday-Thursday, 6:00 p.m. – 10:00 p.m.; Saturday 8:00 a.m. – 5:00 p.m.

Program Number / CIP	P430211 / 0743020304
Estimated Tuition, Lab & Fees (Includes \$60.00 Facility & Equipment Fee)	\$3,146.60
Application Fee	\$45.00

Physical Exam & Immunizations - Estimate	\$175.00
Medical Evaluation - Estimate	\$150.00
Drug Screening	\$25.00
Background Check	\$70-\$90
CastleBranch Tracker	\$24.00
Textbooks*	\$130.00
Uniforms 2 MTC Black Fire T-Shirts, 1 Pair of Black MTC Fire Shorts	\$49.00
Fire II State Testing Fees – Practical Certification Exam	\$30.00
Fire II State Testing Fees – Written Exam (Pearson VUE Computer Testing)	\$42.00
Uniforms (pants, shoes, belt) - Estimate	\$150.00
Estimated Total Program Cost	\$4,056.60

Uniform Details: Black cargo or Dickies pants, black fire shirt/polo, and work boots.

Financial Aid Information: Financial aid available for eligible students. Tuition is \$2.92 per hour for Florida residents.

Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

FLORIDA LAW ENFORCEMENT ACADEMY

Program Content: The purpose of the Manatee Technical College Florida Law Enforcement Academy is to prepare students for employment and advanced training for Law Enforcement Officers in the State of Florida. Law enforcement recruits will be trained in firearm proficiency, defensive driving, defensive tactics, first responder, and academic areas of criminal justice.

Top Local Employers: Manatee County Sheriff's Office and Bradenton Police Department

Top Local Employers: Manatee County Sheriff's Office and Bradenton Police Department

Admissions: Pre-requisites for law enforcement applicants: Must be U.S. Citizen, 18 years of age or older, have a high school diploma or GED, pass the Florida Criminal Justice Basic Abilities Test (CJBAT) (unless statutorily exempt), good moral character, no felony convictions involving false statements or spouse battery. Applicants must be in good physical condition, pass a drug screen, and successfully complete a polygraph, criminal background check and pass the physical assessment test (all 5 absolute standards).

Length of Program: 770 hours – approximately 6 months full-time.

Program Structure

OCP	Course Number	Course Title	Hours
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A	CJK0002	Introduction to Law Enforcement	12 hours
	CJK0016	Communication	24 hours
	CJK0018	Legal	64 hours
	CJK0019	Interviewing and Report Writing	56 hours
	CJK0063	Fundamentals of Patrol	40 hours
	CJK0021	Serving Your Community	34 hours
	CJK0072	Crimes Against Persons	48 hours
	CJK0073	Crimes Involving Property and Society	12 hours
	CJK0079	Crime Scene Follow-up Investigations	34 hours
	CJK0400	Traffic Incidents	12 hours
	CJK0401	Traffic Stops	24 hours
	CJK0402	Traffic Crash Investigations	30 hours
	CJK0403	DUI Traffic Stops	24 hours
	CJK0093	Critical Incidents	44 hours
	CJK0020	Law Enforcement Vehicle Operations	48 hours
	CJK0031	First Aid for Criminal Justice Officers	40 hours
	CJK0040	Criminal Justice Firearms	80 hours
	CJK0051	Criminal Justice Defensive Tactics	80 hours
	CJK0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	4 hours
	CJK0096	Criminal Justice Officer Physical Fitness Training/Law Enforcement	60 hours

Dual Enrollment: No

Certification/Licensure: Successful completion of the program prepares graduates to take the State Certification Examination for Law Enforcement, the test required to become a certified law enforcement officer in the state of Florida.

CTSO: SkillsUSA and/or HOSA

Articulation: Career and Technical credit awarded in accordance with Florida statutes

Other Classes Offered: Continuing education law enforcement classes available through MTC

Location: MTC East Campus, 5540 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Dates: August, January

Schedule: 7:00 a.m. – 3:30 p.m.

Program Costs

Program Number / CIP	P430105 / 0743010700
Estimated Tuition, Lab & Fees (Includes \$60.00 Facility & Equipment Fee)	\$3,233.40
Application Fee	\$45.00
Background Check/Fingerprints (All for Life)	\$70-\$90
Polygraph	\$175.00
Driver License History	\$25.00
Drug Screening (All for Life)	\$40.00
Physical with EKG	\$120.60
State Officer Certification Exam	\$100.00
FBAT Testing Fee	\$45.00
Estimated Total Program Cost	\$4,449.00

Uniform Estimate: \$575.00 for shirts, pants, and shoes.

Financial Aid Information: Financial aid available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

FUNDAMENTAL FOODSERVICE SKILLS

Program Content: This program is designed to prepare students for success in today's commercial kitchens, focusing on employability skills and safe/efficient work practices. The coursework lays the groundwork for employment in food service/hospitality positions such as steward, prep cook, pantry cook, fry cook, banquet cook, retail and cafeteria cook and line cook. Students will learn to properly use recipes, to scale, to prepare a wide variety of foods, entrees, and sauces.

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 Hospitality & Tourism 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.

Admissions: Apply to MTC, attend a Program Information Session, complete the To-Do List, and complete TABE requirements unless exempt.

Length of Program: Full-time 600 hours – approximately 6 months to complete.

Program Structure

OCP	Course	Hours
A	Intro to Food Prep – HMV0101	300
B	Cooking Methods and Techniques – HMV0102	300

Dual Enrollment: Yes, Hybrid

Certification/Licensure: Certified Food Protection Manager (ServSafe)

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Schedule: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	N100520 / 0612050304
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$4,431.00
Application Fee	\$45.00
Textbooks*	\$222.00
Chef Hat	\$10.00
Non-Slip Shoes	\$50.00
Uniform	\$64.00
Estimated Total Program Cost	\$4,822.00

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION (HVAC/R)

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

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

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

Admissions: Apply to MTC, complete the To-Do List, and complete the Basic Skills Assessment within 6 weeks unless exempt under State Statute.

Length of Program: Full-time 1350 hours – approximately 12 months full-time to complete.

Program Structure

OCP	Course	Hours
A	Introduction to HVAC/R – ACR0000	250
B	HVAC/R Fundamentals – ACR0001	250
C	HVAC/R Service Practices – ACR0012	250
D	HVAC/R Intermediate Service Practices – ACR0013	250
E	HVAC/R Advanced Service Practices – ACR0044A	350

Dual Enrollment: Yes

Certification/Licensure: HVAC Excellence Employment Ready – Electrical, Air Conditioning, Heat Pump; EPA Section 608 Certification

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Schedule: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Cost

Program Number / CIP	C400400 / 0615050110
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$5,200.95
Application Fee	\$45.00
Textbooks*	\$402.00
Uniforms (2 shirts recommended \$32 ea.)	\$64.00
Closed-Toe Shoes - Estimate	\$60.00
Work Gloves - Estimate	\$15.00
Long Pants - Estimate	\$30.00
Safety Glasses - Estimate	\$15.00
Composition notebook & pens/pencils/highlighters - Estimate	\$15.00
Estimated Total Program Cost	\$5,846.95

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION (HVAC/R) 1

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

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

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

Admissions: Apply to MTC, complete the To-Do List, and complete the Basic Skills Assessment within 6 weeks unless exempt under State Statute.

Length of Program: Part-time 750 hours – approximately 13 months to complete.

Program Structure

OCP	Course	Hours
A	Introduction to HVAC/R – ACR0000	250
B	HVAC/R Fundamentals – ACR0001	250
C	HVAC/R Service Practices – ACR0012	250

Dual Enrollment: No

Certification/Licensure: HVAC Excellence Employment Ready – Electrical, Air Conditioning, Heat Pump; EPA Section 608 Certification

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August

Schedule: Monday-Thursday, 5:15 p.m. – 10:00 p.m.

Program Cost

Program Number / CIP	C400410 / 0615050111
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$3,698.95
Application Fee	\$45.00
Textbooks*	\$402.00
Uniforms (2 shirts recommended \$32 ea.)	\$64.00
Closed-Toe Shoes - Estimate	\$60.00
Gloves - Estimate	\$15.00
Long Pants - Estimate	\$30.00
Composition notebook, pencils/pens/highlighters, ruler - Estimate	\$25.00
Safety Glasses - Estimate	\$15.00
Estimated Total Program Cost	\$4,354.95

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

MACHINING TECHNOLOGIES

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

The content includes but is not limited to broad, transferable skills, stresses the understanding of all aspects of the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Admissions: Apply to MTC, complete the To-Do List, and complete the Basic Skills Assessment within 6 weeks unless exempt under State Statute.

Length of Program: Full-time 1500 hours – approximately 13 months full-time to complete.

Program Structure

OCP	Course	Hours
A	Machinist Helper – PMT0020	300
B	Machinist Operator – PMT0022	300
C	Machinist Setup Operator – PMT0024	600

Dual Enrollment: Yes

Certification/Licensure: National Institute for Metalworking Skills (NIMS) Level 1; Autodesk CAM 2.5 Axis Milling Certification

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Day Schedule: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Cost

Program Number / CIP	J200100 / 0648050305
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$5,699.00

Application Fee	\$45.00
Textbooks*	\$410.00
Uniforms	\$80.00
Scientific Calculator	\$25.00
Steel-Toe Shoes	\$50.00
Estimated Total Program Cost	\$6,309.00

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

MARINE SERVICE TECHNOLOGIES

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skills proficiency, and includes competency-based applied learning that contributes to 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 Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to the following: service, repair, and overhaul of four-stroke outboard motors, jet propulsion, an overview of two-stroke cycle engines, and installation of boating accessories. Regarding the above, course content will include electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems and boat and trailer rigging.

The course will include training in communication, leadership, human relations, and employability skills; and safe, efficient work practices.

Admissions: Apply to MTC, complete the To-Do List, and complete the Basic Skills Assessment within 6 weeks unless exempt under State Statute.

Length of Program: Full-time 1350 hours – approximately 11 months full-time to complete.

Program Structure

OCP	Course	Hours
A	Marine Rigger – MTE0003	300
B	Outboard Engine Technician – MTE0090	300
C	Outboard Engine Diagnostics Technician – MTE0074	150
D	Inboard Gas Engine Technician – MTE0092	300
E	Drive Train Technician – MTE0093	150

F	Inboard Diesel Technician – MTE0056	150
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Dual Enrollment: Yes

Certification/Licensure: ABYC Marine Electrician Technician, NMEA Installer Certifications, Yamaha Maintenance Certifications, Suzuki Technician Certifications, Mercury Marine Systems Technician, Snap-On DMM Certification, Forklift Certification, USCG CPR

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Schedule: Monday-Friday, 8:00 a.m. – 3:15 p.m.

Program Cost

Program Number / CIP	T400210 / 0647061611
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$6,665.00
Application Fee	\$45.00
Textbooks*	\$300.00
Uniforms (2 shirts \$60.00 Recommended)	\$120.00
Estimated Total Program Cost	\$7,130.00

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

MASSAGE THERAPY

Program Content: The content includes but is not limited to the theory and practice of massage, theory and practice of hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills.

Admissions: Apply to MTC, complete the To-Do List, and satisfy all application requirements. The Basic Skills Assessment must be completed within 6 weeks of admission unless exempt under State Statute.

Length of Program: Part-time Day, 750 hours – approximately 10 months to complete.

Program Structure

OCP	Course Number	Course Title	Hours
A	MSS0204	Massage Therapy 1	375

B	MSS0209	Massage Therapy 2	375
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Dual Enrollment: No

Certification/Licensure: Students are prepared to sit for the Massage Licensing Exam. Upon passing they are eligible to become Licensed Massage Therapists.

CTSO: SkillsUSA and/or HOSA

Articulation: Career and Technical credit awarded in accordance with Florida Statutes

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Date: August (Hybrid) Tuesday, Wednesday, Thursday, 9:00 a.m. – 1:00 p.m. Online Monday and Friday

Program Costs

Program Number / CIP	H120406 / 0351350102
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$3,597.00
Application Fee	\$45.00
Background Check (All for Life)	\$70.00-\$90.00
Textbooks*	\$521.40
Uniforms/Scrubs Estimated	\$70.00
Sweatshirt Estimated	\$60.00
Twin Sheet Sets Estimated (fitted sheet, flat sheet, and pillowcase)	\$100.00
Estimated Total Program Cost	\$4,483.34

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents. All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. *Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices: <https://manateetech.edu/current-students/bookstore/> Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

MASTER AUTOMOTIVE SERVICE TECHNOLOGY 1

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

This program prepares students for entry into the automotive service industry. Students learn and explore skills, career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service. The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Admissions: Apply to MTC, complete the To-Do List, and complete the Basic Skills Assessment within 6 weeks of admission unless exempt under State Statute.

Length of Program: Part-time 1050 hours – approximately 18 months part-time to complete.

Program Structure

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

Dual Enrollment: No

Certification/Licensure: ASE Automotive & Light Truck Certifications: A1 Engine Repair, A2 Automatic Trans/Transaxle, A3 Manual Drive Train & Axis, A4 Suspension and Steering.

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August

Schedule: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

Program Costs

Program Number / CIP	T400700 / 0647060411
Estimated Tuition, Lab & Fees	\$4,330.00
Application Fee	\$45.00
Uniforms	\$64.00
Safety Glasses	\$2.00
Textbook*	\$176.00
Background Check	\$30.00
Pens - Estimate	\$5.00
3-Ring Binder - Estimate	\$5.00

Work Clothing/Boots (Dark blue Dickies pants, white crew socks, slip resistant black leather work boot) - Estimate	\$75.00
Estimated Total Program Cost	\$4,732.00

Financial aid available depending on student's eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents. All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

MASTER AUTOMOTIVE SERVICE TECHNOLOGY

Program Content: Provides technical knowledge and skills for careers in the Transportation, Distribution and Logistics career cluster. Students develop competencies in engine repair, transmissions, drivetrains, suspension, steering, brakes, electrical systems, HVAC systems, engine performance, employability, safety, and industry practices. This program prepares students for entry into the automotive service industry. Students learn equipment skills, safety regulations, routine maintenance, customer service, and professional automotive repair practices.

Admissions: Apply to MTC, complete the To-Do List, and complete the Basic Skills Assessment within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-time 1800 hours – approximately 16 months full-time to complete.

Program Structure

OCP	Course	Hours
A	Automobile Services Assistor – AER0014	300
B	Engine Repair Technician – AER0110	150
C	Automatic Transmission and Transaxle Technician – AER0257	150
D	Manual Drivetrain and Axle Technician – AER0274	150
E	Automobile Suspension and Steering Technician – AER0453	150
F	Automotive Brake System Technician – AER0418	150
G	Automotive Electrical/Electronic System Technician – AER0360	300
H	Automotive Heating and Air Conditioning Technician – AER0172	150

I	Automotive Engine Performance Technician – AER0503	300
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Dual Enrollment: Yes

Certification/Licensure: ASE Automotive & Light Truck Certifications: A1 Engine Repair, A2 Automatic Trans/Transaxle, A3 Manual Drive Train & Axle, A4 Suspension and Steering, A5 Brakes, A6 Electrical/Electronic Systems, A7 Heating & A/C, A8 Engine Performance.

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Date: August, January

Schedule: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Program Costs

Program Number / CIP	I470608 / 0647060405
Estimated Tuition, Lab & Fees	\$7,548.00
Application Fee	\$45.00
Uniforms	\$64.00
Safety Glasses	\$2.00
Textbook*	\$176.00
Background Check	\$30.00
Pens - Estimate	\$5.00
3-Ring Binder - Estimate	\$5.00
Work Clothing/Boots (Dark blue Dickies pants, white crew socks, slip resistant black leather work boot) - Estimate	\$70.00
Estimated Total Program Cost	\$7,950.00

Financial aid available depending on student's eligibility. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents. All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

MEDICAL ASSISTING

Program Content: This program will enable the student to gain knowledge of administrative, clerical and clinical skills; to include ECG, phlebotomy, laboratory skills, minor surgery, patient examination, evaluation, and education. Upon

successful completion of this course, graduates will be eligible for national certification for Medical Assisting, ECG Technician & Phlebotomy Technician.

Admissions: Apply to MTC, complete the To-Do List, and complete all program admission requirements. The Basic Skills Assessment must be completed within 6 weeks of admission unless exempt under State Statute.

Length of Program: Full-Time Hybrid, 900 hours, approximately 6 months including 190 clinical hours.

Program Structure

OCP	Course Number	Course Title	Hours
A	MEA0003	Introduction to Medical Assisting and Pharmacology	250
A	MEA0502	Introduction to Medical Office Procedures	100
B	MEA0521	Phlebotomist	75
C	MEA0574	Laboratory Procedures	80
D	MEA0543	EKG Aide	75
E	MEA0584	Clinical Assisting	130
F	MEA0943	Practicum Experience	190

Dual Enrollment: No

Certification/Licensure: Program graduates are prepared to earn AAMA Certified Clinical Medical Assistant (CCMA), Certified ECG Technician (CET), and Certified Phlebotomy Technician certifications. Certified in BLS. NHA Certified Clinical Medical Assistant CCMA with NHA.

CTSO: SkillsUSA and/or HOSA

Articulation: Career and Technical credit awarded in accordance with Florida Statutes

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Date: August

On-Campus Schedule: Tuesday–Thursday, 9:00 a.m. – 12:00 p.m.

Hybrid Schedule: Monday through Friday (Remote Online)

Program Costs

Program Number / CIP	H700300 / 0351080105
Estimated Tuition, Lab & Fees (Includes \$60.00 Facility and Equipment Fee)	\$6,269.00
Application Fee	\$45.00
Physical Exam & Immunizations	\$100.00 Estimated

Background Check	\$70.00 - \$90.00
CastleBranch Tracker	\$24.00
Textbooks*	\$133.00
Scrubs (NAVY Scrub Top; NAVY Scrub Pants with embroidery from The Scrub Club) - Estimate	\$70.00
Lab Coat - Estimate	\$45.00
Watch with Second Hand - Estimate	\$15.00
Estimated Total Program Cost	\$6,791.00

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

NAILS SPECIALTY

Program Content: This sequence of courses delivers rigorous, standards-aligned academic content and relevant technical knowledge and skills to prepare students for further education and careers in the Human Services career cluster. The program builds technical proficiency through competency-based applied learning that supports academic knowledge, higher-order reasoning and problem solving, professional work attitudes, general employability skills, and occupation-specific technical competencies across the Human Services field. Students completing this program gain knowledge of nail specialties and related areas, including Chemistry; bacteriology, anatomy, and physiology; and development of technical skills required for nail specialist occupations.

The content includes, but is not limited to, communication, leadership, human relations, and employability skills; safe and efficient work practices, Florida cosmetology law and rules; and knowledge of nail specialties and related areas such as chemistry, bacteriology, anatomy, and physiology. The program also emphasizes developing the technical skills required to perform procedures used in nail specialist occupations.

Admissions: Apply to MTC, complete the To-Do List, and complete the Basic Skills Assessment within 6 weeks of admission unless exempt under State Statute.

Length of Program: Part-time 180 hours – approximately 3 months part-time to complete.

Program Structure

OCP	Course	Hours
A	Manicure and Pedicure Specialist – CSP0016	180

Dual Enrollment: No

Licensure: Program graduates are eligible to apply for Florida Nail Specialist Registration

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Dates: August cohorts (Day and Evening)

Day Schedule: Monday-Thursday, 1:30 p.m. – 5:30 p.m.

Evening Schedule: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

Program Cost

Program Number / CIP	I120415 / 0612041005
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$1,146.60
Application Fee	\$45.00
Textbooks*	\$391.00
Black Scrubs (shirts and pants) - Estimate	\$70.00
Black Shoes	\$50.00
HIV Training - Estimate	\$21.00
Licensure Fee	\$75.00
Estimated Total Program Cost	\$1,798.60

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

NURSING ASSISTANT

Program Content: Students learn to provide direct patient care under the supervision of nurses in long-term care and acute care settings.

Admissions: Apply to MTC, complete the To-Do List, and complete all admission requirements. PERT testing is required and factored into application ranking.

Length of Program: Full-Time, 165 hours, approximately 5 weeks to complete (Not Pell Eligible).

Program Structure

OCP	Course Number	Course Title	Hours
A	HCP0124	Nursing Assistant	165

Dual Enrollment: No

Certification/Licensure: Certified Nursing Assistant (CNA) and Basic Life Support (BLS) preparation

CTSO: SkillsUSA and/or HOSA

Articulation: Career and Technical credit awarded in accordance with Florida Statutes

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Dates: August and January

Schedule: 8:00 a.m. – 3:15 p.m.

Program Number / CIP	H700400 / 0351390203
Estimated Tuition, Lab & Fees (Includes \$60.00 Facility and Equipment Fee)	\$799.80
Application Fee	\$45.00
Physical Exam and Immunizations - Estimated	\$100.00
Background Check (Pre-Admission) (All for Life)	\$70.00 - \$90.00
PERT Exam	\$10.00
CastleBranch Tracker	\$24.00
Textbooks	\$75.00
Scrubs (TEAL Scrub Top; TEAL Scrub Pants with embroidery from The Scrub Club)	\$70.00
Background Check (Exit) (<i>All for Life</i>)	\$90.00
State Certification Fee	\$35.00
Estimated Total Program Cost	\$1,338.80

Financial Aid Information: Not Pell Eligible. Financial aid may be available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

REQUIRED ON THE FIRST DAY OF CLASS

Uniforms: TEAL scrub pants and TEAL tops will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

White long sleeve tops can be worn under uniform tops, no other colors. A matching Teal Uniform Warm-Up Jacket with MTC program embroidery may be worn. Non-uniform jackets may not be worn over uniforms. Uniforms must fit well and be wrinkle free. Specific details will be provided on the first day of class.

Shoes: Solid white leather (nonporous), must be clean, closed toe & closed heel. Minimal logos or insignias. No mid or high-top athletic shoes. White socks only.

Students must also have a watch with second hand, no smart watches.

PARAMEDIC - ATD

Program Content: Successful completion equips students with the knowledge, skills, and attitudes necessary to serve as a Paramedic and prepares graduates to pass the National Registry Licensure Examination.

Admissions: Apply to MTC, complete the To-Do List, and complete all admission requirements including Basic Skills Assessment requirements.

Prerequisites: Florida EMT Licensure, 250 hours of patient care contact, and an oral interview with the Program Director.

Length of Program: 1100 hours – approximately 12 months to complete.

Program Structure

OCP	Course Number	Course Title	Hours
A	EMS0210	Paramedic I	248
	EMS0211	Paramedic II	426
	EMS0212	Paramedic III	426

Dual Enrollment: No

Certification/Licensure: The program prepares students for certification as paramedics in accordance with Chapter 64E-2 of the Florida Administrative Code. Certified in ACLS, PALS and PHTLS.

CTSO: SkillsUSA and/or HOSA

Articulation: Part of Emergency Medical Services AS Program (1351090402), 42 credits when offered at college credit level

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Dates: August (C-Shift) and January (A-Shift)

Schedule: Monday-Friday, 9:00 a.m. – 5:00 p.m.

Program Costs

Program Number / CIP	H170212 / 0351090418
Estimated Tuition, Lab & Fees	\$4,304.00
Application Fee	\$45.00
Physical Exam and Immunizations - Estimated	\$175.00
Background Check	\$70.00-\$90.00
CastleBranch Preadmission Tracker	\$24.00
Textbooks*	\$700.00
Clinical Polo Uniforms	\$66.00
Clinical Screening	\$50.00
National Registry Written Exam	\$160.00
Additional Uniform Items Estimated	\$150.00
Estimated Total Program Cost	\$5,764.00

- Uniform Details: Black Cargo pants or Black Dickies pants. Royal Blue Polo Shirt. Work boots (zip up or laced).
- CAAHEP Accredited Paramedic Programs and CoAEMSP Letter of Review (LoR) Programs track and report outcome measures annually to the Committee on Accreditation for the Emergency Medical Services Professions

(CoAEMSP). The most current CoAEMSP Annual Report was for the calendar year 2023. The most recent success rate for the National Registry of EMT Paramedic Cognitive exam was 83%. The most recent positive placement rate for graduates was 100%. Positive placement is defined by the CoAEMSP as ‘Employed full or part-time in a related field and/or continuing his/her education and/or serving in the military’. Positive placement is measured at completion of the program. The most recent retention rate was 100%.

Financial Aid Information: Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

PATIENT CARE TECHNICIAN

Program Content: MTC's PCT program is an extension of our Nursing Assistant program. This program includes instruction of Phlebotomy and EKG with the opportunity to earn certifications for both.

Admissions: Apply to MTC, complete the To-Do List, and satisfy all admission requirements including testing requirements.

Prerequisites: *PERT Exam (No minimum score required. Scores are factored into your overall application ranking so you are encouraged to do your best. <https://manateetech.edu/testing>

Length of Program: 600 hours – approximately 6 months to complete

Program Courses

OCP	Course Number	Course Title	Hours
A	HCP0124	Nurse Assistant	165 hours
B	HCP0333	Accelerated Home Health Aide	25 hours
C	HCP0021	Patient Care Assistant	45 hours
D	HSC0012	Allied Health Assistant	100 hours
E	MEA0585	Advanced Allied Health Assistant	200 hours
F	PRN0095	Patient Care Technician	66 hours

Dual Enrollment: Yes

Certification/Licensure: Graduates are prepared to earn the Certified Nurse Assistant (CNA) certification. Basic Life Support (BLS) and Phlebotomy and EKG.

CTSO: SkillsUSA and/or HOSA

Articulation: Career and Technical credit awarded in accordance with Florida Statutes

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Dates: Day Hybrid: August and January

Day Schedule: Monday-Friday, 8:00 a.m. - 3:15 p.m.

Program Costs

Program Number / CIP	H700600 / 0351390208
Estimated Tuition, Lab & Fees (Includes \$60.00 Facility and Equipment Fee)	\$2756.00
Application Fee	\$45.00
Physical Exam and Immunizations - Estimated	\$100.00
PERT Exam	\$10.00
Background Check (All for Life)	\$70.00-\$90.00
CastleBranch Pre-admissions Tracker	\$24.00
Textbooks	\$75.00
Uniforms	\$70.00
Clinical Experience Screening	\$20.00
Exit Requirements	
State Certification Fee – Prometric	\$35.00
Background Check (All for Life)	\$90.00
NHA Certified Phlebotomy Technician Exam & NHA Certified EKG Technician	Included in Fees
Estimated Total Program Cost	\$3,315.00

REQUIRED ON THE FIRST DAY OF CLASS

Uniforms: Teal scrub pants and tops will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

White long sleeve tops can be worn under uniform tops, no other colors. A matching Teal Uniform Warm-Up Jacket with MTC program embroidery may be worn. Non-uniform jackets may not be worn over uniforms. Uniforms must fit well and be wrinkle free. Specific details will be provided on the first day of class.

Shoes: Solid white leather (nonporous) must be clean, closed toe & closed heel. Minimal logos or insignias. No mid or high-top athletic shoes. White socks only. Students must also have a watch with second hand, no smart watches.

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

PHARMACY TECHNICIAN - ATD

Program Content: This program will focus on working in community, institutional, compounding, and long-term care pharmacies. Students gain knowledge in pharmacology, medication processing, law & ethics, IV/chemotherapy preparation, inventory, automation/computer applications and customer service.

Admissions: Apply to MTC, complete the To-Do List, and satisfy all admission requirements including testing requirements.

Length of Program: Full-Time Hybrid: 1050 hours – about 9 months to complete; includes clinical hours.

Program Courses

OCP	Course Number	Course Title	Hours
A	HSC0003	Basic Healthcare Worker	90
B	PTN0084	Pharmacy Technician 1	360
	PTN0085	Pharmacy Technician 2	300
	PTN0086	Pharmacy Technician 3	300

Dual Enrollment: Yes 1350 hours – (January - approximately 18 months to complete)

Certification/Licensure: Program graduates are prepared to earn the PTCB Certified Pharmacy Technician (CPhT) certification and the National Healthcareer Association (NHA) Exam for the Certification of Pharmacy Technicians (ExCPT). Certified in Basic Life Support CPR AED. Completing students will earn the Pharmacy Technician Registration and Certification to Administer Immunizations from the Florida Board of Pharmacy.

CTSO: SkillsUSA and/or HOSA

Articulation: Career and Technical credit awarded in accordance with Florida Statutes

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Dates: August

Day Schedule: On Campus – Tuesday – Thursday 8:00 a.m. – 3:00 p.m.

Hybrid Schedule: Monday and Friday remote online

Program Costs

Program Number / CIP	H170700H / 0351080507
Estimated Tuition, Lab & Fees (Includes \$60.00 Facility and Equipment Fee)	\$4270.00
Application Fee	\$45.00
Background Check	\$70.00-\$90.00
CastleBranch Tracker	\$24.00
Textbooks	\$TBD
Uniforms	\$70.00
Clinical Experience Screening	\$25.00
Estimated Total Program Cost	\$4624.00

Uniforms: Dark Gray (pewter) scrub pants and Dark Gray (pewter) tops will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

PRACTICAL NURSING

Program Content: MTC's Practical Nursing program provides students with the knowledge, skills, and experience necessary to excel in their nursing careers. With emphasis on hands-on learning and a supportive learning environment, we are dedicated to helping our students become highly skilled, compassionate, and competent nurses.

Admissions: Apply to MTC, complete the To-Do List, and satisfy all admission requirements including testing requirements.

Prerequisites: TEAS Exam (minimum required score of 58) and PERT Exam (no minimum score required. Scores are factored into your overall application ranking so you are encouraged to do your best).

Length of Program: 1350 hours. Day Hybrid: August start, approximately 11 months. January start, approximately 13 months. Evening/Hybrid: approximately 11 months.

Program Courses

OCP	Course Number	Course Title	Hours
A	PRN0098	Practical Nursing (PN) Foundations 1	300
	PRN0099	Practical Nursing (PN) Foundations 2	300
B	PRN0290	Practical Nursing (PN) Medical Surgical 1	300
	PRN0291	Practical Nursing (PN) Medical Surgical 2	300
	PRN0690	Practical Nursing (PN) Transition to Practice	150

Dual Enrollment: No

Certification/Licensure: Basic Life Support (BLS) and NCLEX, Florida Board of Nursing Licensure Exam

CTSO: SkillsUSA and/or HOSA

Articulation: Career and Technical credit awarded in accordance with Florida Statutes

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Dates: Day Hybrid: August and January; Evening Hybrid: August

Day Schedule: Monday-Friday, 8:00 a.m. - 3:15 p.m.

Evening Schedule: Tuesday & Thursday on campus; Monday, Wednesday, Friday online, 2 weekends a month, all day Saturday and Sunday 6:45 a.m. to 3:15 p.m.

Program Costs

Program Number / CIP	H170607 / 0351390101
Estimated Tuition, Lab & Fees (Includes \$60.00 Facility and Equipment Fee)	\$7,533.00
Application Fee	\$45.00
Physical Exam and Immunizations - Estimated	\$100.00
TEAS Examination	\$110.00
PERT Exam	\$10.00
Background Check	\$70.00-\$90.00
CastleBranch Tracker	\$24.00
Textbooks	\$690.00
Uniforms	\$151.90
Clinical Experience Screening	\$42.50
NCLEX Pearson Vue Fee	\$200.00
Board of Nursing Fee	\$110.00
Exit Background Check	\$90.00
Additional Required Items	White shoes, white socks, watch with second hand
Estimated Total Program Cost	\$9,196.40

REQUIRED ON THE FIRST DAY OF CLASS

- Uniforms: Royal Blue scrub pants and top will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669. (Embroidery alone is \$9.75/each piece). For classroom days the royal blue top may be worn with a royal blue scrub jacket. On clinical days the proper top to be worn is white.
- White long sleeve tops can be worn under uniform tops, no other colors. Matching Royal Blue Uniform Warm-Up Jacket may be worn which requires the MTC program embroidery. Non-uniform jackets may not be worn over uniforms. Uniforms must fit well and be wrinkle free. Specific details will be provided during the Orientation.
- Shoes: Solid white leather (nonporous), must be clean, closed toe & closed heel. Minimal logos or insignias. No mid or high-top athletic shoes. White socks only. Students must also have a watch with second hand, no smart watches.

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

Project Educational Development Geared for Employment (EDGE)

Specialized Career Education – Comprehensive

Program Content: Project Educational Development Geared for Employment (EDGE) is a postsecondary nondegree-seeking transitional program designed for students with intellectual disabilities. During this course students will work on foundational skills to include but not be limited to financial planning/responsibility, time management, communication skills, teamwork & leadership, along with other life skills. Students will also explore careers through interest surveys and class observations on MTC main campus, along with skills related to joining the workforce, interpersonal relationships at work, and finding a job/interviewing. Our goal is to provide you with a comprehensive educational experience that leads to a successful transition to additional education or employment. Project EDGE connects students to technical college life, potential industry certifications, and employment opportunities.

Admissions: Complete the Project EDGE application, provide eligible documentation of intellectual disability, and submit two letters of reference.

Length of Program: 900 hours total.

Program Structure

OCP	Course Number	Course Title	Hours
A	SLS0460	Specialized Career Education, Basic 1	150
	SLS0461	Specialized Career Education, Basic 2	150
	SLS0462	Specialized Career Education, Basic 3	150
B	SLS0463	Specialized Career Education, Advanced 1	150
	SLS0464	Specialized Career Education, Advanced 2	150
	SLS0944	Specialized Career Education Internship	150

Dual Enrollment: No

Certification: American Heart Association Friends & Family, ServSafe Food Handler, OSHA-10, and Work Essentials.

CTSO: SkillsUSA and/or HOSA

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Date: August | **Start Time:** 8:00 AM

Program Costs

Program Number / CIP	S990007 / 13990007SN
Estimated Tuition, Lab & Fees	\$3,727.00
Application Fee	\$45.00

Textbooks	\$210.00
Uniforms	\$170.00
Estimated Total Program Cost	\$4,152.00

Financial Aid Information: Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

SURGICAL TECHNOLOGY

Program Content: Program focuses on operating room functions, simulated surgical procedures, laparoscopic simulation, and hospital clinical experiences. Graduates are prepared for national certification examinations.

Admissions: Apply to MTC, complete the To-Do List, and satisfy all admissions requirements including Basic Skills Assessment requirements.

Length of Program: Full-Time, 1440 hours, approximately 10.5 months. Clinical hours occur at the end of the program and schedules vary by clinical site.

OCP	Course Number	Course Title	Hours
A	STS0016	Sterile Processing Technician	410
B	STS0010	Surgical Technologist 1	343
	STS0011	Surgical Technologist 2	343
	STS0012	Surgical Technologist 3	344

Dual Enrollment: No

Certification/Licensure: National Center for Competency Testing (NCCT – Tech in Surgery) and Basic Life Support (BLS)

CTSO: SkillsUSA and/or HOSA

Articulation: Career and Technical credit awarded in accordance with Florida Statutes

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Date: August

Schedule: Hybrid: Tuesday-Thursday on campus 8:00 a.m.–3:00 p.m.; Online Monday and Friday

Program Costs

Program Number / CIP	H700200 / 035190909
Estimated Tuition, Lab & Fees (includes \$60.00 Facility and Equipment Use Fee)	\$6,306.60
Application Fee	\$45.00

Physical Examination & Immunizations Estimated	\$100.00
Background Check	\$70.00-\$90.00
CastleBranch Preadmission Tracker	\$24.00
Textbooks*	\$93.00
Scrub Uniforms Estimated	\$120.00
Lab Coat Estimated	\$50.00
Clinical Experience Screening	\$42.50
Estimated Total Program Cost	\$6,871.10

Uniform Details: Ciel Blue scrub tops and pants with MTC embroidery and one Ciel Blue lab coat.

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

WELDING TECHNOLOGY

Program Purpose: This program prepares students for employment in the welding industry. Students study intermediate and advanced Shielded Metal Arc Welding (SMAW) Class-B Pipe Welder, pipe fitting fabrication techniques, advanced Gas Tungsten Arc Welding (GTAW), torch cutting, plasma cutting, carbon arc Stick (steel), TIG and MIG (aluminum, carbon, stainless) and more are all covered in this program. It is a program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.

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

Admissions: Apply to MTC, complete the To-Do List, and complete the Basic Skills Assessment within 6 weeks unless exempt under State Statute.

Length of Program: Full-time 1050 hours (approximately 9 months) or Part-time 1050 hours (approximately 18 months).

Program Structure

OCP	Course	Hours
A1	Welder Assistant 1 – PMT0070	150
A2	Welder Assistant 2 – PMT0071	150
B1	Welder, SMAW 1 – PMT0072	150
B2	Welder, SMAW 2 – PMT0073	150

C	Welder – PMT0074	450
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Dual Enrollment: No

Certification/Licensure: AWS Certified Welder in SMAW Steel Plate 3G & 4G, GMAW Steel Plate 3G, FCAW Steel Plate 3G, GTAW Steel Plate 3G, and GTAW Stainless Steel

CTSO: SkillsUSA and/or HOSA

Articulation: May be available toward credits at Florida public colleges and universities

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

Start Dates: August, January

Day Schedule: Monday-Friday, 8:00 a.m. – 3:00 p.m.

Evening Schedule: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

Program Costs

Program Number / CIP	J400400 / 0648050805
Estimated Tuition, Lab & Fees	\$8,075.00
Application Fee	\$45.00
Uniforms	\$60.00
Textbooks	\$35.00
High Top Leather Boots	\$125.00
Jeans or Cotton Long Pants	\$45.00
Estimated Total Program Cost	\$8,385.00

Financial Aid Information: Financial aid is available for eligible students. Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices:

<https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.

Student Calendars

Calendar 2026-27

Manatee Technical College

Career and Technical Education

Day

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						40

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					21/20

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						21/21

Date	Event or Holiday
Jul 1 - 27	Summer Break - A few select programs conducted during Summer Break
Jul 3	Independence Day (observed)
Jul 10	No school, Summer Mandate
Jul 17	No school, Summer Mandate
Jul 24	No school, Summer Mandate
Jul 28	First Day for Teachers
Jul 29	Teacher Workday
Jul 30-31	Teacher Inservice Days
Aug 3	Teacher Workday
Aug 4	First Day CTE
Sep 7	No school, Labor Day
Oct 12	No school, Record Day, Teacher Work Day
Nov 11	No school, Veterans' Day
Nov 23 - 27	No school, Fall Break
Dec 21 - Jan 1	No school, Winter Break
Jan 4	No school, Record Day, Teacher Work Day
Jan 5	No school, Teacher Inservice Day
Jan 18	No school, MLK Day
Jan 19	Last Day Sem. 1 CTE
Jan 20	First Day Sem. 2 CTE
Jan 21	Fall Graduation
Feb 15	No school, Presidents' Day
Mar 12	No school, Record Day, Teacher Work Day
Mar 15 - 19	No school, Spring Break
Mar 26	No school, Good Friday
May 31	No school, Memorial Day
Jun 4	No school, Summer Mandate
Jun 11	No school, Summer Mandate
Jun 18	No School, Juneteenth (observed)
Jun 25	No school, Summer Mandate
Jun 24	Last Day Sem. 2 CTE
Jun 28	No school, Record Day, Teacher Work Day
Jun 28	Spring Graduation

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	7	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						22/21

November 2026						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						15/15

December 2026						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						14/14

January 2027						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19/17

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						19/19

March 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						17/16

June 2027						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						16/15

Created 5/27/2025

Updated 11/05/25

200 Student Days

210 Teacher Work Days

July 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						3/0

August 2026

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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					17/15

October 2026

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

November 2026

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

January 2027

Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						15/12

February 2027

Su	M	Tu	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						15/15

April 2027

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

May 2027

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

June 2027

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

March 2027

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

December 2026

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

September 2026

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

Date

Event or Holiday

Jul 1 - 27	Summer Break - A few select programs conducted during Summer Break
Jul 3	Independence Day (observed)
Jul 10	No school, Summer Mandate
Jul 17	No school, Summer Mandate
Jul 24	No school, Summer Mandate
Jul 28	First Day for Teachers
Jul 29	Teacher Workday
Jul 30	Teacher Inservice Days
Aug 3	Teacher Workday
Aug 4	First Day CTE
Sep 7	No school, Labor Day
Oct 12	No school, Record Day, Teacher Work Day
Nov 11	No school, Veterans' Day
Nov 23 - 27	No school, Fall Break
Dec 21 - Jan 1	No school, Winter Break
Jan 4	No school, Record Day, Teacher Work Day
Jan 5	No school, Teacher Inservice Day
Jan 18	No school, MLK Day
Jan 19	Last Day Sem. 1 CTE
Jan 20	First Day Sem. 2 CTE
Jan 21	Fall Graduation
Feb 15	No school, Presidents' Day
Mar 12	No school, Record Day
Mar 15 - 19	No school, Spring Break
Mar 26	No school, Good Friday
May 31	No school, Memorial Day
Jun 4	No school, Summer Mandate
Jun 11	No school, Summer Mandate
Jun 18	No School, Juneteenth (observed)
Jun 24	Last Day Sem. 2 CTE
Jun 25	No school, Summer Mandate
Jun 28	No school, Record Day, Teacher Work Day
Jun 28	Spring Graduation
	Class days

162 Student Days

172 Teacher Work Days

July 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						3/0

August 2026						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					9/8

September 2026						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						17/17

October 2026						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						18/17

November 2026						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						12/12

December 2026						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						7/7

January 2027						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						5/4

February 2027						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						15/15

March 2027						
Su	M	Tu	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						15/15

April 2027						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						17/17

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					12/12

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						0/0

Date	Event or Holiday
Jul 3	Independence Day (observed)
Jul 28	First Day for Teachers
Jul 29, 30	Teacher Inservice Days
Aug 3	Teacher Workday
Aug 17	First Day Student - Adult Education
Sep 7	No school, Labor Day
Oct 12	No school, Record Day
Nov 11	No school, Veterans' Day
Nov 23 - 27	No school, Fall Break
Dec 11	Last Day Sem. 1 - Adult Education
Dec 21 - Jan 1	No school, Winter Break
Jan 5	No school, Teacher Inservice Day
Jan 18	No school, MLK Day
Jan 21	No school, Teacher Workday
Jan 21	Fall Graduation (GED)
Jan 25	First Day Sem 2 - Adult Education
Feb 15	No school, Presidents' Day
Mar 12	No school, Record Day
Mar 15 - 19	No school, Spring Break
Mar 26	No school, Good Friday
May 21	Last Day of Sem. 2 - Adult Education
May 31	No school, Memorial Day
Jun 4	No school, Summer Mandate
Jun 11	No school, Summer Mandate
Jun 18	No School, Juneteenth (observed)
Jun 25	No school, Summer Mandate
Jun 28	Spring Graduation (GED)
	Class days
	124 Student Days
	130 Teacher Work Days

Full-Time Faculty and Staff

Abusaid, Francisco J. – CNC Production Specialist and Machining Technologies Instructor

Bachelor's Degree, Business Administration, CESA University, Bogota,
Columbia Certified Logistics Technician (CLT) Instructor
Certified Logistics Associate

Aldridge, Donovan – IT Field Technician

BS, Information Technology, Western Governors University

MS, Information Technology Management, Western Governors University

Over 30 years of IT experience

Certified CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Project+

Project Management Professional, Associate, CIW Web Foundation Associate

CIW Web Design Specialist, CIW JavaScript Specialist, CIW Database Design Specialist

Microsoft Certified Professional, ITILv4 Certified

Aloise, Roxanne – Senior Secretary, East Campus

Paramedical Esthetician, Atlantic Vocational Technical College and Boca Beauty Academy

Alvarado, Antonio – Culinary Instructor

ServSafe Certification

Over 25 years of experience in the culinary field

Anderson, Leonda – School Secretary, Construction and Manufacturing

Programs BS, Criminal Justice – ITT Technical Institute

Over 25 years of experience in education

Babb, Jennifer – Student Services

Medical Office Assistant Certificate, Ocean County Vocational Technical School
Secretary Over 20 years administrative office experience

Baxley, Wylie Shane – Automotive Collision Technology

ASE Certified Master Tech; PPG Gold Level Certified Toyota Master Tech; I Car Gold Certified

Instructor Over 20 years in Auto Collision Industry

Bekkering, Tim – Marketing and Events Specialist
BA, Hope College, Holland, MI

Boucher, Lynne – MTC State Reports Specialist
Over 20 years of experience in education

Brutus, Xela – Grant Resource Specialist
BA, Psychology, USF

Bryant, Michael –Computer Aided Drawing Instructor
CAD Drafting, Erwin Technical College
9+ years of experience

Bryce, David - Electrical & Instrumentation Instructor
B.S. in Mathematics

Burlew, Gil – Advanced Manufacturing & Production Technology Instructor
BA, Industrial Technology, William Penn University
Certifications: Solid Works SWA, Engineering, Manufacturing, Aerospace
Over 45 years of teaching experience in Engineering Technology

Bush, Jay – Paramedic Instructor
BS, Walden University, Workplace Psychology
MS, Walden University, Industrial and Organizational Psychology
Florida Certified Paramedic, ACLS and PALS Training Center Faculty
Over 40 years' experience

Cadena, Kelly – Dental Assisting Instructor
BA, Human Resources Management, St. Leo University
Dental Assisting Certification, Manatee Technical College
Certified Dental Assistant

Carrillo Casique, Rafaela – Career Counselor, Adult Education
M.Ed., Reading, Northeastern State University Educator Preparation Program,
BA, State College of Florida, English

Casaine, Irmarié – Senior School Secretary, Administration

Attended Universidad del Sagrado Corazon, San Juan, PR
Over 10 years of experience in school settings

Catalane, Edward – Baking and Pastry Art Instructor
AOS Degree in Occupational Studies, Culinary Institute of America, Hyde Park, NY
Over 30 years of experience in the culinary and baking field

Cestero, Jose A – Automotive Service Technology Instructor
ASE Certified
Over 10 years of experience in the field

Chamberlain, Linda – Medical Assisting Instructor, Medical Coder Biller
Instructor
AS, Keiser University
AMT Registered Medical Assistant
AAPC, Certified Professional Coder

Chan, Liza – Esthetics Instructor
Certified in Aesthetic Medicine, American Academy of Aesthetic Medicine
MD, University of Perpetual Help System Dalta, JONELTA Foundation School of Medicine
BS Biology - De La Salle University
Certified in Advanced Esthetics;
Licensed Esthetician, Manatee Technical College

Chevalier, Lesley – Public Service Coordinator,
BA, Mt. Vernon Nazarene University,
Certified Child Abuse Investigator, Certified Drug and Alcohol Counselor.
ABA Certified Paralegal
FDLE Certified in Firearms, Defensive Tactics, First Aid, and Vehicle Operations
FDLE Certified General Instructor

Christiano, Carla – Career Counselor
Certificate, Office Automation, Cittone Institute
Certificate, Realtor/Sales Associate, Ed Klopfer School of Real Estate
Coates, Robert—Armed Security Guard

U.S. Army, Military Police, Retired 5+ in the district

Cohello, Irene – Front Desk Secretary
Sport, Recreation, & Entertainment Marketing Certificate,
Hospitality and Tourism Certificate, Manatee Technical College

Cooley, Shannon – School Secretary, Adult Education
Attended University of Memphis, Memphis, Tennessee
Over 20 years of experience in office settings – Customer Service and Office
Manager positions

Cooper, Angel - Accounting Specialist
B.A., Business Administration, Midway University, KY
30 years of experience in school settings

Corbino, Cindy – Cosmetology Instructor
Over 20 years of experience,
Professional hair stylist

Cruz, Angelica—Main Campus Custodian

Cutrona, Rhonda – School Secretary, East Campus
Over 25 years of experience in the education and medical fields

DeFraties, Hayley – Nursing Instructor
B.S.N., Nursing, State College of Florida
A.S.N, Nursing, State College of Florida
Registered Nurse, State of Florida
7 Years of Experience

DeToma, Craig – Applied Cybersecurity Instructor
CompTIA A+ Certificate, Manatee Technical College
CIW Web Foundations Associate, Manatee Technical College
CompTIA Security+, Manatee Technical College

Escalante, Perla – Financial Aid Specialist
Over ten years of experience in customer care.

Faicco, Sandra – School Secretary, Testing Department Childcare Certification

Faudoa, Normalinda—MTC Accounting Specialist
Over five years of experience in the school district

Ferraro, Renee – Financial Aid Specialist
MA, Public Administration, West Virginia University
BS, Journalism & Public Administration, West Virginia University

Foley, Patricia – Student Financials Coordinator
BA, Hartwick College

Forbes, Brian – Air-Conditioning, Refrigeration and Heating Technology
Instructor
Certified Air Conditioning Contractor, Registered Air Conditioning Contractor,
Over 25 years of experience

Franco, Lesvia – School Secretary, Salon Services Department
Certified Administrative Office Specialist, Manatee Technical College

Gachetti, Joseph – Armed Security Guard

Gairing, Kelly – School Secretary
Allied Health and Continuing Ed
BS, Child Development, University of Maine

Garcia, Karen – Main Campus Custodian

Gates, Amy – Career Counselor
BA, Criminology, USF Sarasota-Manatee

Geldmaker, Tammy – MTC Student Services Coordinator
BS, Elementary Education and Interdisciplinary Studies, Lynchburg College
MA, Exceptional Student Education, Saint Leo University

Giddens, Dawn—Project EDGE Coordinator
MS, Educational Leadership, University of South Florida
MS, Emotional Disturbances and Learning Disabilities, Florida State University
BS, Emotional Disturbances and Learning Disabilities, Florida State University

Gilray, Jennifer – Assistant Director, East Campus

EdD, Teaching and Learning, Argosy University
MS, Educational Leadership, Nova Southeastern
BS, Health Education, East Carolina University
Over 26 years of experience

Goehring, Christy- Accounting Operations/ Administrative Office Specialist
Instructor
B.S., Business Administration, Tampa College
AA, State College of Florida
18 years of experience

Goldsby, Roman – Main Campus Custodian

Gonzalez, Aurea – Case Manager
Administrative Assistant Certificate, Manatee Technical College
Over 20 years of experience at MTC

Green, Adam – Diesel Systems Technology Instructor
BS in Applied Science, Redding University, Maryland

Grella, Dayna – Health Education Coordinator
MSN-Ed, Western Governors University
BSN, Galen College of Nursing
ADN, Galen College of Nursing
PN, Eastern Suffolk School of Practical Nursing

Groseclose, Robert – Director, FL Law Enforcement Academy
Bachelor of Technology, Emergency Responders, Oklahoma State University,
AS, Police Science. Oklahoma State University
20+ Years experience

Grussing, Alexander – Marine Service Technology Instructor

Guadalupe, Matilde- East Campus Custodian

Guerrero, Laindiana – East Campus Custodian

Gutierrez, Maria—Main Campus Lead Custodian

Hallett, Amy—Practical Nursing (LPN) Instructor
BS, Nursing, Post University of Health Sciences
AS, Nursing, Cape Cod Community College
9+ Years Registered Nurse Experience
5+ Years Nursing Instructor

Hancock, Hollie—Practical Nursing (LPN) Instructor
B.S.N, Nursing, State College of Florida
A.S.N, Nursing, State College of Florida
13+ Years Nursing Experience

Haynes, Richard – Cosmetology Instructor
Parkersburg Beauty College
Over 35 years of experience in the cosmetology area

Hays, Christie – Student Records Secretary
25+ years administrative experience

Heatherman, Nichole—Cosmetology Instructor
Jolie Health and Beauty Academy Graduate
Paul Mitchel Academy Graduate
Over 5 years teaching experience
Over 10 years of cosmetology experience

Hernandez, Silvia –Secretary, Nursing Department
Over 10 years of experience at MTC

Hernandez Valdez, Ludivina – Secretary, Adult Education
Certificate, Administrative Assistant, Manatee Technical College
Certificate, Assistant Accounting, Manatee Technical College
Certificate, Cosmetology, Manatee Technical College

Hines, Monique – Senior School Secretary, Adult Education
Over 5 years of experience with the School District of Manatee County
Over 20 years of experience in administrative support

Houston, Ronald—Career Counselor
MS, Educational Leadership, Keiser University

BS, Criminal Justice, Argosy University
Over 10 years of experience in the school district

Jackson, Craig – Automotive Service Technology Instructor
Automotive Technology, Manatee Technical College
8 years of experience in the automotive industry
ASE Certified Master Automotive Service Excellence
Automobile Technician and Certified Med/Heavy Duty Truck

Jensen, Traci – Career Counselor, Adult Education
MS, Education, Teaching and Learning English Language Arts, University of Kansas
BS, Education, Curriculum and Instruction/Teaching & Learning

Johnson, Beronica – Student Recruiter
Law Degree: Universidad Federico Henriquez Ureña Y Carvajal, La Romana
Dominican Republic
17+ Years in education

Jordan, William – Welding Instructor
BS, Vocational-Technical Education and Industrial Safety, Pittsburg State University
AAS Welding, Butler County Community College
AWS Certified Welding Inspector and Welding Educator

Kelley, Wayne - Electrical & Instrumentation teacher Aide
Advanced Manufacturing & Production, Manatee Technical College

Kempher, Barb – School Secretary, Front Desk

King, Barry – Carpentry, Building Trades & Construction Design Technology
NCCER Instructor Certification in Core, Carpentry and Building Construction Technology.
Over 40 years of experience in carpentry and building construction

Kirchberg, Nicole – Career Counselor
BA, State University of New York at Purchase, History
MS, National Louis University, Human Resources Management and

Development

Kirk, Dr. Jodi - Manatee Technical College Director

DBA, Argosy University

MBA, University of Phoenix

B.S., American Sentinel University

Vocational Director Certification, University of Central Florida

14 years of experience in Career and Technical Education

Kretkowski, Jessica – MTC Accounting Specialist

Business Management, Fairmont State College

Ladino, Jacqueline – Accounting Coordinator

BA, Business Administration, Santiago de Cali University

10 years' experience in financial oversight

Labbe, Paul – Air–Conditioning, Refrigeration and Heating Technology

Instructor

Certified Master Technician, Professional Service Assn.

Certificates, Major Appliance Repair and HVAC, Manatee Technical College

Over ten years of experience in the field

Lee, Jeremy- Instructor Advanced Manufacturing and Production Technology

Certificate, Advanced Manufacturing, Manatee Technical College

SolidWorks Associate and Professional Certifications

Lewandrowski, Courtney -CTC Instructor

BS, Child, Family, and Consumer Sciences, Florida State University

AA, Liberal Arts, Manatee Community College

American Heart Association Basic Life Support Instructor Training Certified,

SafeSitter Certified, Early Childhood Director Credentialed

Leon, Angelica-Custodian, Main Campus

Lindergren, B. Shane – Barbering Instructor

Certification, Barber/Stylist, Manatee Technical College

Owner/Licensed Barber, Local's Barbershop

Lockhart, Samantha – Electrician Instructor

Electrician Program, Manatee Technical College
12+ years' experience

Lombard, Joseph—Financial Aid Coordinator
MS, Education, University of Bridgeport
BS, Psychology, University of Florida
Over 20 years of experience in student financial aid

Lopez Gamboa, Fabian – Main Campus Custodian

Lorenzo Castillo, Norbelio – Main Campus Custodian

Mabry, Sarah – Surgical Technology Instructor

Mardones, Julie – Nursing Instructor
AAS, Nursing, Truman College
Over 20 years of experience

Martinez Suarez, Madelin – East Campus Custodian

Mascherino Carleton, AnnaMaria - Early Childhood Education Instructor
BA, Psychology, Otterbein University
AA, Early Childhood Development,

Maynard, Colleen – Assistant Director, Main Campus
BA, Psychology/English, University of Rhode Island
M.Ed., Educational Leadership, Florida Southern College
FL Teaching Certificate, English, Educational Leadership, ESOL, Family and Consumer Science
Over 15 years in education

McBride, Bryan -- Automotive Service Technology Instructor
Automotive Service Technology Certification, Manatee Technical College
11 years of Automotive Service experience

Merk, Scott – Campus Solutions Analyst
B.S. Computer Science, Devry University
Over 35 years in IT/Systems Analysis

Merrill, Jacob – Law Enforcement Instructor
B.A.S, Public Safety Administration, St. Petersburg College
AA, General Studies, State College of Florida
FDLE Certified in Firearms, Defensive Tactics, First Aid, and Vehicle Operations
FDLE Certified General Instructor
8+ Years experience

Merrill, Kendra – Project Edge Culinary Instructor
B.S., Dietetics with Health Promotion, Michigan State

Mruk, Susan – Pharmacy Tech Instructor
Doctor of Pharmacy, Samford University
BS, Pharmacy, Samford University

Navarette, Cecilia – Career Counselor, Adult Education
B.S., Business Administration, University of Guayaquil

Orth, Lisa – Testing Secretary

Palitto, Mark – Welding Instructor
Graduated from Akron Testing and Welding, Inc.
AWS Certification
40 years of working and teaching experience in the Welding and Fabrication Industry

Patino, Gladys – Front Desk Secretary
AA, Queensborough Community College, Bayside, NY

Perez, Federico – Lead Custodian, MTC East Campus

Pizano, Carolina - Paraprofessional, Project Edge
MA, Educational Psychology, Argosy University
BA, Computer Information Systems and Management, Inter American University of Puerto Rico
AA, Computer Information Systems, Inter American University of Puerto Rico
18 years of experience

Posada Arroyo, Brenda – Secretary, Testing Department

Attended American University of Puerto Rico

Prasad, Sandhya - Testing Proctor

M.A., Karnataka State Open University, Mysuru, India

B.S, Botany, Zoology

Proskurina, Dr. Marina – Digital Design Instructor

PhD – Stroganov Moscow State University of Arts and Industry Fine Art and Design Adobe Certified

Lifetime Teaching Certification for College and University Instruction

Ralston, Tammy – Disability Resource Center Coordinator

Ed.D, Instructional Leadership, Nova Southeastern University

Ed.S., Instructional Leadership, Nova Southeastern University

M.Ed., Exceptional Student Education, University of South Florida

B.S., Behavior Disorders, University of South Florida

Resendiz, Alejandro - Custodian Main Campus

Rojack, Linda – Nursing Instructor

MS Nursing, Excelsior College

50 years' experience

Rice, Misty – Financial Aid Specialist

Over twenty years of experience in customer care

Roberson, Kevin- Program Supervisor, Apprenticeship

Master of Executive Leadership Studies, Gardner-Webb University

BS, Technology Education, Western Carolina University

Roberts, Laura – Business and Industry Service Specialist

BS, Elementary Education, University of South Florida

Rodriguez, Dora—Custodian, MTC Main Campus

Ruiz, Cynthia – Financial Aid Specialist Certificate,

Administrative Office Specialist – Manatee Technical College

Salas, Jose – Computer Systems and Information Technology Instructor

MBA, Finance, Loyola University of Chicago
BS, Mathematics and Computer Science, University of Illinois at Chicago

Sanchez, Francisca – Career Counselor, Adult Education
BA, Interdisciplinary Social Science, University of South Florida

Santilli, Chelsea – Bookstore Manager
AA, General Education, Keiser University Over 20 years of experience in education

Santilli, Mark – Electrician Instructor
Licensed Electrical Journeyman
Over 20 years of experience

Saxton, Thomas – Assistant Director, Main Campus
MA, Ed Leadership and Administration, Jones International University
BS, Marketing/Entrepreneurship, Florida State University
Teaching Certificate in Marketing and Business Education, NC State University

Scarbrough, Bradley – Assistant Director, East Campus
B, Elementary Education, University of South Florida
MA, Ed. Leadership, NOVA Southeastern University
33+ years' experience in education

Schreiber, Nancy – Career Counselor, Adult Education
BA, Varying Exceptionalities K-12, Nova Southeastern University
Early Childhood Certificate, Florida International University
Green Mountain Institute of Integrative Bodywork, Massage Certification
Integrative Institute of Nutrition, Health Coach Certification
25 years' experience

Silva, Linda – Program Supervisor, Adult Education
Certificate of Advanced Studies, University of Bridgeport, CT
Educational Leadership, Administrations/Supervisor

Skardoutos, Jill – Assessment & Industry Certification Administrator
BS, General Psychology, Florida State University

Smith-Warzyk, Gwendolyn—State Reports Specialist

BA, International Relations, University of South Florida
10+ years of experience at MTC

Sosa, Joshua – Automotive Service Technology Instructor
ASE Master Certified Automotive Technician

Stephens, Andrew – Welding Instructor Certificate
Applied Welding Technology, Manatee Technical College
13 years of experience in the welding field

Tambe, Kristen—School Secretary, Criminal Justice Academy
BA, General Business Administration, University of South Florida

Thayer, Robert – EMT, Paramedic. Fire Instructor
State of Florida Certified Paramedic
State of Florida Fire Instructor 1 Certification
ACLS/BLS Instructor
Over 35 years' experience

Toler, Mark – Career Counselor, East Campus
AA, General Studies, Manatee Community College
BS, Physical Education, University of Central Florida
MA, Physical Education, University of Central Florida
14 years of experience

Tomlin, Ronald – Marine Service Technology Instructor
BS, Accounting, University of South Florida
14 years of experience in the marine service industry

Toole Plummer, Abby – Digital Video Production Instructor
BS, Business Administration, Montreat College

Tramontozzi, Analia – MTC Accounting Specialist
AA, Aquinas College, Milton, MA

Treadway, Rita – Secretary, Student Services Department
BA, Communications, Metropolitan State University of Denver

Underwood, Christopher – Diesel Systems Technology Instructor

ASE Certified, Master Automobile Technician and Medium/Heavy Truck Technician

Vaquero Ramirez, Briana – Secretary, Adult Education
Certificate, Administrative Specialist Assistant, Manatee Technical College

Walden, Carrie – Varying Exceptionalities Instructor, Project EDGE
BA, Criminal Justice, Hodges University
AA, Criminal Justice, Manatee Community College
Certified in Exceptional Student Education, Middle Grades Integrated, and
Family and Consumer Science
Over 15 years of Exceptional Student Education experience

Ware, Brenda J. – Dental Assisting Instructor
BS, Hodges University
MA, University of South Florida
Certified Dental Assisting National Board Florida Dental Radiographer

Whalen, Steven – Auto Collision Repair Instructor
Over 15 years of experience in the automotive industry

Yenobi, Christian—Custodian, MTC Main Campus

Zabroni, Deborah - Secretary I, Student Services

Zarate, Ricardo – Plant Manager
Accounting & Business Administration, Manatee Technical College
FSPMA Certified Master Custodian
FSPMA Professional Leadership
FSPMA Certified Custodial Instructor

Zeris, Sharon – School Secretary
Over 20 years of experience in the school district

Part-Time Faculty and Staff

Aikman, Debora - ESOL Instructor
MA, University of South Florida

31 years' experience

Agresta, Francis – Fire Instructor

State of Florida Certified

Bureau of Fire Standards & Training Instructor I

Paramedic 8 years' experience

Allman, Carson- Welding Instructor

Manatee Technical College Alumni

4+ years' experience

Altman, Matthew – CTC Instructor

MA, University of South Florida

BS, Empire State

AS, Niagara County Community College

Paramedic Course Completion, Erie Community College

Certificate in Emergency Management, St. Petersburg College

Ammon, Robert - ESOL Instructor

BA, Biology, Kent State University

30 years' experience

Anderson, Ben - Fire Science Instructor

Bureau of Fire Standards & Training Instructor I

15 years' experience

Barcena, Carol – Remediation Instructor

B.S., Education, Massachusetts College of Liberal Arts

AA, Berkshire Community College

Belle, Rachel – Allied Health Instructor

Licensed Massage Therapist, Manatee Technical College

AS, Surgical Technology, Southwest Florida College

15 years' experience

Benjoud, Omar - ESOL Instructor

BA, Business/Marketing, National University

5 years' experience

Bill, Derek - Fire Science Instructor
BS, University of Florida
AS, St. Petersburg College
Bureau of Fire Standards & Training Instructor I

Bok, Randy – Law Enforcement Instructor
FDLE Certified General Instructor
FDLE Certified in First Aid
10+ Years' experience

Briggs, Cheri – GED Instructor

Bryant, Michael –HVAC Evening Instructor
CAD Drafting, Erwin Technical College
9+ years' experience

Bumbara, Robyn - GED Instructor
B.S., Business, Florida State University
Educator Preparation Institute (EPI), Professional Teaching Certificate, State
College of Florida
8 years' experience

Burghdurf, Christopher - Fire Science Instructor
AAS, Erie Community College
Bureau of Fire Standards & Training Instructor I
9 years' experience

Caggiano, Belinda – Nursing Instructor
BS, Nursing, Western Governors University
10+ years' experience

Campion, Margorie – ESOL Instructor
B.A., Interdisciplinary Social Science, University of South Florida
A.A., State College of Florida

Chapman, Cary – Law Enforcement Instructor
B.S., University of New Orleans
FDLE Certified General Instructor

FDLE Certified in Firearms and Defensive Tactics

Chappell, Danny – Fire Science Instructor
AS, EMS, Hillsborough Community College
Bureau of Fire Standards & Training Instructor I

Chastain, Kevin – Law Enforcement Instructor
FDLE Certified General Instructor
FDLE Certified in Firearms, Defensive Tactics, First Aid, and Vehicle
Operations Certification
17 years' experience

Cirone, William – Fire Science Instructor
Bureau of Fire Standards & Training Instructor I
Federal Certified Public Information Officer/Safety Officer

Colon, Ricardo – Electrical Apprenticeship Spanish
22 years' experience

Combs, Kathleen - CTC Instructor
MS, Health Education, St. Joseph's University

Cook, Graham – Law Enforcement Instructor
FDLE Certified General Instructor
FDLE Certified in Firearms and First Aid
10+ years' experience

Cooper, Arika – CTC BLS Instructor
MBA, Florida Metropolitan College
Certified EMT/Paramedic, Florida Southwestern College
BS, Zoology, University of Florida
13+ years' experience

Davis, Jennifer – Bookstore Clerk

DeBerry, Donna – Testing Proctor

DeLeon-Thompson, Donell - Law Enforcement Instructor
FDLE Certified General Instructor

FDLE Certified in Firearms, Defensive Tactics, First Aid, and Vehicle Operations

10 years Law Enforcement experience

Diaz, Frank - Electrical Apprenticeship Instructor

School of HVAC and Refrigeration, Tampa Bay Technical Institute

24+ years' experience

Dixon, Van – Electrical Instructor

2000-2004 Sarasota County Technical Institute Electrical Apprenticeship Completion

2004-NCCER Certified Electrical Instructor Associated Builders and Contractors, Inc

1998– Fundamentals of Marine Corps Leadership

Dunham, Anthony - EMT/Paramedic Instructor

A.S, Fire Science, Hillsborough Community College

EMT, St. Petersburg College

Paramedic Course Completion, Manatee Technical College

Florida EMT/Paramedic Certified

Dunson-Martin, Jana – CTC Instructor

BS, Temple University

Felix, Violeta – GED Instructor

Ed.S, Education, Argosy University

M.A., Advanced Educational Administration, Argosy University

B.A., Education, University of South Florida

30 years' experience

Ferreira, Joseh – Law Enforcement Instructor

FDLE General Instructor Certification

FDLE Certified in Firearms and First Aid

5+ Years' experience

Ferrett, Thomas - Fire Science Instructor

Bureau of Fire Standards & Training Instructor I

12 years' experience

Fiore, James - Law Enforcement Instructor
AA, Criminal Justice, Keiser University
FDLE General Instructor Certification
FDLE Certified in Firearms, Defensive Tactics, First Aid, and Vehicle Operations

Fischbach, Casey – EMT/Paramedic Instructor
BA, East Stroudsburg University
State of Florida Paramedic Certification

Foss, Derek – Fire Science Instructor
AS, Manatee Community College.
Bureau of Fire Standards & Training Instructor I
Florida Certified Fire Instructor

Fox, Scott – Fire Science Instructor
Bureau of Fire Standards & Training Instructor I
13 years' experience

Foy, Yamson – Barbering Instructor

Francois, Fabienne - ESOL Instructor
M.A., Education. Ashford University
B.S.W., University of West Florida
25 years' experience

Freel, Rebecca – Law Enforcement Instructor
JD, Stetson College of Law
BA, Stetson University
Office of the State Attorney 2005 – present

Frey, Barbara - Nursing Instructor
AS-Nursing, Mercer County Community College

Galindo, Anthony – Welding (Sub) Instructor
31+ years' experience

Garland, Donald - Diesel Instructor Military Veteran

Guthrie, Jason – Fire Science Instructor
AS, St. Petersburg College
Certified Florida Fire Instructor 2

Hagan, Patrick – Law Enforcement Instructor
FDLE Certified General Instructor
FDLE Certified in Firearms, Defensive Tactics, and Vehicle Operations
10 years of experience

Hassler, Jacob - Electrician Apprenticeship
Electrical Certification ,Suncoast Technical College
13+ years' experience

Hasty, Andrew – Law Enforcement Instructor
AS, Columbia Southern University
FDLE Certified General Instructor
FDLE Certified in Firearms and Vehicle Operations

Hays, Geraldine (Ann) - Adult Ed Secretary – Part-time
High school diploma, some college
9 years' experience in university/technical school settings

Holgado, Sandra - ESOL Instructor
Master of International Business, Finance and International Relations, Florida
International University
Externado de Colombia University
9 years' experience

Hunniford, Blake – Fire Science Instructor
AS, EMS, Columbia Southern University
Bureau of Fire Standards & Training Instructor I
11 Years' experience

Inman, Tyler – Automotive Service Technology Instructor
Automotive Service Technology, Manatee Technical College
12+ years' experience
Master ASE Certified Technician

Military Veteran

Jensen, Annette - ESOL Instructor

M.S., Education, University of Miami

M.Ed., Florida International University

29 years' experience

Jewell, Douglas – Building Construction Technologies Instructor

M.S., Executive Management, Hodges University

20 years' experience

Johnson, Bradley – Law Enforcement Instructor

B.A., St. Mary's College

FDLE Certified General Instructor

FDLE Certified Defensive Tactics, Firearms, and Vehicle Operations Instructor

Kachny, Fernanda – ESOL Instructor

Keller, Sawyer – EMT/Paramedic Instructor

BA, Psychology, Florida Gulf Coast University

5+ years' experience

Komarow, Angeline - Nursing Instructor

MS-Nursing Education, University of Hartford

Kulikowski, Cara – Nursing Instructor

MS, Nursing Leadership, Western Governors University

La Fuente Del Toro, Ivis – CTE Instructor

Lasley, Maria – Nursing Instructor

BSN, Nursing, Kentucky University

MA, Business Administration, Webster University

Liddell, Jeremy – Law Enforcement Instructor

BA, University of South Florida

FDLE Certified General Instructor

FDLE Certified Defensive Tactics and Firearms Instructor

Lloyd, William - ESOL Instructor
M.Ed., Michael's College
B.A. in Sociology and World History, Franklin College
12 years' experience

Lovett, Trevor, EMT/Paramedic Instructor
AA – State College of Florida

MacIsaac, Amy – CTC Instructor
Registered Nurse
31 years' experience

Manzo, Mary - GED Instructor
B.S. Biology, Loyola Marymount
31 years' experience

Marines, Sandra - ESOL Instructor
BS, Business and Professional Leadership
2.5 years' experience

Marquis, Steven – Machining Technologies Instructor (Sub)
25 years Machining and C&C experience

Martin, Richard ,CTC Instructor
15 years' experience

McBride, Bryan – Automotive Service Technology Instructor
11+ years' experience

McClintock, Weston – Automotive Service Technology
Instructor ASE Certified
30+ years' experience

Mccollum-Awad, Siobhan - ESOL Instructor
MA, Adult Education, Seattle University
26 years' experience

Miles, Rachel – Early Childhood Development Instructor
Licensed - Director & Childcare Development Specialist

8 + years' experience

Miller-Lucas, Thera – Nursing Instructor
BSN, State College of Florida

Mislyan, Stephen – Law Enforcement Instructor
MA, University of South Florida
BA, University of South Florida
AA – Manatee Community College
FDLE Certified General Instructor
FDLE Certified in First Aid and Vehicle Operations

Moreno, Liliana- ESOL Instructor
M.Ed., Adult Education and Training, University of Phoenix
B.S. in English as a Second Language, UNAD Colombia
21 years' experience

Morie, Mark – Law Enforcement Instructor
AS, Manatee Community College
FDLE Certified General Instructor
FDLE Certified in Vehicle Operations
25+ years' Law Enforcement experience

Murphy, Alesha – GED Instructor
Master of Business Administration (MBA), Walden University
B.S., Education Studies, Western Governors University
18 years' experience

Murray, Joseph – Digital Design/Photography Teacher Aide

Pacheco, Victor - ESOL Instructor
J.D, University of California
BA, Political Science, Minor in Spanish, University of California
7 years' experience

Parham, Daniel – Law Enforcement Instructor
FDLE Certified General Instructor
FDLE Certified in Firearms and Defensive Tactics

25 years' experience

Patterson, Richard – Electrician Instructor
40+ years' Experience

Pearl, Mitchael - ESOL Instructor
Ed. D - University of Florida & Argosy
17 years' experience

Phillips, Daniel – EMT/Paramedic/Fire Instructor
State of Florida Certified Paramedic
Bureau of Fire Standards & Training Instructor I
13 years' experience

Price, Courtney - GED Instructor
M.Ed., American College of Education
B.A, University of Cincinnati
18 years' experience

Ragoonanan, Darlene – Law Enforcement Instructor
JD, Stetson College of Law
MA, Stetson University
BA, Rutgers University
Office of the State Attorney 2003- present

Rietz, Richard – Law Enforcement Instructor
MPA, Hodges University
BSM, Hodges University
FDLE Certified General Instructor
FDLE Certified in Vehicle Operations

Rivera, Jose – Fire Science Instructor
Florida Certified Fire Instructor

Rosario Planas, Anibal- ESOL Instructor
BA, Business Administration, Pontificia Universidad Católica de Puerto Rico
2 years' experience

Savitsky, Logan – Fire Science Instructor

Firefighter I & II, Manatee Technical College
Paramedic, Suncoast Technical College
Bureau of Fire Standards & Training Instructor I
5+ years' experience

Schoeffel, Sally- CTC Instructor

Schreiber, Paul – ESOL Instructor
M.S., Barry University
B.S., Florida State University
A.A., Miami –Dade Community College
Certificate Program, Education Leadership, Florida International University
23 years' experience

Sedgley, David – Fire Science Instructor
AS, Manatee Community College
Bureau of Fire Standards & Training Instructor I

Serrano, Angel – Building Construction Technologies Instructor
17+ years' experience

Sherman, Christopher Todd – Electrical Apprenticeship Instructor
BA, University of Southern Mississippi
Electrician Program, Suncoast Technical College
6+ years' experience

Simunovic, Allen – EMT-Paramedic Instructor
State of Florida Certified Paramedic
14 + years' experience

Simunovic, Damian - EMT-Paramedic Instructor
State of Florida Certified
Paramedic 7 years' experience

Smail, Richard – Fire Science Instructor
AS – Columbia Southern University, Fire Science
State of Florida Fire Instructor 1 Certification

Soto, Nohemi- Testing Center Proctor

6 years' experience customer service

Sotomayor Rodriguez, Nereida - ESOL Instructor

M.Ed. - Regent University

B.A., Business Administration, Trinity International University

18 years' experience

Spates, Jan – Nursing Instructor

BSN – Plattsburg University, Nursing

25+ years' experience

Stannard, Donald – Electrician Instructor

40+ years' experience as Machinist and Supervisor in Manufacturing

Szostak, Beata- Café Cashier

18+ years' experience

Thompson, Brandon – Fire Science Instructor

AA, Fire Science, Waldorf University

State of Florida Fire Instructor 1 Certification

+5 years' experience

Thompson, Noah – Electricity Instructor

Toccalino, Shawna – EMT/Paramedic Instructor

State of Florida Certified Paramedic

17 Years of Experience

Torres Sanchez, Xochil – Bookstore Clerk

Tumolo, Edward - Fire Science Instructor

Fire Academy, Hillsborough Community College

State of Florida Fire Instructor 1 Certification

Turpin, Jonathan – Fire Science Instructor

Associates in Fire Science, Polk State College –

Bachelors in Fire Administration, Columbia Southern University

14+ years' experience

State of Florida Fire Instructor 1 Certification

Tyler, Scott – Law Enforcement Instructor
FDLE Certified Instructor
24 years Law Enforcement experience

Van Fleet, Keith – HVAC Apprenticeship

VanHying, Elisa -Part-Time Secretary Student Services

Vasquez, Andrea - ESOL Instructor
Specialist - UNED (Universidad Nacional de Education a Distance)
M. Ed, University of Phoenix
B.A., University of Sagrado Corazon
15 years' experience

Vasquez, Elizabeth - ESOL Instructor
MA, Urban Multicultural Education, College of Mount Saint Vincent
25+ years' experience

Verges, Angel – Welding Instructor

Viard, Romy – ESOL Instructor
M.A., Educational Leadership, St. Thomas University
B.A., Professional Administration / Human Resources Administration, Barry University
A.S. Nursing RN, Saint Petersburg College
19 years' experience

Vieras, Jaclyn – ESOL Instructor

Villanueva, Moises - Electrician Apprenticeships Spanish
Electrical Cert, Universal Technology College of Puerto Rico
9 years' experience

Viscosi, Ketsana – ESOL Instructor
Master of Science, Teaching English to Speakers of Other Languages (TESOL), Full Sail University
BA, Education, University of Toledo
Advanced Specialized Certificate in Intercultural Management, University of

Notre Dame

Certificate in Strategic Human Resource Management, Michigan State University
Certificate in Strategic Organizational Leadership, Villanova University

Certificate in Integrated Online Strategies, University of San Francisco
27 years' experience

Watson, Lauren- GED Instructor

M.A., Natural Science, Chemistry, West Chester University

B.S., Biology, West Chester University

25+ years working in industry and education.

Weissman, Jason – Fire Science Instructor

Florida Certified Fire Instructor

Wennberg, Todd – Law Enforcement Instructor

FDLE Certified General Instructor

FDLE Certified Defensive Tactics, Firearms, First Aid, and Vehicle Operations Instructor

14+ years' experience

White, Aaron – EMT/Paramedic Instructor

State of Florida Certified Paramedic

Manatee County EMT of the Year – 2014

Wood, Robyn - ESOL Instructor

BA, English, University of South Florida

16 years' experience

Wright, Luke – EMT/Paramedic Instructor

AA, State College of Florida

Critical Care Paramedic, University of Florida

State of Florida Certified Paramedic

15 years' experience

Wygarden, Travis- Electrical Apprenticeship Instructor

14 years' experience

Yates, Roland – Plumbing Apprenticeship

Yonker, Nancie – Massage Therapy Instructor

BA, Colorado State University

Sarasota School of Massage Therapy

State of Florida Licensed Massage Therapist

Yurschak, Kathleen – ESOL Instructor

M.S., University of Scranton

B.S., Teaching English to speakers of Other Languages (TESOL), State

University of New York College at Cortland

Certificate in Educational Leadership

22 years' experience



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