HIGH SCHOOL CAREER DUAL ENROLLMENT GUIDE

MANATEE TECHNICAL COLLEGE

SPRING 2027

Available High School Career Dual Enrollment Programs

Main Campus *(State Road 70 East)*

- Advanced Manufacturing and Production Technology (Full Time)
- CNC Production Specialist (Full Time)
- Fundamental Food Service Skills “Culinary Arts” (Full Time)

East Campus (Lakewood Ranch Blvd.)

- Emergency Medical Technician - ATD “EMT” (Full Time - Seniors Only)
- Patient Care Technician “PCT” (Full Time - Seniors Only)

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA — A Tradition of Excellence

MTC MANATEE TECHNICAL COLLEGE

YOUR FUTURE. OUR FOCUS.

DUAL ENROLLMENT STEP BY STEP GUIDE

☐ **Speak to your high school guidance counselor to determine eligibility for Career Dual Enrollment**
- o Unweighted GPA (2.0 or higher)
- o Met both State Assessments in ELA and Algebra I
- o Be on Track for Graduation

☐ **Student and Parent together complete the Manatee Technical College (MTC) Career Dual Enrollment online request form located** at https://forms.cloud.microsoft/r/5PH4Yy3sQV or available on the MTC website at https://www.manateetech.edu/admissions/dual-enrollment-programs/
Please note, this is not admission into the program. **This is a request form only.**

☐ Once the student has completed the MTC online request form, the student needs to fill out the MTC online application located here: https://www.manateetech.edu/apply-now/
Helpful tips while applying for MTC:

- Under the "Previous Education" category, be sure to select
- **Grade 9-12 without HS diploma and US Based Schooling**
- Choose the term to start, **Fall** (August start date) or **Spring** (January start date)

Full Time without HS diploma (7: 30 a.m - 3:00 p.m.)
HS Part-time (8:00 a.m. – 11:00 a.m. or 12:00 p.m. - 3:00 p.m.)

- Choose **First Time Student in a Florida Post Secondary School** and Choose **Dual Enrollment** in the Drop-Down Menu
- Select Current High School

☐ Your High School Guidance counselor will receive an email and a form to fill out letting MTC know if you meet the qualifications for career dual enrollment. **Please note you will not be allowed to enroll in any Career Dual Enrollment courses until this has been received by your High School Counselor.**

☐ Complete all required **To-Do List** items listed within the Student Portal for the student to be eligible for acceptance into the program. **Admissions decisions are sent via email by MTC**. If accepted into the program, follow the instructions in the acceptance letter

Questions regarding the online application, or login issues, contact mtcstudentservices@manateeschools.net or 941.751.7900 x 46108.
For other dual enrollment questions, contact mtcdualenrollment@manateeschools.net

Career Dual Enrollment Online Request Form

MANATEE TECHNICAL COLLEGE HIGH SCHOOL CAREER DUAL ENROLLMENT ADMISSIONS PROCESS - FAQ's

What is Career Dual Enrollment?
Career Dual Enrollment is an option for high school students to enroll in MTC postsecondary career and technical education (CTE) programs creditable toward both high school graduation and a career certificate. Students may also earn an industry certification or licensure.

Where are Dual Enrollment programs offered?
Both the MTC East and Main campuses offer Career Dual Enrollment programs at their sites.

When can a student begin the Career Dual Enrollment process?
Eligible students aged 16 or over may enroll at the beginning of their junior year contingent upon program age requirements.

How do students apply?
Refer to Step by Step guide in this packet.

May a Career Dual Enrolled student still participate in events at their home high school?
Yes. However, this is dependent upon the MTC program attendance policies and the schedule of the extracurricular activity.

May a Home-Schooled student participate in Career Dual Enrollment?
Yes. Home-schooled students have access to the same career dual enrollment opportunities as public-school students. Parents or guardians must complete a home education articulation agreement.

Are there any fees for Career Dual Enrolled students?
All Manatee County School Dual Enrolled students are provided tuition, fees, and textbooks/instructional materials (on loan) free of charge.

Students are responsible for purchasing required program uniforms. Some programs have pre-admission fees and dual enrolled students are responsible for these.

What are the eligibility requirements to be Career Dual Enrolled?
Career Dual Enrollment eligibility requirements are met when:
- A student has met the minimum 2.0 unweighted grade point average (GPA), and
- Passed all state required assessments for graduation.
- Be on track for graduation
- Some programs have additional program specific requirements; see an MTC Career Counselor for more information.

What are the expectations to maintain Career Dual Enrollment?
- Students must satisfy all program requirements.
- Students must comply with the SDMC Student Code of Conduct and MTC student code of conduct.
- Students can be dismissed from MTC and returned to their District high school for good cause.
- Please note, some programs have mandatory drug tests. If a student does not pass the drug test, the student is subject to disciplinary procedures, and they will be sent back to their home high school.

Do High School Career Dual Enrolled students earn high school credit?
Yes. Please see link below for more details.
https://www.manateetech.edu/admissions/dual-enrollment-programs/

What is the time frame to apply for Career Dual Enrollment?
Refer to the MTC website for start dates and deadlines for Dual Enrollment. There are deadlines for both Fall and Spring Semester.
https://www.manateetech.edu/apply-now/

What happens if the MTC program is not completed prior to high school graduation?
A student who does not complete the program during high school may return as an adult student the following term. Students cannot enter a course they will not be able to finish prior to graduation as a dual enrollment student. Once enrolled as an adult, all enrollment/ financial criteria will apply.

May a Career Dual Enrolled student still walk in their high school graduation?
Yes. If the student follows the high school policies and procedures and meets the State and District Graduation Requirements.

Can students earn college credit?
Some programs and industry certifications allow the student to earn articulated college credit at State College of Florida (SCF) and other colleges. For more information, see an MTC Career Counselor.

What does an Applied Technology Diploma (ATD) mean?
An Applied Technology Diploma program is part of a technical degree program. The ATD allows the student to gain advanced standing toward an AS degree. When the ATD program articulates to an AS degree program, the credit awarded will be college credit. Upon successful completion of the ATD program and acceptance and enrollment into a college that honors the articulation, the college will award credit towards that AS degree. (Time limits apply.)

Are uniforms required in all programs?
Yes. Students are required to wear a uniform particular to their individual program. Program uniform requirements are provided upon acceptance in an MTC program.

Are IDs required in all programs?
Yes. The student ID must be always visible.

Is transportation available?
Neither MTC nor the district provides transportation to or from MTC.

Is there an attendance policy?
High school students are expected to follow all MTC attendance policies, including start and end times.

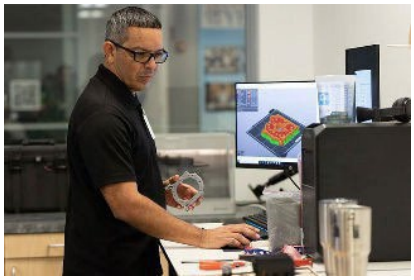
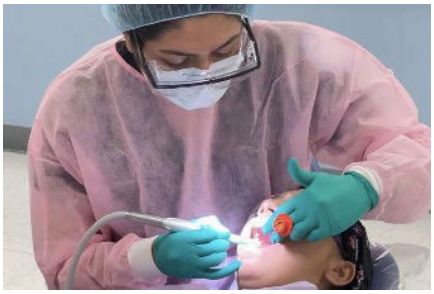
What are program completion requirements for Career Dual Enrolled students?
Students receive a Career Certificate when:

• A student has passed all coursework within the MTC Program Requirements and
• A student has met the State of Florida Department of Education mandated Basic Skills Assessment (BSA) exit scores or, if applicable, the appropriate industry certification or state licensure exam is passed.

What happens if the MTC Program is not completed prior to high school graduation?
A student who does not complete the program during high school may return as an adult student and complete the program. Once enrolled as an adult, all enrollment/financial criteria will apply.

What if the student has an active 504 or IEP plan?

To receive services, students must disclose their disability and register with the Disability Resource Center. Students in need of disability services must present current documentation of their disability. The Disability Resource Center can be accessed at https://www.manateetech.edu/admissions/disability-resource-center/.

What is the Basic Skills Assessment (BSA)?
Instruction and State Board of Education Rule 6A-10.040 Florida Administrative Code (F.A.C.) requires students who are enrolled in a career certificate or applied technology diploma program of 450 hours or more to complete an entry-level examination within the first six weeks after admission into the program. No assessment is required for programs less than 450 hours. Prior to testing, students with an active 504 plan or an IEP should disclose this information to the testing center and Disability Resource Center. BSA for CTE programs is an exit requirement, not an entry or placement requirement.

Does the college provide basic skills remediation to prepare students to meet the BSA exit scores for their program of study?
Yes – Students will have the opportunity to register for academic support to prepare them to meet the BSA program exit scores. This support will be required for students who must retest. Students need to retest only in the area or areas in which they did not meet (Math, Reading and/or Language) the required exit scores; the required remediation will be focused to support their success.