



2024-2025 Catalog

THE SCHOOL DISTRICT OF OSCEOLA COUNTY

817 Bill Beck Boulevard

Kissimmee, FL 34744-4495

Phone: (407) 870-4600

School District Website: www.osceolaschools.net

DISTRICT MISSION STATEMENT

Inspiring all learners to reach their highest potential as responsible, productive citizens.

SCHOOL BOARD MEMBERS

Superintendent Dr. Mark Shanoff

Heather Kahoun

Terry Castillo

Paula Bronson

Anthony Cook

Bethzaida Garcia

oTECH VISION STATEMENT

To be the leader in propelling Osceola County towards a brighter tomorrow through preparing students for careers that will shape our future, locally and beyond.

oTECH MISSION STATEMENT

Every student, future ready.

Non-Discrimination Statement

The School District of Osceola County offers career and technical programs, including career academies wherein students may earn industry certification. 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). The district also provides equal access to its facilities to the Boys Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act

Osceola Technical College Campuses

Osceola Technical College – Kissimmee Campus

501 Simpson Road

Kissimmee, Florida 34744

407-344-5080

Osceola Technical College – St Cloud Campus

2901 17th Street

Saint Cloud, Florida 34769

407-344-7342

Osceola Technical College – Poinciana Campus

1030 Cypress Parkway

Kissimmee, Florida 34759

407-343-7341



Osceola Technical College is accredited by the Commission of the Council on Occupational Education (COE)

780 Roswell Road Building 300, Suite 325, Atlanta, GA 30350

Telephone (770) 396-3898, Fax (770) 396-3790, www.council.org

SCHOOL PROFILES

OSCEOLA TECHNICAL COLLEGE, KISSIMMEE CAMPUS

Osceola Technical College opened its doors in April of 1994. oTECH provides initial Workforce Development training for new careers, continuing education (CEU's) in licensure programs, and workplace training for local businesses and industries. Students seeking technical training are offered programs in Business Management and Administration, Information Technology, Law-Public Safety and Security, Emergency Services, Health Sciences, Industrial Technologies, Hospitality and Tourism.

OSCEOLA TECHNICAL COLLEGE, ST CLOUD CAMPUS

Osceola Technical College, St Cloud, opened its doors in August 2014. oTECH provides initial Workforce Development training for new careers, continuing education (CEUs) in licensure programs, and workplace training for local businesses and industries. Students seeking technical training are offered programs in Health Sciences, Industrial Technologies, and Human Services.

OSCEOLA TECHNICAL COLLEGE, POINCIANA CAMPUS

Osceola Technical College, Poinciana, opened its doors as of September 2014. oTECH provides initial Workforce Development training for new careers, continuing education (CEU's) in licensure programs and workplace training for local businesses and industries. Students seeking technical training are offered programs in Health Sciences and Human Services.

SCHOOL CURRICULUM

Osceola Technical College follows the state-designated frameworks for each clock hour program. Students completing each program with a passing grade are able to sit for any certification or licensure applicable to that program. Some programs such as nursing, cosmetology, and law enforcement require an approved application and specific requirements for enrollment and student completion licensure rates to be able to offer the program the following year. All programs requiring state approval or licensure meet the stringent requirements of the board in the state of Florida that oversees that programmatic area. State CTE frameworks are listed through the following website:

<https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2024-25-frameworks/> .

We are an approved education facility by Florida Board of Practical Nursing.

<https://mqa-internet.doh.state.fl.us/MQASearchServices/NursingPrograms>

We are an approved education facility by the Florida Department of Law Enforcement. <https://www.fdle.state.fl.us/CJSTC/Training-Resources/Training-Centers.aspx>

Florida Department of Education regulates the remainder of our programs and the Council of Occupation of Education is our accrediting body. We are fully accredited with COE.

DUAL ENROLLMENT

Students earn a high school diploma from their home-zoned high schools and may earn a certification or licensing in their career/technical program from oTECH. No tuition fees are charged to high school students. Students under the age of 16 must be approved by the Osceola Technical College Administration before enrolling in any program. Students are responsible for expenses such as uniforms, lockers, supplies, and program-specific materials.

WELCOME FROM THE DIRECTOR

At Osceola Technical College, our mission is to equip our community with a highly skilled workforce. This journey begins the moment you decide to enhance your education by enrolling in one of our technical programs. We are thrilled that you've chosen oTECH as the place to pursue training that can open doors to a promising future.

Attending a technical college provides an opportunity to make a significant change in your life, often within just one year. Many of our programs can be completed in this time, offering transformative results not only for students but also for their families and the broader community. Upon completing your program, you will be well-prepared to enter high-demand, well-paying career fields.

Our programs are offered across three campuses: Kissimmee, St. Cloud, and Poinciana. We pride ourselves on creating hands-on realistic training environments that closely mirror the actual work settings in each field. From equipment to tools, supplies, and overall environment, everything is designed to ensure you are well-prepared for the job. Our instructors are seasoned professionals who bring both expertise and passion to their teaching. They are also active members of our program advisory boards, collaborating with local business and industry leaders to ensure our programs remain relevant and of high quality.

At oTECH, we are dedicated to helping you make an informed choice about your career path. Our team of financial aid counselors, program advisors, and a school counselor are here to guide you through the enrollment process and support you every step of the way as you complete your program.

We look forward to helping you achieve your educational and career goals. Visit us today to meet with our program advisors and begin your journey toward a brighter future.

Sincerely,

Karen Combs, Director

STUDENT ORGANIZATIONS

The National Technical Honor Society (NTHS) is an honors organization for students who achieve outstanding success in vocational-technical education. It is America's foremost scholastic honor for excellence in workforce education. Fewer than two percent of America's secondary and postsecondary students are nominated into this prestigious organization. The purpose of NTHS is to reward scholastic achievement; to promote ideals of honesty, service, leadership, and skill development among America's youth to encourage the practice of high standards of personal and professional conduct and individual responsibility among membership. Students are nominated by their instructors and recognized at a ceremony held for new members.

HOSA is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. HOSA is 100% health care!

SkillsUSA is a national organization that serves trade, industrial and technical students and instructors. SkillsUSA is dedicated to developing a well-rounded education by enhancing leadership, citizenship, safety and technical skill training. Members compete on regional, state, and national levels in their skill areas. The instructors at the campuses support and encourage participation in this student organization. The campuses have a strong history of students who qualify and compete annually at the SkillsUSA national championships in Kansas City, Missouri. Many of the students have won awards as the top students in the nation.

ADMISSION PROCEDURES

Students must be 16 years of age or older to attend programs at oTECH or be approved by the administration.

- Step 1– Complete the online application
- Step 2 – Meet with your Program Advisor
- Step 3 – Meet the Financial Aid Advisor

If students are using financial aid to help pay for their program, they must visit the Free Application for Federal Student Aid website to complete the online application at <https://fafsa.gov> oTECH school code is 031279. Students are admitted on a first come first serve basis. Some programs may have more stringent requirements i.e. law enforcement and nursing. Those program requirements are listed at the end of this document in the respective section.

POST-SECONDARY ADMISSION POLICY

All persons who are at least 16 years of age and are no longer enrolled in high school may apply for admission. Most programs have a suggested minimum CASAS Goals entrance score in Reading, Language and Math, or an acceptable testing exemption prior to enrollment (see chart below).

PERT	READING: 106 WRITING: 103 MATHEMATICS: 114
2014 GED	REASONING THROUGH LANGUAGE ARTS: 145 MATHEMATICS REASONING: 145
ACT	READING: 19 ENGLISH: 17 MATHEMATICS: 19
NEW SAT	READING: 24 LANGUAGE: 25 MATHEMATICS: 24

Students who possess a college degree at the applied science level or higher may be exempt from the CASAS Goals requirement (s.1004.91). In addition, students taking the PERT may be

exempt from the CASAS Goals provided the scores are at satisfactory levels and the test was taken within two years of enrollment in a Career and Technical Education program (6A-10315, 6A-10.040). Per s.1008.29, a student who achieves a score that meets or exceeds a minimum score on a nationally standardized examination (SAT or ACT) is also exempt from the CASAS Goals, provided the test was taken within two years of the first scheduled day of class.

In addition, students may be eligible for exemption by providing new GED scores (2014 or after). Finally, students may qualify to exempt the Casas Goals testing requirement if they have earned a standard high school diploma from a Florida public high school according to FS.1008.30. To be exempt, a student must submit official documentation to a Counselor/Program Advisor for verification of an exemption.

HIGH SCHOOL CAREER DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Students must be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12) or in a home education program with good academic standing to participate in Dual Enrollment (DE) Programs. Students under the age of 16 must be approved by the Osceola Technical College Administration before enrolling in any program. Dual Enrollment students may attend full-time or part-time depending on program availability and high school counselor approval.

Osceola County public high school students are provided tuition and lab fees free of charge. Textbooks are loaned to students but must be returned at the end of school year, otherwise students will be charged. Some programs may require additional supplies not covered by the School District. Dual Enrollment students will be informed of any costs associated with their program of interest during orientation.

Students interested in signing up for Dual Enrollment at oTECH must apply through their high school counselor. The counselor or the student must submit a completed dual enrollment application by the deadline. See our website for deadlines, information, and admission packets.

Continuing enrollment in a DE Program requires Satisfactory Academic Progress.

HIGH SCHOOL DUAL ENROLLMENT ADMITTANCE CRITERIA

- Minimum 2.0 unweighted GPA
- Student meets minimum graduation requirements at the time of application
- Student has successfully demonstrated mastery on the FAST exam during their 10th-grade year or has produced an appropriate concordant score on the SAT or ACT exam or has an official testing waiver from their home school.
- Student must have minimal attendance issues (i.e., tardiness, absences, skipping class)
- No level 3 referrals or higher within the previous 6 months
- History of satisfactory academic progress
- The CASAS Goals test is required within the first 6 weeks of the start date.

**Please Note: Some programs require students to complete and successfully pass a drug screening test and a federal law enforcement background check prior to engaging in clinical and other learning experiences off campus.*

FINANCIAL INFORMATION

METHODS OF PAYMENT

oTECH makes tuition and fee payments convenient and easy for the public. Tuition may be paid by cash, major credit card, or check. If the student is approved for financial aid, notification will be provided by the Financial Aid Office. A student is officially registered once tuition is paid.

PAST DUE ACCOUNTS

Students become responsible for tuition, fees, and related expenses upon registration for classes. A student who has any outstanding financial obligations with oTECH will not be able to register for classes or receive services until the debt is paid in full.

All financial obligations must be fulfilled. Failure to meet obligations may result in the withholding of transcripts and denial of registration and readmission. The services of a professional collection agency may also be invoked. The responsibility of attorney's fees or collection fees falls on the debtor.

RETURNED CHECK POLICY

Per Florida Statute 68.065, the following service fees will be charged for all returned checks:

- \$25.00, if the face value does not exceed \$50.00
- \$30.00, if the face value exceeds \$50 but does not exceed \$300.00
- \$40.00, if the face value exceeds \$300 or 5% of the face amount of the check, whichever is greater.

Non-sufficient funds (NSF) checks not cleared within 72 hours of notification shall constitute grounds for administrative withdrawal from school. Any person having an NSF check returned and who has not paid the stated fees shall not be eligible for registration into additional classes.

TUITION & EXPENSES

The tuition for 2024-2025 is \$2.92 per clock hour for in-state tuition. Non-Florida Residents' tuition is \$11.68 per clock hour. The registration fee is \$30.00. The parking fee is \$30.00. Lab fees are assigned per program.

Note: Some programs may have specialized fee schedules

REQUIRED FLORIDA RESIDENCY FOR TUITION PURPOSES

- Proof of residence for tuition purposes is the responsibility of the student.
- Under Florida law, there is a difference between being a Florida resident and being a Florida resident for tuition purposes.

**To be considered a Florida resident you must have lived in the state of Florida for at least the previous 12 consecutive months; all documentation proving Florida residency must be at least 12 consecutive months old or older as of the first day of class and must be current and valid.*

1098T FORMS

IRS 1098T forms will be mailed to the students who provide their social security number during enrollment.

FEDERAL PELL GRANTS

The criteria for Federal Pell Grants are as follows:

- Student must complete a Free Application for Federal Student Aid (FASFA)
- Program length must be 600 clock hours or more
- Student must demonstrate financial need
- Student must provide a copy of their High School Diploma or GED
- Student must be a U.S. Citizen or an eligible non-citizen
- Students must maintain satisfactory academic progress
- Students must be working toward a job preparatory completion certificate
- Students cannot be in default or owe a refund on Federal Grants or Federal Education Loans.

Effective July 1, 2002, any currently enrolled student at an area technical center who is called or enlists in active military service shall not incur academic or financial penalties by performing military service on behalf of our country. Such students shall be permitted the option of either completing the course or courses later without penalty or withdrawing from the course or courses with a full refund of tuition and lab fees paid. No refunds will be given on application fees, registration fees, bookstore purchases, or insurance. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to activate military service. The Title IV Fair and Equitable Refund policy applies to all Title IV (Federal Pell Grant) recipients. Detailed refund information can be found in MemoEDU, our online financial aid service for students.

PROFESSIONAL JUDGEMENT

Policy: Per Federal guidelines of The Higher Amendments of 1965, Osceola Technical College may, on a case-by-case basis consider a student's special circumstances to increase or decrease certain elements used to calculate a student's expected family contribution or to perform a dependency override.

Osceola Technical College is accountable for all decisions made regarding professional judgment and ensuring full documentation of each decision. All decisions are discretionary and final and may not be appealed to the U.S. Department of Education.

Special circumstances:

Expected Family Contribution adjustment circumstances:

1. Independent student or spouse or the dependent student's parent(s) earned money in the base year but has lost or had a reduction in income for the current year.
2. Independent student or dependent student has applied for aid; however, since that time the student and their spouse or the dependent student's parents have divorced, separated, or died.
3. A student or parent's base year income included non-recurring payments or income (i.e., pension fund refund, inheritance, bonus, proceeds from the sale of an asset) that the family could not reasonably be expected to use for educational expenses in the current year.
4. The student or parent(s) is no longer receiving benefits such as child support, taxable social security, or other sources of income that may have been included in the base year calculation.
5. Excessive medical/dental bills paid out of pocket not covered by insurance or itemized on student's or parent's federal tax returns. Expenses must exceed \$2,000.
6. Expected family contribution recalculation due to valid changes in the number of household members.
7. Other extenuating circumstances not listed.

Dependency/Marital Status override adjustment circumstances:

1. The student was in the custody of someone other than their biological parent.*

2. Student demonstrates estrangement from both parents. *
3. Marital status changed (i.e., previously married, now divorced/separated) *
4. During the award year, there is a termination of guardianship. *
5. Death of a single, widowed, or divorced parent. Must show that non-custodial parent does not support the student. *
6. Emancipation of the student by court order. *

*Legal documentation must be presented

Procedures:

To be considered for Professional Judgment, a student must submit a Financial Aid Professional Judgment form or a written request along with supporting documentation required by Osceola Technical College. Osceola Technical College reserves the right to request additional information at any time during the decision process. Once a request has been made, an Osceola Technical College representative will explain the process and requirements to the student.

The student will be given two (2) weeks to submit their request and initial supporting documentation. Forms not completed in their entirety will not be considered. When 2 weeks have been reached, the student will be told of the consequences of not pursuing their request and Osceola Technical College will take no further action.

Students and parents will need to allow up to four (4) weeks for the decision to be made after all documentation has been submitted.

Any adjustments made based on the decision from the professional judgment will result in the student being notified via email or mobile app with a revised award notification.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require the school to establish Standards of Satisfactory Academic Progress (SAP) as a general eligibility requirement for Pell Grant. A student must maintain Satisfactory Academic Progress in a Career and Technical Education program to remain Pell eligible. To meet the SAP qualitative and quantitative standards adopted by oTECH, a student must:

1. Maintain a minimum average grade of “C” for each payment period. (Qualitative Standard)
2. The qualitative standard is cumulative and includes all periods of a student’s enrollment. Please note that even periods in which the student did not receive any federal aid are also included in the evaluation of academic progress.
3. Individual programs may have higher minimum standards as listed in the program Master Plan of Instruction.

EVALUATING SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Students must maintain a minimum standard of progress in accordance with the institution's policies and federal regulatory requirements to be eligible to receive financial aid. Minimum standards refer to established cumulative qualitative criteria. Student progress is monitored by Financial Aid completing a report at the point every student should reach half their hours for the academic year and then at the end of the academic year. (225, 300, 375, 385 and 450). If a student's academic standing is not in accordance with the satisfactory standards stated above, the student will be placed on a financial aid warning and the student's Title IV aid will be terminated if the student fails to achieve satisfactory progress by the end of the next scheduled payment period. Should a student be terminated due to unsatisfactory academic progress see below for the reinstatement of Title IV aid for financial aid recipients.

REINSTATEMENT OF TITLE IV AID FOR FINANCIAL AID RECIPIENTS

A student who was terminated due to unsatisfactory academic progress and the student wants to return to school at a later date, the student would need to enroll as a "self-pay" student for that term. After the student receives a Satisfactory Academic Progress report at the end of that term which was "self-pay", the student would re-establish Title IV aid. Financial aid students will not be eligible to receive FSA funds for retaking a program they have already completed before.

TERMINATION OF FINANCIAL AID

Failure to achieve satisfactory progress by the end of the next scheduled payment period will result in the termination of Title IV aid. At this point in time, the student will be classified as "self-pay" and no additional Title IV aid will be offered. A probation period is not allowed.

REACHING THE MAXIMUM TIMEFRAME

If the Financial Aid Office determines at any point that a student cannot complete their program within the maximum timeframe for the program (150% of scheduled program hours) in which he/she is enrolled, financial aid eligibility will be canceled. The student is expected to be aware of the maximum attempted clock hours. No warning notice will be provided to the student by the Financial Aid Office.

FEDERALLY FUNDED TITLE IV GRANTS

For details on eligibility and applications, ask for the financial aid brochure or call 407-518-5432.

VOCATIONAL REHABILITATION

The Florida Department of Education Division of Vocational Rehabilitation sponsors eligible, disabled students who need training or retraining to secure suitable employment. Please call 407-846-5260 for detailed information.

Students who meet the criteria for education/training through this government agency may enroll in vocational/technical programs at oTECH. Guidance counselors and the Vocational Rehabilitation Representative help students, who qualify, get this assistance. The Vocational Rehabilitation Agency requires students to apply for the Federal Pell Grant.

WORKFORCE INNOVATION & OPPORTUNITY ACT OF 2014

People residing within Central Florida can apply at <http://careersourcecentralflorida.com/>

GATE

Graduation Alternative to Traditional Education

Students who are between the ages of 16-21 and do not have a high school diploma may apply for the GATE program, a dual enrollment program for AHS/ GED students. Students must be registered concurrently for Adult Education (either Adult High School or GED and be concurrently enrolled in a technical college program and complete both within three years. There is no charge for tuition for accepted students. To begin the application process, please call ALCO at 407-518-8140

FLORIDA STUDENT ASSISTANCE GRANT – CAREER EDUCATION

Florida Public Postsecondary Career Education Student Assistance Grant (FSAG-CE) Program is a need-based grant program available to Florida residents enrolled in certificate programs of 450 or more clock hours at participating Florida career/technical centers operated by district school boards.

Each participating institution determines application procedures, deadlines, student eligibility, and award amount.

The criteria is as follows:

- Complete the Free Application for Federal Student aid (FAFSA)
- Be a Florida Resident
- Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.
- Not have previously received a bachelor's degree
- Enroll for a minimum of 180 clock hours per term at an eligible and participating career/technical center
- Meet Florida's general eligibility requirements for receipt of state aid

FLORIDA TRUST FUND

The Florida Trust Fund is funded locally from program tuition fees. The total amount available fluctuates with the revenue collected each year. A financial aid committee establishes the maximum award per student. Those in all programs may be eligible for this scholarship.

The criteria for receiving the Florida Trust Fund Scholarship are:

- Student must complete a Free Application for Federal Student Aid
- Student must demonstrate proof of current financial need
- Student must be a Florida resident
- Student must be a U.S. Citizen or be an eligible non-citizen
- Student must have a GED or be concurrently enrolled in a GED program and a job preparation program
- Student must maintain satisfactory academic progress
- Student must be working toward a job preparatory completion certificate

VETERAN EDUCATION BENEFITS

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection I, this school adopts the following additional provisions for any student using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill (Ch.33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

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

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

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

The Bureau of State Approving Agency for Veterans Training has approved many of the certificate training programs offered at oTECH. Visit one of the VA Certifying Officials located in the Financial Aid Office to apply for or re-activate your VA educational entitlements.

All required application forms are available in the Financial Aid Office. Upon completion of the necessary forms, the student must bring them to the VA Certifying Official with certified copies of the veteran's DD214. The documentation is then forwarded to the Department of Veteran's Affairs (DVA) for processing. Upon completion of the first day of class, the enrollment certification is reported by the VA Certifying Official to the DVA for processing. Allow a minimum of 4-8 weeks to activate benefits. The DVA will send the benefit check directly to the entitled individual. The student must pay all fees upon registration.

The student is eligible for educational benefits for the length of the program as approved by the DVA. The student must check with the school's VA Certifying Official to verify the DVA approval of his/her program length. All veterans receiving educational benefits while attending oTECH are subject to the policies and procedures of the school. The following regulations apply:

VA STANDARDS OF PROGRESS AND ATTENDANCE

- All students receiving Veterans' Educational benefits must maintain satisfactory academic progress in accordance with the regularly prescribed standards and practices of oTECH. If the student is not making satisfactory academic progress according to those standards and practices, educational benefits will be discontinued for the student. Veteran and non-veteran students alike will be referred to Student Services for counseling in a program that may offer the possibility of success.
- Attendance and Academic reports must be submitted monthly to the school's VA Certifying Official.
- Students must attend classes regularly; all absences will be recorded and maintained by the school. All absences count. There are no excused absences. A Student must maintain an 85% attendance rate monthly to be considered in compliance.
- Satisfactory attendance is defined as compliance with the existing school attendance policy and the VA attendance policy. One may be stricter than the other. It is the student's responsibility to adhere to BOTH, to continue the educational program and receive monetary VA benefits.
- Satisfactory academic progress is defined as mastery of at least 70 percent of assigned program competencies and 85% of attendance (the LPN and LEO programs must maintain 80 percent of assigned program competencies) for the evaluation period and an overall performance rating of average or above. Academic progress will be reviewed by a VA Certifying Official monthly.
- The Department of Veterans Affairs will be notified by the school's VA Certifying Official if the veteran does not maintain satisfactory academic progress or satisfactory attendance for the monthly period being evaluated.

REINSTATEMENT OF VETERAN EDUCATIONAL BENEFITS

VA Educational benefits discontinued due to unsatisfactory attendance may be reinstated upon completion of one calendar month of satisfactory attendance. VA Educational benefits discontinued due to unsatisfactory academic progress may be reinstated upon completion of one calendar month term of satisfactory academic progress. Documentation must be in the student's file before VA benefits are reinstated.

VA CREDIT FOR REMEDIATION

A VA-benefited student may receive additional hours toward a program length for basic remediation that is required for program completion. The student may receive up to an additional 300 hours of credit if the student is attending a program of 750 hours or greater in length. The student may receive up to an additional 150 hours of credit if the student is attending a program less than 750 hours in length.

VETERAN EDUCATION BENEFITS

CREDIT FOR PREVIOUS EDUCATION & TRAINING

A VA-benefited student is required to transfer previous training credits from an accredited institution to oTECH. Credit for previous training will be evaluated by the student services and granted, if appropriate. Upon acceptance of the transfer credits, the training time may be reduced. The DVA and the student will be notified if previous training credit is granted. The evaluation will be performed within the first 90 days of enrollment.

DEFERMENT OF FEES

Any veteran or other eligible student who receives VA benefits may be granted a deferment, if warranted, once per academic year. If, however, there is a break in training or a delay in the receipt of VA benefits, an additional deferment may be granted. The veteran will make a partial payment based on oTECH's established procedures at the time of registration and the balance as scheduled by the Business Office. Failure to meet this obligation will result in the student being withdrawn from classes. For short-term programs, the balance is due no later than the last day of enrollment prior to receiving a completion certificate. Deferments will not be granted when there are outstanding fees on a student account.

SHOPPING SHEET FOR VETERAN STUDENTS

A Financial Aid Shopping Sheet is available and is being given to every VA student at oTECH.

NOTIFICATION OF ACADEMIC PROGRESS

It is the responsibility of the Financial Aid Office to maintain a file on each student receiving Veterans' Educational Benefits. At the end of the monthly period being evaluated, the records department must submit a written report to the Financial Aid Office indicating the student's academic progress.

NOTIFICATION OF ATTENDANCE

It is the responsibility of the Financial Aid Office to maintain a file on each student receiving Veterans' Educational Benefits. At the end of each month, the instructor must submit a written report to the Financial Aid Office indicating the student's attendance for that month.

REACHING PROGRAM MAXIMUM TIMEFRAME

If a student has reached the maximum timeframe of the program in which he/she is enrolled, VA benefits will be terminated. The student is expected to be aware of the maximum attempted clock hours. No warning notice will be provided to the student by the VA Certifying Official.

REGAINING ELIGIBILITY AFTER INVOLUNTARY TERMINATION OF PROGRAM ENROLLMENT

A student withdrawn from a program due to unsatisfactory progress, attendance or behavior must receive administrative approval before reenrolling at oTECH. A VA-eligible student who is readmitted to a program must show satisfactory progress for one monthly period before requesting that his/her VA benefits be reinstated.

REFUND POLICY

General Policies for all students/programs

- Refunds, when due, shall be made without requiring a request from the student.
- Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student.
- No refunds will be given on registration fees, bookstore purchases, entrance exams, or insurance.
- No refunds will be given for administratively withdrawn students.
- Fees for all classes in a respective term(s) are due (a) at the time of registration and/or (b) on the date(s) set by a Tuition Installment Plan (TIP).
- Students who pay with financial aid will be responsible for the difference resulting from the registration cost and the financial aid award.

Workforce Education / Post-Secondary Adult Vocational Certificate (PSAV)

- In the event of class cancellation by the technical college, all tuition and fees will be refunded.
- If a student formally withdraws on or before the first scheduled day of instruction, 100% of the tuition and lab fees paid shall be refunded. No refunds will be issued on registration fees, bookstore purchases, entrance exams, or insurance.
- If a student formally withdraws after the first day of class, and no later than the first five (5) class days (drop/add period) of the student's scheduled entry date, 75% of the tuition and lab fees paid shall be refunded. No refunds will be issued on registration fees, bookstore purchases, entrance exams, or insurance.
- For Active Military Students: any currently enrolled student at an area technical center who is called to, or enlists in active military service shall not incur academic or financial penalties for performing military service on behalf of our country. Active Military Students shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawing from the course or courses with a full refund of tuition and lab fees paid. No refunds will be issued on registration fees, bookstore purchases, entrance exams, or insurance. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. The Title IV Fair and Equitable Refund policy applies to all Title IV (Federal Pell Grant) recipients. Detailed information can be found in the school accountant's office.
- Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty following, either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. No refunds will be issued on registration fees, bookstore purchases, entrance exams, or insurance.

Continuing Workforce Education (CWE) Class Refund Policy

No refund will be issued.

Personal Enrichment / Fee-Based Classes

No refund will be issued.

NEW STUDENT ORIENTATION

oTECH orientation is **mandatory** for all students and provides new students with information, tools, and resources to be successful in completing their program of choice. Orientations are set up through Student Services personnel. Orientation schedules vary by campus, and all new students must participate in a campus orientation prior to starting their first class.

The orientation acquaints new students with our mission, policies, practices, and personnel. Other topics discussed include technology resources available to all students, satisfactory academic progress, attendance, dress code requirements, student organizations, and our student and career resource services. Students will also receive computer login information and student identification upon completion of the orientation.

Upon entry into a program, the student receives additional information from the instructor regarding program-specific policies, procedures, requirements, and safety.

CAREER GUIDANCE & COUNSELING SERVICES

Carl Martin – Dean of Students Ext. 15303

Jennifer Aviles – College & Career Counselor Ext. 15236

oTECH's Guidance Department plays an integral part in empowering students to achieve success by actively facilitating their course of action from admission to completion of their education goals. Counselors also assist students with academic and personal counseling issues. All matters concerning registration, course selection, records, graduation, testing, scheduling, and grading are processed through these offices.

RECORDS

All records are located in Student Services. Academic records for each student enrolled include personal data concerning the student. This information includes attendance, grades, and test scores. Information in a student's permanent record is confidential. Parents of dual-enrolled students who are minors and students have access to their records as outlined in School Board Rules of Osceola County and Federal law.

Once a student reaches the age of (18) or is enrolled in a postsecondary program, parents no longer have rights to records access unless (1) the student gives written consent to release the information to the student's parents, or (2) the parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.

TRANSCRIPTS

Students needing an official copy of their oTECH transcripts must complete a request form available on the oTECH website. Transcript requests will normally be processed within 7 – 10 business days of the request being received. The cost of a transcript is \$10.00 and needs to be paid at the time the request is submitted. Request forms and payment can be mailed to: 501 Simpson Rd Kissimmee, FL 34744. Official transcripts will be withheld for failure to pay tuition, for default on an education debt, or failure to repay an education grant overpayment. Written exceptions are handled on a case-by-case basis. Any student who attended oTECH five

years prior to the 2022 – 2023 school year will need to request their transcripts from the SDOC Records Management Department. The Records Management Department contact information is: 407-870-4605 / records@osceolaschools.net.

STUDENT PLACEMENT / FOLLOW UP

Vocational program instructors, in conjunction with advisory committee members and business community contacts, assist with job placement by referring students to potential employment opportunities and by encouraging students to participate in an occupation-related internship experience.

Students are interviewed by phone or mailed follow-up surveys to compile statistics. oTECH utilizes state documentation and follow-up surveys from students to compile statistics regarding student placement.

DIPLOMA REQUIREMENTS

Completion of a high school diploma or GED is required for some of oTECH's programs. The following programs require a high school diploma from a recognized and accredited institution:

- Dental Assisting
- Florida Law Enforcement Officer
- Practical Nursing

An institution's accreditation must be issued by an agency that is recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). If a student's transcript/diploma is from another country, it is the responsibility of the student to have the documents evaluated to show equivalency to a U.S. high school diploma.

oTECH will also accept GED documentation from a recognized GED testing center. A GED is treated as equal to a high school diploma and will qualify students for the above-listed programs. Private school graduates may need to submit additional documentation relating to the institution's policies and procedures before the diploma is accepted.

A special diploma or certificate of completion is not a standard high school diploma and will not be accepted as proof of completing high school. Students with these documents will be advised on how to earn acceptable documentation for program entry and their options for receiving funding assistance.

If proof of graduation is requested from the financial aid department the student must provide an official high school transcript listing courses completed for grades 9-12. The transcript needs to be consistent with the graduation requirements of the Florida Department of Education. Applicants who hold a diploma from a non-accredited online institution may not be awarded financial aid and will be encouraged to earn a GED.

TRANSFER POLICY

The programs offered at oTECH are primarily designed to prepare students for entry into the job market or to give students the opportunity to improve skills and prepare for advancement in their current employment. A student transferring to oTECH who has previously attended another State of Florida accredited Clock-hour institution is required to submit an official transcript for evaluation. Student Services will work to determine if transfer hours will be accepted. Students will then be provided with a list of courses that will transfer to oTECH's programs.

TRANSFER OF STUDENTS BETWEEN PROGRAMS WITHIN oTECH

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with the instructor first. Next, the student will need to speak to a counselor or program advisor. If the changes are approved, a schedule change, with all the appropriate documents, will be completed by the advisor or counselor, financial aid coordinator, and administration.

ADULTS WITH DISABILITIES

Adults and high school students with disabilities are eligible for enrollment into all oTECH programs/courses. Reasonable accommodations will be made to address the needs of individual students. Services offered include basic skills, accommodations, adaptive equipment, guidance and counseling, job placement, and internships. Special assistance is available to help students in testing and registration. Students may request more information from counselors or program advisors; however, students must self-disclose if they would like to request accommodations. Students will need a copy of an IEP or medical documentation and will need to meet with the ADA Coordinator to determine services and accommodations.

STUDENT ACCIDENT AND/OR LIABILITY INSURANCE

Some oTECH programs require students to have accident and/or liability insurance due to the nature of the program. The cost of liability insurance is part of the program cost and is due prior to program entry. This information is available upon request in Student Services.

PROGRAM RESOURCES/MEDIA SERVICES

Materials are available in each classroom for student use.

ACADEMIC POLICIES AND PROCEDURES

Many of the policies and procedures contained within the School District of Osceola County apply to oTECH students. Programs that follow the special requirements of certain occupations – Florida Law Enforcement Officer and Health Occupations – will list specific Policies and Procedures in their respective course syllabus. These “enhanced” policies and procedures are an extension of those presented in the oTECH Catalog and oTECH Student Handbook.

ATTENDANCE AND GRADING POLICIES

Students must maintain satisfactory academic and attendance progress. Students who are not making satisfactory academic and attendance progress may be referred to Student Services for counseling. The habitual lack of satisfactory attendance and academic progress will result in a procedural withdrawal from the program.

GRADING SYSTEM

The following grading scale is used at oTECH:

GRADE DESCRIPTIVE TERM

A

90-100

Outstanding progress: Can perform this skill without supervision and with initiative and adaptability to problem situations. Exceeds minimum industry standard for entry into this occupation.

B

80-89

Above average progress: Can perform this skill satisfactorily without assistance or supervision. Exceeds minimum industry standard.

C

70-79

Adequate progress: Can perform this skill satisfactorily but requires some assistance and/or supervision. Meets minimum industry needs.

D

60-69

Not maintaining acceptable progress: Has difficulty in performing skills satisfactorily and requires maximum assistance and/or supervision.

F

0-59

Failure: Does not meet requirements.

Florida Law Enforcement Academy students must achieve 80% or higher on every block examination. Practical Nursing students must achieve 80% or higher on each Occupational Completion Point and/or course.

All other programs require a 70% or higher grade in each OCP or course to continue and complete the program. Students may be placed on academic probation at the discretion of the school and may be withdrawn for consistently not maintaining acceptable progress.

ACADEMIC INTEGRITY

It is essential that students earning credit for their academic achievements are able to do so in an environment in which such achievement is known to be honorably earned. Because it is vital for the well-being of all students that certification earned at oTECH are valued for their high standards, a strict policy against academic dishonesty is in effect.

Cheating/Plagiarism is defined as willful or deliberate unauthorized use of the work of another person for academic purposes, copying work from another, or inappropriate use of notes or other material in the completion of an assignment or test. The use of AI without instructor consent is considered plagiarism. Both asking for and giving such information is considered academic dishonesty. In addition to disciplinary interventions, credit may not be granted for the assignment(s) in question. When grade reduction is determined to be the appropriate disciplinary measure, the student shall be notified. Depending on the severity of the offense or individual program requirements, students guilty of academic dishonesty may also be withdrawn from their program not in good standing. Refer to the oTECH Student Handbook for further information.

ATTENDANCE POLICY

It is encouraged and expected that all enrolled students attend regularly to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students are expected to let the instructor know when they are absent.

1. Any adult student with 6 consecutive absences may be recommended for dismissal. Hours will be calculated through the last day the student was in class.

2. Withdrawal for Poor Attendance: A student who withdraws due to poor attendance may apply for readmission after a full semester. However, if extenuating circumstances occur and are properly documented, the student may request readmission to start the next semester, or earlier. The administration will determine if an early return will be granted. The student will be readmitted with an Attendance Contract.

Title IV Fair and Equitable Refund policy applies to all Title IV (Pell) Grant recipients. Detailed refund information can be found in the campus business office or front office. As part of Return of Title IV if a student is withdrawn, calculations will be completed by the financial aid department. Outstanding fees become the responsibility of the student at that time.

A student is expected to be in attendance for all hours of the program. Excused absences (legal, injury, illness, death, religious holiday or jury duty, etc.) for each payment period will be reviewed on a case-by-case basis up to the amount allowed by Federal Student Aid for clock hour programs. Approved supporting documentation is required. **Attendance requirements in programs that lead to board licensure may be stricter, which takes precedence over the school attendance policy.**

In each classroom syllabus, each instructor will set forth policies for tardy students and the ability to make up work and/or make up clock hours missed.

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS: RETURN TO TITLE IV FUNDS (R2T4)

Summary of the Requirements of 34 CFR 668.22 to Provide to Students as Part of Consumer Information: The law specifies how Osceola Technical College must determine the amount of Title IV program assistance that is earned if a student withdraws from school. The Title IV program offered at oTECH that is covered by this law is: Federal Pell Grants.

In the event a student has received financial aid and withdraws from a program, a statutory schedule is used to determine the amount of Title IV funds that student has earned as of the date he or she ceases to attend. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, the student has earned 100% of the Title IV funds.

PELL ADJUSTMENTS WHEN A STUDENT COMPLETES EARLY:

If a student completes a program early and/or without having attended at least 90% of the required program hours, the Pell award will be prorated. If a student is anticipating completing early, it is the student's responsibility to notify Financial Aid immediately so that the financial aid award can be adjusted before any disbursements are made. If notification is not made and the Pell has not been prorated accordingly, the student will owe the money back to the school in proportion to the amount adjusted.

RETENTION POLICY

Step 1: TEACHER/STUDENT: Student attendance and/or academics have dropped below 90% in the current OCP. Instructors will document in FOCUS and fill out academic/attendance forms. The instructor and student will sign the signature page. The instructor will follow up with the student.

Step 2: STUDENT/COUNSELOR and/or DEAN: Student attendance and/or academics have dropped below 80% in the current OCP. The counselor or Dean will document in FOCUS and fill out the academic/attendance form. Interventions will be determined by the student, teacher, and counselor/dean. Follow-ups are determined by counselor\dean and grades/attendance will be

monitored weekly until the student reaches the 90% goal. The counselor and/or Dean and the student will sign the signature page.

Step 3: STUDENT/ADMINISTRATION: Student attendance and/or academics have dropped to 70% in the current OCP. The student will have more frequent meetings with the teacher and school staff with additional support. Documentation will be uploaded into FOCUS. If attendance and/or academics continue to fall below 70% after a period of time and documentation with support, the student will be withdrawn. Administration will document in FOCUS and fill out the attached form.

LEAVE OF ABSENCE

If a student needs an extended absence, this must be approved by the college administration. A student taking an approved leave retains the in-school status, however, A student who does not return from the approved leave of absence will be withdrawn. Hours will be calculated based on the last day the student attended class. A leave of absence request form may be obtained from the student's counselor or program advisor.

If an adult student needs an extended absence for a legitimate, unforeseen circumstance, he/she may submit a Leave of Absence (LOA) Request to the Administration.

- Only one leave per school year, not to exceed 10 days, will be granted. Additional subsequent leaves may be granted for jury duty, military reasons, or other circumstances on a case-by-case basis.
- Written medical necessity for this leave must be provided to the technical college before granting this leave.
- Elective surgery does not qualify for a leave of absence.
- Students taking approved leave retain in-school status.
- Students are required to make up the clock hours missed during the leave of absence which may result in delaying completion of the program and/or the registration of additional hours necessary to complete requirements.

EXCUSED ABSENCE POLICY

Title IV Fair and Equitable Refund policy applies to all Title IV (Pell) Grant recipients. Detailed refund information can be found in the campus business office or front office. As part of Return

of Title IV, if a student is withdrawn, calculations will be completed by the financial aid department. Outstanding fees become the responsibility of the student at that time.

A student is expected to be in attendance for all hours of the program. Excused absences (legal, injury, illness, death, religious holiday or jury duty, etc.) for each payment period will be reviewed on a case-by-case basis up to the amount allowed by Federal Student Aid for clock hour programs. Supporting documentation is required. Attendance requirements in programs that lead to board licensure may be stricter, which takes precedence over the school attendance policy.

CODE OF CONDUCT

The Osceola Technical College (oTECH) Code of Student Conduct represents behavioral expectations and standards of conduct for those students who have elected to attend, which closely aligns with the school district policies. Any student who violates oTECH's Code of Student Conduct may receive disciplinary consequences up to and including withdrawal from the program, or a recommendation for dismissal. (The School Board of Osceola County, Florida Code of Student Conduct pg. 2)

Upon admission to the school, the student has an obligation to adhere to the standards established by oTECH. oTECH reserves the right to withdraw a student at any time for misconduct. oTECH may also enforce probation or suspension on a student for misconduct.

Students attending oTECH are treated as mature individuals. Appropriate disciplinary action will be taken in accordance with school policy. If a student chooses not to follow the established school rules and regulations. These include situations in which:

- A student's conduct jeopardizes the safety of any student, staff member, teacher, or visitor
- A student's conduct negatively impacts the learning environment
- A student does not make proper adjustments in response to attempts at correction
- Cheating/plagiarism (see "Academic Integrity").

Students are expected to follow all school district policies, school policies, and classroom policies, and are expected on oTECH property and whenever students are under the official supervision of oTECH employees, such as during field trips or clinical experiences. Failure to abide by the school policies and conduct guidelines may lead to program dismissal.

A student withdrawn in "good standing" is defined as a student who is eligible to re-enroll at oTECH without any special considerations. Students dismissed "not in good standing" who wish to re-enroll at oTECH will need to submit a written request to the principal or assigned designee. The principal or assigned designee will review the request and will make a final determination if admission will be accepted.

The following behaviors and all illegal actions are prohibited on school grounds and at school-sponsored activities:

1. The use of abusive, profane, obscene language/materials, either oral or written language (including racial comments) electronic messages, gestures, objects, or pictures that are disrespectful or socially unacceptable.
2. Cheating or plagiarism in any form (see “Academic Integrity” statement).
3. Giving false information for the purpose of deception, including forgery, alteration, or misuse of records.
4. Possession of weapons or explosives of any kind.
5. The verbal or non-verbal refusal to comply with school rules or directions from school staff or refusal to properly identify one’s self.
6. The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.
7. Any act that substantially disrupts the orderly conduct of a school function, or the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.
8. Using, possessing, being under the influence of, or having a positive drug test for any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be subject to testing.
9. Any willful and/or deliberate act committed with the intention of promoting sexual favors, or any lewd or lascivious act. Any unsolicited sexual proposal or offensive touching of another person, or any act of indecent exposure or obscenities such as telephone calls or other communication are included under this heading, as well as, the unlawful manufacturing, publishing, selling, buying, or possessing materials, such as literature or photographs.
10. Placing another person in fear of bodily harm through verbal threats with or without displaying a weapon or subjecting the person to an actual physical attack. Hazing and extortion are considered under this heading. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat.
11. The use of tobacco products or vaping on school property or on-the-job training sites while attending class.
12. Cell phone policies vary by instructor. Student phones will not be confiscated, however, student compliance with instructor cell phone policies is expected. Students are expected to use any electronic device as a tool for learning or use the device outside of classroom hours. There is no use of cell phones during testing at any time.

ELECTRONIC DEVICE POLICY

Students are welcome to bring and use personal wireless communication or a personal electronic device such as a laptop computer, notebook, tablet, or smartphone, in school, on school property, and at class on other sites as permitted by the instructor. Students are adults and will be treated as adults; therefore wise use of personal cellular devices is encouraged. Earbuds should not be worn during class time, and any student recording in the classroom must follow all Florida Statutes for postsecondary institutions. It is a courtesy to inform all parties in the classroom while recording and no recording is allowed to be transmitted except by specific Florida Statute.

STUDENT UNIFORM POLICY

oTECH is a technical college that prepares its students for a career. Recognizing that many careers are required to wear uniforms, all students are expected to wear the program uniform and groom themselves in a manner that conforms to standards set by business and industry. Depending on the instructor, the school uniform becomes part of a professional grade. Occasional school/classroom exceptions are permitted. School identification must always be worn, as many businesses also require ID to be worn in the workplace. Students will be expected to wear a temporary ID or purchase a new ID if the identification badge is lost. Certain programs require students to wear safety apparel while in the classroom. This safety equipment is non-negotiable. Program-specific requirements will be listed in the course syllabus.

The student uniform policy also includes:

- Coats & Sweaters – As determined appropriate & professional by the instructor and/or administrator.
- Jewelry, Footwear, and Headgear

Jewelry must not interfere with the program of choice.

NO flip-flops

NO headgear, hats, caps, unless part of the program uniform

Shoes need to conform to industry standards.

No clothing associated with gangs, discrimination, or that encourages the use of alcohol, drugs, smoking, or violence. The administration retains the final authority to determine whether or not clothing is appropriate.

IDENTIFICATION BADGES

School-issued ID badges must be displayed by each student while on campus. A replacement ID will cost the student \$5.00.

CAMPUS SAFETY & SECURITY

Law Enforcement will be called when a violation of the law or a serious breach of security is suspected. The cooperation and involvement of every member of staff, student body, and all visitors on campus are necessary to ensure maximum safety and security. The administration should be notified of any safety concerns.

VISITORS AND GUESTS

All visitors and guests must report to Student Services and provide a valid photo ID. All visitors must have a legitimate reason for being on campus and must remain in the area requested to visit and should exit the property when their business is complete. A visitor's badge will be issued and must be worn at all times while on campus. Any person who enters or remains on oTECH property without a legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by law.

VOLUNTEERS

A volunteer is defined as any person who supports academic achievement by engaging with students in classrooms, labs, and on field trips. Volunteers serve under the direct supervision of the teacher and are not permitted to be alone with students at any time. All volunteers must register through the Osceola School District's OASIS School Volunteer Program which provides the opportunity for parents, businesses, and the community to enrich the education of students. All volunteers must register through the Osceola School District. OASIS volunteers extend teachers' and staff's professional skills and assist in the effort to meet the unique needs of each and every student. To ensure safe schools for our students, the Osceola School District conducts both local and national criminal history background checks at no cost to the applicant. These background checks help identify individuals with criminal offenses which may disqualify them from serving as an OASIS school volunteer. The application process may take up to three weeks to complete. All school volunteers must renew their volunteer application every school year. If you did not volunteer last school year, you are considered a new volunteer. Visit the Osceola School District website at www.osceolaschools.net to register.

EMERGENCY PROCEDURE PLAN

In the event of an emergency or dangerous situation, a comprehensive Health, Safety, and Security Plan is in place. Copies of this plan are located in the emergency bin by the exit in every classroom, meeting space, and office at all three campuses. Students will be trained in emergency procedures. Additional copies are available upon request from the Dean of Students and/or the supervising administrator. In case of an emergency, students are advised to notify their instructor or an oTECH staff member immediately.

FEDERAL DRUG-FREE SCHOOL ACT

Possession, sale, distribution, or use of any controlled substance or being under the influence at school, on the bus, or at any school-sponsored event is strictly prohibited. The possession or use of alcohol, drugs, or paraphernalia is a severe offense. When there is evidence to believe that a student is in violation of the Alcohol and Drug Use Policy, the student may be recommended for dismissal. Law Enforcement intervention may be required.

TOBACCO-FREE CAMPUS

Smoking or the use of any tobacco product by students, visitors, or staff is not permitted. All areas including buildings and grounds shall be tobacco-free. This includes vaping.

WEAPONS

The safety of our students and staff is the priority of Osceola Technical College. If a student is in possession of, uses, or transfers a knife, gun, firearm (as defined by Florida Law), brass knuckles, or another weapon or facsimile they will be dismissed.

WARRANTLESS SEARCHES

School officials may conduct a warrantless search of a student's person, bag, personal storage area, motor vehicle, or any other area on School Board property, with only a reasonable suspicion that illegal, prohibited, stolen, or harmful substances may be concealed on the student or hidden therein. Contraband will be removed from the student's possession, and law enforcement may be called.

STUDENT PARKING

Students who drive to campus are required to purchase a parking permit. Students are expected to follow all parking and driving rules and are expected to be courteous to others. Restricted and handicapped parking spaces are identified with appropriate signs. Persons violating parking or traffic policies are subject to loss of parking privileges and towing of their vehicles.

STUDENT PERSONAL ITEMS

Each student is responsible for his/her personal items. The school does not assume the responsibility for money or any valuable property brought to school by students.

TRANSPORTATION OF MINORS BY POST-SECONDARY STUDENTS

Post-secondary students are prohibited from transporting any high school student in a personal vehicle unless prior arrangements are made with an administrator (ie: siblings, etc.).

INTERNET POLICY

Students using the school computer network or Internet access must adhere to the Osceola County School Board Policies and the District School Board of Osceola County Student Internet and Network Use Procedures. Students will use the system only for instructional purposes, which relate to classroom and co-curricular assignments and activities. Students will not access information for which they are not authorized. Students may not act inappropriately while using a computer including, but not limited to; breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying or distributing software, entering or distributing or printing unauthorized files, visiting inappropriate websites, downloading inappropriate materials, participating in chat rooms, instant messages, sending/receiving Email, or playing games. District Internet Policy is posted on the Osceola County District website and it is accessible to students in the online orientation packet.

ACCIDENT REPORT/NOTICE TO STUDENTS

Every accident in the school building, on the school grounds, or during a school function must be reported immediately to the instructor and to the administrative office.

STUDENTS RIGHTS AND RESPONSIBILITIES

Students attending oTECH have the right to equal educational opportunities which includes the right:

1. To be informed of the rules of the oTECH Code of Student Conduct
2. To a safe and orderly environment in which to learn
3. To know about and use school guidance services
4. To be treated with dignity and respect
5. To reasonable and fair treatment
6. To be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without student consent

STUDENT RIGHT-TO-KNOW & JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY & CAMPUS CRIME STATISTICS ACT

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. The Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics Act requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. The Annual Security Report is available in Student Services and in the school website. oTECH publishes these reports to the faculty, staff, and students to comply with the provisions of the law.

IDENTIFICATION AND NOTIFICATION OF EQUITY COORDINATOR(S)

As required by Rule 6A-19.010(1)(g), FAC; Title IX: 106.8(1); Section 504:104.8(a); ADA: 5.107(a) and Age: 110.25(b) the following individuals are equity coordinators:

Equity Coordinator: Sadaris Cheatham, Equity Coordinator. 799 Bill Beck Blvd. Kissimmee, Florida 34744 / (407) 870-4800

ADA and Age Discrimination Coordinator: Dr. Karyle Green, Chief of Human Resources Officer. 799 Bill Beck Blvd. Kissimmee, Florida 34744 / (407) 870-4800

Students 504 Coordinator: Angela Burdue, Supervisor of Psychological Services Student, Student Services Department. 1200 Vermont Avenue, St. Cloud, Florida 34769 / (407) 870-4897

CHPT. 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

DISCRIMINATION POLICY

A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

B. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, students, or other persons or organizations protected by applicable law.

C. The School Board shall admit students to District schools, programs, and classes without regard to race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy.

CHPT. 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

Policy Against Sexual Harassment or Other Forms of Harassment

The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer, or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers, or agents.

The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

For more in-depth information regarding this policy please refer to the District website: www.osceolaschools.net.

Once on the School District's main web page, click on Leadership, then the "School Board Rules" link under the School Board heading at the left of the screen.

Click the link "School Board Rules" in the School Board Policy Documents listing.

Scroll to Chapter 2.00 – School Board Governance and Organization. School Board Rule 2.70.

PROCEDURES FOR FILING COMPLAINT OF DISCRIMINATION, SEXUAL HARASSMENT, OR OTHER FORMS OF ILLEGAL HARASSMENT

Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy by an employee, volunteer, agent or student of the School District should within sixty (60) days of an alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
2. The complaint should be filed with the School Principal, Site Administrator, or Supervisor. Complaints filed with the Principal, Site Administrator, or supervisor must be forwarded to the School District's Equal Employment Opportunity (EEO) Officer within five (5) days of the filing of the complaint. If the complaint is against the principal or site administrator, the complaint may be filed directly with the EEO Officer.
3. If the complaint is against the School District's EEO Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney

The School District of Osceola County is an Equal Opportunity Agency

BULLYING AND OTHER FORMS OF AGGRESSION

oTECH's Administration is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties are strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, electronically transmitted (cyber or high-tech), and psychological abuse. Any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation, will not be tolerated. See section 5.321 of the School District of Osceola County School Board Rules for a complete description.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

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

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and federal laws relating to the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment – U.S. Codes (20 USC 1232g), Code of Federal Regulations (CFR) for Title 34; part 99.

The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

1. Procedures on student records shall be approved by the School Board and contained in the Student Records Handbook.
2. Students shall be notified annually of their rights regarding education records.
3. The District shall not collect or retain information including biometric information

restricted by §1002.222, F.S.

1. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.
2. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.
3. Reporting of information in any student database shall comply with these safeguards.
4. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
5. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and
6. Data shall always be protected from unauthorized use.
7. Social security numbers may be collected from students
8. To be used as student identification numbers as allowed by 1008.386, F.S., until the Department of Education has issued a student identification number;
9. To facilitate the processing of student scholarships, college admission, and other applications; 1098T
10. For other purposes when consent of the student is granted.

A student who wishes to review, obtain a copy, or challenge education records should make an appointment with the principal or guidance counselor. All such requests will be honored by school officials as soon as possible but no later than (30) days after the written request is made.

The School District of Osceola County reserves the right to the following “directory information” without prior permission of the student unless the student has notified the principal in writing within ten (10) calendar days of the beginning of school that directory information is not to be released. Lists of students will not be released without School Board action.

STUDENT RECORDS DISCLOSURE

Students as defined by Florida Statutes, shall be notified annually in the Code of Student Conduct that the School Board may release “directory information” to the general public. No name or address shall be released to any company, corporation, or individual without approval by the School Board unless a school directory is published.

1. Directory information includes the following data about a student:
2. Name;
3. Address;
4. Telephone number, if listed;
5. Participation in officially recognized activities;
6. Name of the most recent school or program attended;
7. Dates of attendance at schools in the District and degrees and awards received; and,
8. Date and place of birth.
9. Information described in subsections I.A., D., E., F., and G.
10. Herein may be published routinely by the School Board in conjunction with press releases about school activities, academic announcements, events, and other school-related activities.
11. Directory information shall not be published when the student’s parent(s)/adult student submits written notification to the director prior to September 1, or within ten (10) school days after the student enrolls. Failure to advise the student’s principal/director shall be deemed a waiver of any right to preclude the release of such directory information pursuant to Florida Statutes or federal laws.

GRIEVANCE PROCEDURE

A student is encouraged to resolve an issue at the classroom level. If there is no resolution, the student may present the concern to the school administration and/or guidance counselor or dean. If a satisfactory solution is not reached, then the issue is regarded as a grievance.

Steps to be followed regarding a student grievance are the following:

1. The student must state the grievance in written form to the appropriate school administrator or his/her designee.
2. Within five school days, the appropriate administrator and/or committee will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made.
3. Within five school days of the initial meeting, a student may appeal the outcome of that meeting to the center director who will schedule a meeting with the student within two weeks. A decision will be made.
4. If the student is not satisfied with the decisions, he/she may further appeal to the associate superintendent or the designee who will convene an impartial board to review the grievance and render a final decision.
5. If the grievance is not settled to the student's satisfaction at the local level the student may contact: The Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350, Telephone (770) 396-3898, www.council.org

DISMISSAL APPEAL PROCESS

Any student dismissed from an oTECH program has the right to appeal that decision and request re-admission into his/her program of study. An appeal form can be requested from the school administrator or the Dean of Students. Appeals must be submitted in writing on the appropriate form within 48 hours of the dismissal. All appeals will be reviewed by a committee of selected teachers, counselors, or other staff members not involved in the original dismissal. Under no circumstances will the teacher be a part of this review committee. After the convening of this committee, a written recommendation will be submitted to the director. If the student still feels that they were dismissed improperly he/she may file an appeal with the Executive Director of

Career and Technical Education for Secondary and Post-Secondary and Adult Education.

AMERICANS WITH DISABILITIES ACT

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

Appendix A

ADMINISTRATION FACULTY AND STAFF

ADMINISTRATIVE AND SUPERVISORY STAFF	
Osceola Technical College – Kissimmee Campus, St. Cloud Campus, Poinciana Campus	
NAME	EDUCATION
Combs, Karen	Masters / Educational Leadership Certification
Bell, Tiffany	Masters / Educational Leadership Certification
French, Eugene	Masters/Educational Leadership Certification
Samuelson, Guy	Masters / Criminal Justice
El Haloui, Crystal	BSN Nursing /SDOC Certification

FULL-TIME NON-CLASSROOM INSTRUCTIONAL STAFF		
Osceola Technical College – Kissimmee Campus		
NAME	MOST ADVANCED DEGREE	NON-CLASSROOM INSTRUCTIONAL PERSONNEL
Aviles, Jennifer	Masters / Educational Leadership Certification	College and Career Counselor
Vedder, Jay	Masters/Educational Leadership Certification	CTE Resource Teacher
Keller, Jeffery	Masters / Curriculum & Instruction/ESE Certification	Resource Compliance Specialist
Martin, Carl	Master of Ed Leadership & Guidance Counseling Certification	School Counselor

Osceola Technical College – Kissimmee Campus

ARCHITECTURE & CONSTRUCTION

NAME	MOST ADVANCED DEGREE	COURSES TAUGHT
Taiclet, Daniel	SDOC Educators Certificate	Heating, Ventilation, Air Conditioning / Refrigeration
Talon, Patrick	SDOC Educators Certificate	Heating, Ventilation, Air Conditioning / Refrigeration
Mortensen, Robert	SDOC Educators Certificate	Plumbing
Seymour, David	SDOC Educators Certificate	Electricity

ARTS, A/V TECHNOLOGY & COMMUNICATION

Smalling, Thomas	Bachelors / Business Administration	Digital Design
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BUSINESS MANAGEMENT & ADMINISTRATION

Herrera-Feliciano, Omayra	SDOC Educators Certificate Bachelors / Accounting	Accounting Operations
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HEALTH SCIENCE

Barngrover-Hause, Marla	Bachelors / Business Administration	Medical Coder/Biller
Gomez, Vanessa	SDOC Educators Certificate	Medical Assisting
Lindstrom, Samantha	Bachelor's Health Science	Medical Assisting Apprenticeship Program of Osceola
Ramey, Brenda	SDOC Educators Certificate	Pharmacy Technician
Gomez, Vanessa	SDOC Educators Certificate	Phlebotomy
Talbot, Brooke	Bachelors / Nursing Education	Practical Nursing
TBA	Bachelors / Nursing Education	Practical Nursing

Kipp, Kenneth	Bachelors/SDOC Educators Certificate	Practical Nursing
HOSPITALITY & TOURISM		
Campins, Leonardo	SDOC Educators Certificate	Professional Culinary Arts and Hospitality
Schneider, Kathy	SDOC Educator's Certificate	Professional Culinary Arts and Hospitality
Martinez, Emily	SDOC Educator's Certificate	Professional Culinary Arts and Hospitality
INFORMATION TECHNOLOGY		
Montgomery, Eric	Bachelors / Cybersecurity	Applied Cybersecurity
Lopez, Jose	Bachelors / Computer Airway Science	Network Support Services
LAW, PUBLIC SAFETY & SECURITY		
Feliciano, Jose	SDOC Educators Certificate	Florida Law Enforcement Academy Crossover from Correctional Officer to Law Enforcement Officer
Williams, Xaviera	SDOC Educators Certificate	Florida Law Enforcement Academy Crossover from Correctional Officer to Law Enforcement Officer
TBA	SDOC Educators Certificate	Florida Law Enforcement Academy Crossover from Correctional Officer to Law Enforcement Officer
PART-TIME		
Campbell, William	SDOC Educators Certificate	Emergency Services CPR, First Aid
MANUFACTURING		
Burt, Myron	SDOC Educators Certificate	Welding Technology
Cruz Perez, Carlos	Bachelor of Arts/ SDOC Educators Certificate	Welding Technology
TRANSPORTATION, DISTRIBUTION & LOGISTICS		

Klem, Thomas	SDOC Educators Certificate	Automotive Maintenance and Light Repair Technician Automotive Service Technology 1
Perez, Francisco	BS / Sociology SDOC Educators Certificate	Automotive Maintenance and Light Repair Technician Automotive Service Technology 1

OSCEOLA TECHNICAL COLLEGE – ST CLOUD CAMPUS

Roster of Full-time Instructional Staff – St Cloud

ARCHITECTURE & CONSTRUCTION

Avant, James	SDOC Educators Certificate	Building Construction Technologies
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HEALTH SCIENCE

Bell, Kerri	SDOC Educators Certificate	Medical Assisting
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Brown, Verender Gail	Bachelors / Biology	Pharmacy Technician
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Talon, Yvette	SDOC Educators Certificate	Dental Assisting
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HUMAN SERVICES

Hernandez, Maria	SDOC Educators Certificate	Cosmetology
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Ocasio-Cedeno, Margery	SDOC Educators Certificate	Cosmetology
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TRANSPORTATION, DISTRIBUTION & LOGISTICS

Popkowski, Anthony	SDOC Educators Certificate	Diesel Systems Technician I
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OSCEOLA TECHNICAL COLLEGE – POINCIANA CAMPUS

Roster of Full-time Instructional Staff – Poinciana

HEALTH SCIENCE

Louise, Sidneyse	Bachelors / Science	Medical Assisting
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HUMAN SERVICES

Elliott, Sharon	SDOC Educators Certificate	Cosmetology
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Roster of Part-time Instructional Staff – Poinciana

HUMAN SERVICES

Orta, Wilmary	SDOC Educators Certificate	Nails Specialty
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Appendix B
Program Catalog
2024-2025



oTECH
Industrial

BUILDING CONSTRUCTION TECHNOLOGIES

PROGRAM DESCRIPTION: 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 & 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 & Construction career cluster. The content includes but is not limited to developing skills in various construction trades, as well as providing a foundation in construction management.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1050 hours, approximately 11 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

This program is also eligible for GATE Dual Enrollment with GED

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of three occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

CERTIFICATION/LICENSURE: OSHA and National Center for Construction Education (NCCER) Core Curriculum

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 9)

START DATE: Spring Term and Fall Term

LOCATION: Saint Cloud Campus, 2917 17th Street Saint Cloud, FL 34769

FINANCIAL AID

- Financial aid is available to those who qualify.
- Apply for the Title IV Federal Pell Grant at fafsa.gov. Other financial aid options include Florida Bright Futures, Florida Prepaid, private scholarships, Veteran benefits and Florida Trust Fund.
- For more information, please call the oTECH Financial Aid Department at (407)344-5080.
- School Code: 031279

ADDITIONAL SOURCE OF FUNDING:

Career Source

For more information visit careersourceflorida.com

or call (407) 531-1227



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$3,506.93
Tuition	\$3,066.00
Books	\$387.00
Certifications/Exams/Learning Resources	\$439.00
Tool Kit	\$795.23
Estimated Total Cost (Subject to Change)	\$8,254.16

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per clock hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per clock hour for non-Florida residents.

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(407)343-7342



oTECH
Industrial

CARPENTRY APPRENTICESHIP PROGRAM OF OSCEOLA COUNTY

PROGRAM DESCRIPTION: The purpose of this program is to give industry partners assistance in training their new or current employees while molding them to fit within their individual company's work structure.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, "Apply Now" and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM: 5200-8000 hours of on the job learning & 576 classroom hours, MUST be employed by a participating employer.

DUAL ENROLLMENT: No

CERTIFICATION/LICENSURE: OSHA 30, CPR/First Aid, National Center for Construction Education & Research (NCCER) Core Curriculum, NCCER Levels 1-4, Forklift, Manlift, Signaling, Scaffolding Certifications.

REQUIREMENTS:

START DATE: September 2024

LOCATION: Kissimmee Campus, 501 Simpson Road Kissimmee, FL 34744

**This program is a company paid program, no
out of pocket cost for the students.**



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ELECTRICITY

PROGRAM DESCRIPTION: The purpose of this program is to prepare students for employment or advanced training in a variety of electrical construction industries. This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity 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. 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

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1200 hours, approximately 12 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of three occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	ELECTRICIAN HELPER	300 HOURS
OCP B	RESIDENTIAL ELECTRICIAN	450 HOURS
OCP C	COMMERCIAL ELECTRICIAN	450 HOURS

CERTIFICATION/LICENSURE: National Center for Construction Education and Research for Electricity (NCCER) Level 1 & Core OSHA

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 9)

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	30.00
Parking Fee	30.00
Lab Fees	2,744.76
Tuition	3,504.00
Books	621.57
Certifications/Exams/Student Resources	408.00
Estimated Total Cost (Subject to Change)	\$7,339.33

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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(407)344-5080



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

PROGRAM DESCRIPTION: 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 in order 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 oTECH at www.osceolatechnicalcollege.com, click on the tab that says, "Apply Now" and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 750 hours, approximately 7.5 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of three occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	INTRODUCTION TO HVAC/R	250 HOURS
OCP B	HVAC/R FUNDAMENTALS	250 HOURS
OCP C	HVAC/R SERVICE PRACTICES	250 HOURS

CERTIFICATION/LICENSURE: NATE, Environmental Protection Agency (EPA) Certification, and OSHA

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 10)

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30
Parking Fee	\$30
Lab Fees	\$2,109.31
Tuition	\$2,190
Books	\$246
Certifications/Exams/Student Resources	\$744
Estimated Total Cost (Subject to Change)	\$5,349.31

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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PLUMBING

PROGRAM DESCRIPTION: The purpose of the programs in this cluster is to prepare students for employment or advanced training in a variety of pipe occupations. 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 reading construction documents, understanding building codes in the pipe trades, plumbing pipe cutting and joining skills and plumbing layout and installation.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1080 hours, approximately 10-11 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of four occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	HELPER, PLUMBER, PIPEFITTER	360 HOURS
OCP B	RESIDENTIAL PLUMBER	240 HOURS
OCP C	COMMERCIAL PLUMBER	240 HOURS
OCP D	PLUMBING APPLICATIONS	240 HOURS

CERTIFICATION/LICENSURE: National Center for Construction Education and Research for Plumbing (NCCER) Core National Center for Construction Education and Research for Plumbing (NCCER) Levels 1-4 OSHA

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 10)

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$1,368.50
Tuition	\$3,153.60
Books	\$747.40
Certifications/Exams/Student Resources	\$334.00
Estimated Total Cost (Subject to Change)	\$5,723.50

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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oTECH

Art, Business &
Information Technology

DIGITAL DESIGN

PROGRAM DESCRIPTION: 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.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, "Apply Now" and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1200 hours, approximately 12 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of five occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	INFORMATION TECHNOLOGY ASSISTANT	150 HOURS
OCP B	PRODUCTION ASSISTANT	150 HOURS
OCP C	DIGITAL ASSISTANT DESIGNER	300 HOURS
OCP D	GRAPHIC DESIGNER	300 HOURS
OCP E	MEDIA DESIGNER	300 HOURS

CERTIFICATION/LICENSURE: Microsoft Office Specialist Certification (MOS), ACA Print & Digital Media Publication using Adobe InDesign, ACA Visual Communication Using Adobe Photoshop, ACA Graphic Design & Illustration using Adobe Illustrator, ACA Video Communication Using Adobe Premiere Pro, and ACA Web Communication Using Adobe Dreamweave

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 9)

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$345.00
Tuition	\$3,504.00
Books	\$465.95
Certifications/Exams/Learning Resources	\$167.20
Estimated Total Cost (Subject to Change)	\$4,540.15

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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oTECH

Art, Business &
Information Technology

ACCOUNTING OPERATIONS

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as an Information Technology Assistant, Accounting Clerk, Accounting Associate, and Accounting Assistant in the Business Management and Administration career cluster; provides technical skill proficiency, and includes competency based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupationally-specific skills, and knowledge of all aspects of the Business Management and Administration career 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.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, "Apply Now" and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 900 hours, approximately 9-10 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of four occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	INFORMATION TECHNOLOGY ASSISTANT	150 HOURS
OCP B	ACCOUNTING CLERK	300 HOURS
OCP C	ACCOUNTING ASSOCIATE	300 HOURS
OCP D	ACCOUNTING ASSISTANT	150 HOURS

CERTIFICATION/LICENSURE: Microsoft Office Specialist Certification (MOS) and QuickBooks Certified User

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 10, Language 10, and Math 10)

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$443.90
Tuition	\$2,628.00
Books	\$242.94
Certifications/Exams/Learning Resources	\$447.75
Estimated Total Cost (Subject to Change)	\$3,822.34

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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DENTAL ASSISTING

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. The program is designed to prepare students for employment as dental assistants and to take the Dental Assisting National Board Examination. The program should meet the requirements of the Commission on Dental Accreditation of the American Dental Association and standards recommended by the Florida Board of Dentistry. The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operator and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1230 hours, approximately 12 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of three occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	INTRODUCTION TO DENTAL ASSISTING	90 HOURS
OCP B	DENTAL INFECTION CONTROL ASSISTANT	210 HOURS
OCP C1	DENTAL ASSISTING I	465 HOURS
OCP C2	DENTAL ASSISTING 2	465 HOURS

CERTIFICATION/LICENSURE:

Basic Life Support & Basic First Aid and National Entry Level Dental Assisting Certification

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS:

- CTE Basic Skills Assessment (Reading 10, Language 10, and Math 10)
- High School Diploma or GED
- Approved Background Check & Drug Screen
- Annual Physical Examination and Immunizations

START DATE: Fall Term

LOCATION: St. Cloud Campus, 2901 17th street St. Cloud, FL 34769



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Liability Insurance	\$19.00
Lab Fees	\$2,117.41
Tuition	\$3,591.60
Books	\$335.93
Certifications/Exams/Learning Resources	\$1,743.09
Estimated Total Cost (Subject to Change)	\$7,863.03

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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MEDICAL ASSISTING

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. This program is designed to prepare students for employment as medical assistants. The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1300 hours, approximately 12 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of five occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	BASIC HEALTHCARE WORKER	90 HOURS
OCP B	INTRODUCTION TO MEDICAL ASSISTING(250) AND MEDICAL OFFICE PROCEDURES(75)	325 HOURS
OCP C	PHLEBOTOMIST, MA	75 HOURS
OCP D	EKG AIDE, MA	75 HOURS
OCP E	CLINICAL ASSISTING(230), PHARMACOLOGY FOR MEDICAL ASSISTING (90), LABORATORY PROCEDURE(125), ADMINISTRATIVE OFFICE PROCEDURES(90), PRACTICUM EXPERIENCE(200)	735 HOURS

CERTIFICATION/LICENSURE: Registered Medical Assistant, Registered Phlebotomy Technician, and Basic Life Support (BLS) & Basic First Aid

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS:

- CTE Basic Skills Assessment (Reading 10, Language 10, and Math 10)
- High School Diploma or GED
- Approved Background Check & Drug Screen
- Annual Physical Examination and Immunizations

START DATE: Fall Term

LOCATION: (DUAL ENROLLMENT(DE) ONLY) Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744
(Adult and DE Eligible) St. Cloud Campus 2901 17th street St. Cloud, FL 34769
(Adult and DE Eligible) Poinciana Campus 1030 Cypress Parkway, Kissimmee, FL 34759



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Liability Insurance	\$19.00
Lab Fees	\$2,469.22
Tuition	\$3,796
Books	\$489.50
Certifications/Exams/Learning Resources	\$800.58
Estimated Total Cost (Subject to Change)	\$7,641.80

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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Health Sciences

MEDICAL ASSISTING APPRENTICESHIP OF OSCEOLA COUNTY

PROGRAM DESCRIPTION: The purpose of this program is to provide an atmosphere of unified learning and skills development, through classroom instruction and “on-the-job” experience, assuring a lifelong earning opportunity as a Certified Medical Assistant to a diverse community.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM 2000 Hours of on-the-job learning & 784 Classroom Hours

DUAL ENROLLMENT: NOT DUAL ENROLLMENT ELIGIBLE

START DATE: August 2024

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744

ESTIMATED PROGRAM COST: Apprentices enrolled at public institutions are exempt from paying fees including application, registration, tuition, and lab fees. A written agreement between the apprentice and employer ensures the apprentice becomes skilled in the occupation.

****This program is a company paid program, no out of pocket cost for the students.****



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MEDICAL CODER/BILLER

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. The program is designed to prepare students for employment in a variety of health care settings as entry level coder, medical record coder, coding technician, or coding clerks, or medical coder/biller (Medical Records and Health Information Technicians). The content includes but is not limited to medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1110 hours, approximately 12 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program

OCP A	INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY	90 HOURS
OCP B	MEDICAL CODER/BILLER I (350) MEDICAL CODER/BILLER 2 (350) MEDICAL CODER/BILLER 3 (320)	1020 HOURS

CERTIFICATION/LICENSURE: Basic Life Support (BLS) & Basic First Aid and American Academy of Professional Coders (AAPC)

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS:

- CTE Basic Skills Assessment (Reading 11, Language 11, and Math 9)
- High School Diploma or GED
- Approved Background Check & Drug Screen
- Annual Physical Examination and Immunizations

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$362.27
Tuition	\$3,241.20
Books	\$1,279.26
Certifications/Exams/Learning Resources	\$880.00
Estimated Total Cost (Subject to Change)	\$5,822.73

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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PHARMACY TECHNICIAN

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 and USP 800 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1050 hours, approximately 10-11 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	BASIC HEALTHCARE WORKER	90 HOURS
OCP B	PHARMACY TECHNICIAN PART 1: 360 HOURS PART 2: 300 HOURS PART 3: 300 HOURS	960 HOURS

CERTIFICATION/LICENSURE: Pharmacy Technician Certification Board (PTCB), Pharmacy Technician Certification, and Basic Life Support (BLS) & Basic First Aid

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS:

- CTE Basic Skills Assessment (Reading 10, Language 10, and Math 11)
- High School Diploma or GED
- Approved Background Check & Drug Screen
- Annual Physical Examination and Immunizations

START DATE: Spring Term and Fall Term

LOCATION: (DUAL ENROLLMENT ONLY) Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744
(DE and Adult Eligible) Saint Cloud Campus, 2901 17th Street St. Cloud, FL 34769



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Liability Insurance	\$15.00
Lab Fees	\$210.45
Tuition	\$3,066.00
Books	\$463.96
Certifications/Exams/Learning Resources	\$740.00
Estimated Total Cost (Subject to Change)	\$4,556.02

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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PHLEBOTOMY

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. The purpose of this program is to prepare students for employment as phlebotomists. The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM: Full time 165 hours, approximately 7-8 weeks (face-to-face)

DUAL ENROLLMENT: NOT DUAL ENROLLMENT ELIGIBLE

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	BASIC HEALTHCARE WORKER	90 HOURS
OCP B	PHLEBOTOMIST	75 HOURS

CERTIFICATION/LICENSURE: National Certification for Registered Phlebotomy Technician Basic Life Support & Basic First Aid

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS:

This program does not have CTE Basic Skills test exit score requirement. However, the CTE Basic Skills test scores, or an exemption is required to enroll in the program.

High School Diploma or GED

Approved Background Check & Drug Screen

Annual Physical Examination and Immunizations

START DATE: July 2024 Tentatively

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Liability Insurance	\$15.00
Lab Fees	\$875.79
Tuition	\$481.80
Books	\$93.24
Certifications/Exams/Learning Resources	\$316.20
Estimated Total Cost (Subject to Change)	\$1842.03

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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PRACTICAL NURSING

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. This program is designed to prepare students for employment as Licensed Practical Nurses. The program must be approved by the Florida State Board of Nursing in order for graduates to apply to take the examination to practice as a Licensed Practical Nurse. The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing. This program is approved by the Florida State Board of Nursing, which makes the graduate eligible to take the LPN licensing examination.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1350 hours, approximately 12 months (face-to-face)

DUAL ENROLLMENT: NOT DUAL ENROLLMENT ELIGIBLE

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	PRACTICAL NURSING FOUNDATIONS I	300 HOURS
OCP B	PRACTICAL NURSING FOUNDATIONS 2: 300 HOURS MEDICAL SURGICAL NURSING I: 300 HOURS MEDICAL SURGICAL NURSING 2: 300 HOURS COMPREHENSIVE NURSING AND TRANSITIONAL SKILLS: 150 HOURS	1050 HOURS

CERTIFICATION/LICENSURE: NCLEX— PN, Basic Life Support (BLS) & Basic First Aid, and Certified Nursing Assistant

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS:

- CTE Basic Skills Assessment (Reading 11, Language 11, and Math 11)
- High School Diploma or GED
- HESI (Health Education System, Inc.)
- Approved Background Check & Drug Screen
- Annual Physical Examination and Immunizations
- Meet & Greet

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Liability Insurance	\$15.00
Lab Fees	\$256.93
Tuition	\$3,942.00
Books	\$985.16
Certifications/Exams/Learning Resources	\$1,267.00
Estimated Total Cost (Subject to Change)	\$6,246.09

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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PROFESSIONAL CULINARY ARTS AND HOSPITALITY

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for 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 foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1200 hours, approximately 12 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of seven occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	FOOD PREPARATION	300 HOURS
OCP B	COOK - RESTAURANT	300 HOURS
OCP C	CHEF/HEAD COOK	300 HOURS
OCP D	FOOD SERVICE MANAGEMENT	300 HOURS

CERTIFICATION/LICENSURE: ServSafe

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 9)

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$7,557.80
Tuition	\$3,504.00
Books	\$303.88
Certifications/Exams/Learning Resources	\$220.00
Estimated Total Cost (Subject to Change)	\$11,645.68

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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BAKING AND PASTRY ARTS

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for 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 oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 600 hours

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	PASTRY COOK/BAKER	300 HOURS
OCP B	PASTRY CHEF/HEAD BAKER	300 HOURS

CERTIFICATION/LICENSURE: ServSafe

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 9)

START DATE: Fall and Spring Terms

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$3,417.80
Tuition	\$1752.00
Books	\$210.00
Certifications/Exams/Learning Resources	\$220.00
Estimated Total Cost (Subject to Change)	\$5,659.80

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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FUNDAMENTAL FOODSERVICE SKILLS

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and relevant commercial foodservice 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, general employability skills, technical skills, and occupation-specific hands-on technical skills. The program is designed to prepare students for entry-level work positions or further culinary training and education based on basic culinary skills and practices to be successful in today's commercial kitchens.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry in positions such as: steward, prep cook, pantry cook, fry cook, banquet cook, retail and cafeteria cook and line cook.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, "Apply Now" and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 600 hours, approximately 12 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	INTRO TO FOOD PREP	300 HOURS
OCP B	COOKING METHODS AND TECHNIQUES	300 HOURS

CERTIFICATION/LICENSURE: ServSafe

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 9)

START DATE: Fall and Spring Terms

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$3,532.80
Tuition	\$1,752.00
Books	\$210.00
Certifications/Exams/Learning Resources	\$220.00
Estimated Total Cost (Subject to Change)	\$5,774.80

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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COSMETOLOGY

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for 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. 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 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 oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1200 hours, approximately 12 months (face-to-face)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of one occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	GROOMING AND SALON SERVICES CORE, FACIAL AND NAILS: 225 COSMETOLOGIST AND HAIRDRESSER: 300 COSMETOLOGIST AND HAIRDRESSER 2: 300 COSMETOLOGIST AND HAIRDRESSER 3: 375	1200 HOURS
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CERTIFICATION/LICENSURE: State of Florida Cosmetology License Examination

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 8, and Math 8)

START DATE: Spring Term and Fall Term

LOCATION: St. Cloud Saint Cloud Campus, 2901 17th Street St. Cloud, FL 34769
Poinciana Campus 1030 Cypress Parkway, Kissimmee FL 34759 (Fall Term ONLY)



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Liability Insurance	\$15.00
Lab Fees	\$2,169.94
Tuition	\$3,504.00
Books	\$420.00
Certifications/Exams/Learning Resources	\$188.45
Tool Kit	\$1,126.23
Estimated Total Cost (Subject to Change)	\$7,483.62

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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NAILS SPECIALTY

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for 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 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 nail specialist and the related chemistry; bacteriology, anatomy, and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, "Apply Now" and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM 180 hours, evening sessions.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of one occupational completion point. Students must complete the core, or demonstrate the mastery of skills standards contained in the core, before advancing in the program.

OCP A	MANICURE AND PEDICURE SPECIALIST TOPICS: FLORIDA COSMETOLOGY LAWS AND RULES SANITATION ETHICS NAIL THEORY, PRACTICE AND RELATED SUBJECTS INCLUDING DISORDERS AND DISEASE	180 HOURS
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REQUIREMENTS: N/A

START DATE: Varies within cohorts

LOCATION: Poinciana Campus 1030 Cypress Parkway, Kissimmee FL 34759 (evenings ONLY)



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Liability Insurance	\$15.00
Lab Fees	\$81.68
Tuition	\$525.60
Books	\$320.90
Certifications/Exams/Learning Resources	\$39.95
Tool Kit	\$238.89
Estimated Total Cost (Subject to Change)	\$1,282.02

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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Art, Business &
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APPLIED CYBERSECURITY

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for 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, and recovery. Specialized courses focus on database security, planning and analysis, software, and web security.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, "Apply Now" and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 750 hours, approximately 10 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program. To complete this program, students must complete OCP A plus one of the subsequent courses in OCP B.

OCP A	CYBER SECURITY ASSOCIATE	600 HOURS
OCP B	INFORMATION SECURITY MANAGER OR DATA SECURITY OR SOFTWARE SECURITY SPECIALIST OR INFORMATION SECURITY ADMINISTRATOR	150 HOURS

CERTIFICATION/LICENSURE: CompTIA Network+ Cybersecurity Intelligence Analyst Security+

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 10)

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$789.05
Tuition	\$2,190.00
Books	\$394.49
Certifications/Exams/Learning Resources	\$440.00
Tool Kit	\$180.00
Estimated Total Cost (Subject to Change)	\$4,053.54

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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NETWORK SUPPORT SERVICES

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in network support services positions 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 the Information Technology career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment. The content includes but is not limited to instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, "Apply Now" and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1050hours, approximately 10 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of seven occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	INFORMATION TECHNOLOGY ASSISTANT	150 HOURS
OCP B	COMPUTER SUPPORT ASSISTANT	150 HOURS
OCP C	NETWORK SUPPORT HELP DESK ASSISTANT	150 HOURS
OCP D	NETWORK SUPPORT ADMINISTRATOR	150 HOURS
OCP E	SENIOR NETWORK ADMINISTRATOR	150 HOURS
OCP F	WIRELESS NETWORK ADMINISTRATOR	150 HOURS
OCP G	DATA COMMUNICATIONS ANALYST	150 HOURS

CERTIFICATION/LICENSURE: Microsoft Office Specialist (MOS) CompTIA A+ CompTIA Network + Cisco Certified Entry Networking Technician (CCENT)

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 9)

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$1,486.20
Tuition	\$3,066.00
Books	\$482.97
Certifications/Exams/Learning Resources	\$946.20
Estimated Total Cost (Subject to Change)	\$6,041.37

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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CROSSOVER FROM CORRECTIONAL OFFICER TO LAW ENFORCEMENT OFFICER

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security 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 Law, Public Safety and Security career cluster. The Criminal Justice Standards and Training Commission (CJSTC) have established basic recruit training programs to provide foundational knowledge for aspiring officers in the respective criminal justice disciplines. The Florida Law Enforcement Academy curriculum consist of two textbooks (Florida Law Enforcement Academy Training Program Volume 1 and Florida Basic Recruit Training Program High Liability, Volume 2) and their accompanying Instructor Guides.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 518 hours, approximately five and half months (face-to-face)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of one occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	<p>INTRODUCTION TO LAW ENFORCEMENT: 10 HOURS</p> <p>LEGAL: 62 HOURS</p> <p>INTERACTIONS IN A DIVERSE COMMUNITY: 40 HOURS</p> <p>INTERVIEWING AND REPORTING WRITING: 6 HOURS</p> <p>FUNDAMENTALS OF PATROL: 35 HOURS</p> <p>CALLS FOR SERVICE: 36 HOURS</p> <p>CRIMINAL INVESTIGATIONS: 50 HOURS</p> <p>CRIME SCENE TO COURTROOM: 35 HOURS</p> <p>CRITICAL INCIDENTS: 44 HOURS</p> <p>TRAFFIC STOPS: 30 HOURS</p> <p>DUI TRAFFIC STOPS: 24 HOURS</p> <p>TRAFFIC CRASH INVESTIGATIONS: 32 HOURS</p> <p>CROSS-OVER PROGRAM UPDATES: 8 HOURS</p> <p>CMS LAW ENFORCEMENT VEHICLE OPERATIONS: 48 HOURS</p> <p>DART-FIRING STUN GUN: 8 HOURS</p>	518 HOURS
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CERTIFICATION/LICENSURE: The FDLE State Law Enforcement Officer’s Certification Exam must be passed prior to employment with a law enforcement agency.

REQUIREMENTS: (Corrections officer must be sponsored by an agency to be eligible for the Crossover to Law Enforcement Officer)
The State of Florida requires students to meet the minimum basic skill level prior to program completion. Students must be at least 19 years of age and cannot have a disqualifying criminal history. A Criminal Justice Basic Abilities Test must be passed before entering the program. A complete physical, EKG, drug test, polygraph, fingerprinting/background check, and physical fitness test must be conducted prior to program enrollment. A high school diploma or GED is required for admittance. Uniforms are required for training.

START DATE: TBD

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744

ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$260.80
Tuition	\$1,512.56
Books	\$19.50
Certifications/Exams/Learning Resources	\$122.50
Crossover Law Graduation Fee	\$35.00
Estimated Total Cost (Subject to Change)	\$2,010.36

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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LAW ENFORCEMENT ACADEMY

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security 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 Law, Public Safety and Security career cluster. The Criminal Justice Standards and Training Commission (CJSTC) have established basic recruit training programs to provide foundational knowledge for aspiring officers in the respective criminal justice disciplines. The Florida Law Enforcement Academy curriculum consist of two textbooks (Florida Law Enforcement Academy Training Program Volume 1 and Florida Basic Recruit Training Program High Liability, Volume 2) and their accompanying Instructor Guides.

ADMISSIONS: Apply to oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 770 hours, approximately 6-7 months (face-to-face)

DUAL ENROLLMENT: NOT ELIGIBLE FOR DUAL ENROLLMENT

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of five occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	<p>INTRODUCTION TO LAW ENFORCEMENT: 10 HOURS</p> <p>LEGAL: 62 HOURS</p> <p>INTERACTIONS IN A DIVERSE COMMUNITY: 40 HOURS</p> <p>INTERVIEWING AND REPORTING WRITING: 56 HOURS</p> <p>FUNDAMENTALS OF PATROL: 35 HOURS</p> <p>CALLS FOR SERVICE: 36 HOURS</p> <p>CRIMINAL INVESTIGATIONS: 50 HOURS</p> <p>CRIME SCENE TO COURTROOM: 35 HOURS</p> <p>CRITICAL INCIDENTS: 44 HOURS</p> <p>TRAFFIC STOPS: 30 HOURS</p> <p>DUI TRAFFIC STOPS: 24 HOURS</p> <p>TRAFFIC CRASH INVESTIGATIONS: 32 HOURS</p> <p>CMS LAW ENFORCEMENT VEHICLE OPERATION: 48 HOURS</p> <p>CMS FIRST AID FOR CRIMINAL JUSTICE FIREARMS: 40 HOURS</p> <p>CMS CRIMINAL JUSTICE FIREARMS: 80 HOURS</p> <p>CMS CRIMINAL JUSTICE DEFENSIVE TACTICS: 80 HOURS</p> <p>DART-FIRING STUN GUN: 8 HOURS</p> <p>CRIMINAL JUSTICE OFFICER PHYSICAL FITNESS TRAINING: 60 HOURS</p>	770 HOURS
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CERTIFICATION/LICENSURE: The FDLE State Law Enforcement Officer’s Certification Exam must be passed prior to employment with a law enforcement agency.

REQUIREMENTS: The State of Florida requires students to meet the minimum basic skill level prior to program completion. Students must be at least 19 years of age and cannot have a disqualifying criminal history. A Criminal Justice Basic Abilities Test must be passed before entering the program. A complete physical, EKG, drug test, polygraph, fingerprinting/background check, and physical fitness test must be conducted prior to program enrollment. A high school diploma or GED is required for admittance. Uniforms are required for training.

START DATE: TBD

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744

ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$1,390.55
Tuition	\$2,248.40
Books	\$19.50
Certifications/Exams/Learning Resources	\$246.50
Estimated Total Cost (Subject to Change)	\$3,999.96

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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WELDING TECHNOLOGY

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for 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 oTECH at www.osceolatechnicalcollege.com, click on the tab that says, "Apply Now" and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1050 hours, approximately 11 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of four occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	WELDER ASSISTANT 1: 150 WELDER ASSISTANT 2: 150	300 HOURS
OCP B	WELDER, SMAW 1: 150 WELDER SMAW 2: 150	300 HOURS
OCP C	WELDER	450 HOURS

CERTIFICATION/LICENSURE: SMAW 3G and 4G Certification FCAW 3G and 4G Certification OSHA

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 9)

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$1,934.13
Tuition	\$3066.00
Books	\$437.28
Certifications/Exams	\$894.00
Tool Kit	\$631.00
Estimated Total Cost (Subject to Change)	\$7,022.41

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR TECHNICIAN

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for 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 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 oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time (nights) 600 hours, approximately 12 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of one occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	MAINTENANCE AND LIGHT REPAIR TECHNICIAN 1: 150 MAINTENANCE AND LIGHT REPAIR TECHNICIAN 2: 150 MAINTENANCE AND LIGHT REPAIR TECHNICIAN 3: 150 MAINTENANCE AND LIGHT REPAIR TECHNICIAN 3: 150	600 HOURS
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CERTIFICATION/LICENSURE: Automotive Service Excellence (ASE) Certifications OSHA 608 Refrigerant

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 10)

START DATE: January 2025

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	1,723.85
Tuition	1,752.00
Books	\$509.32
Certifications/Exams/Learning Resources	\$472.95
Estimated Total Cost (Subject to Change)	\$4,518.12

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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(407)344-5080



MASTER AUTOMOTIVE SERVICE TECHNOLOGY 1

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for 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 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 oTECH at www.osceolatechnicalcollege.com, click on the tab that says, “Apply Now” and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1050 hours, approximately 11 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of five occupational completion points (OCP). OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A	AUTOMOTIVE SERVICES ASSISTOR	300 HOURS
OCP B	AUTOMOTIVE BRAKE SYSTEM TECHNICIAN	150 HOURS
OCP C	AUTOMOBILE SUSPENSION AND STEERING TECHNICIAN	150 HOURS
OCP D	AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEM TECHNICIAN	300 HOURS
OCP E	ENGINE REPAIR TECHNICIAN	150 HOURS

CERTIFICATION/LICENSURE: Automotive Service Excellence (ASE) Certifications OSHA

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 10)

START DATE: Spring Term and Fall Term

LOCATION: Kissimmee (Main) Campus, 501 Simpson Road Kissimmee, FL 34744



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ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$1,646.23
Tuition	\$3,066.00
Books	\$509.32
Certifications/Exams/Learning Resources	\$465.50
Estimated Total Cost (Subject to Change)	\$5,754.50

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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(407)344-5080



DIESEL SYSTEMS TECHNICIAN 1

PROGRAM DESCRIPTION: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for 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 oTECH at www.osceolatechnicalcollege.com, click on the tab that says, "Apply Now" and complete all necessary pages. Please note that completion of the application is not guaranteed acceptance into the program. Once completed, a Student Services representative will contact you within 3-5 business days to set up an appointment.

LENGTH OF PROGRAM Full time 1050 hours, approximately 11 months (face-to-face)

DUAL ENROLLMENT: Part-time or full time (Junior 11th) or full time (Senior 12th)

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of four occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program

OCP A	DIESEL ENGINE MECHANIC/TECHNICIAN HELPER	150 HOURS
OCP B	DIESEL ELECTRICAL AND ELECTRONIC TECHNICIAN	300 HOURS
OCP C	DIESEL ENGINE TECHNICIAN	300 HOURS
OCP D	DIESEL BRAKES TECHNICIAN	300 HOURS

CERTIFICATION/LICENSURE: OSHA ASE Medium/Heavy Truck Technician: Brakes (T4) ASE Medium/Heavy Truck Technician: Diesel Engines (T2) ASE Medium/Heavy Truck Technician: Electrical/Electronic Systems (T6)

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits

REQUIREMENTS: CTE Basic Skills Assessment (Reading 9, Language 9, and Math 9)

START DATE: Spring Term and Fall Term

LOCATION: St. Cloud Saint Cloud Campus, 2901 17th Street St. Cloud, FL 34769



PLEASE SCAN THE QR CODE
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WITH A PROGRAM ADVISOR!

ESTIMATED COST BREAKDOWN

Application Fee	\$0
Registration Fee (Non-Refundable)	\$30.00
Parking Fee	\$30.00
Lab Fees	\$1,721.19
Tuition	\$3,066.00
Books	\$370.00
Certifications/Exams/Learning Resources	\$755.85
Tool Kit	1,300.00
Estimated Total Cost (Subject to Change)	\$7,273.04

Financial Aid is available depending on student eligibility.

- The following items are NOT covered by Financial Aid: Uniforms, Parking Fee, Registration Fee, Liability Insurance, and Application Fee.
- Tuition is \$2.92 per hour for Florida residents (must live in state for minimum of 12 consecutive months).
- Tuition is \$11.71 per hour for non-Florida residents.

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