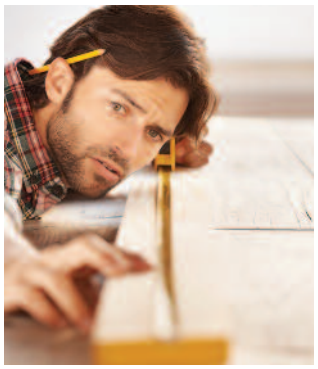
BROWARD TECHNICAL COLLEGES



CAREER DUAL ENROLLMENT(**CDE**) ADMISSIONS PACKET

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BROWARD TECHNICAL COLLEGES
CAREER DUAL ENROLLMENT ADMISSIONS PROCESS - FAQ's

What is Career Dual Enrollment?
Career Dual Enrollment is an option for high school students to enroll in postsecondary courses earning credit toward both high school graduation and a career and technical program certificate. Students receive two additional quality points on their weighted GPA for every course taken within the program that is completed with a grade of "C" or better.

When can a student begin the Career Dual Enrollment Process?
Students can enroll at the beginning of their junior year (minimum 16 years old). Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.

How do students get started?
All prospective Dual Enrolled students must:
- Complete the Broward Technical College Career Dual Enrollment Application electronically
- Print a copy of the application, obtain appropriate signatures and submit the application to the current school guidance counselor
- Attend a Career Dual Enrollment orientation session in person at the appropriate Technical College. Contact the College for the schedule
- Take the Tests of Adult Basic Education (TABE)

What is the TABE?
TABE stands for Tests of Adult Basic Education. It is a state-regulated assessment of basic skills in Math, Reading and Language. Students can take the TABE at any Broward Technical College, free of charge. All students entering a technical program of study must sit for the TABE. Prior to testing, students with an active 504 Plan or IEP should disclose this information to the Technical College's ESE Specialist in order to request special accommodations. Contact your current high school ESE Specialist for further assistance.

How are TABE scores used?
TABE scores are used as a counseling tool in evaluating a student's academic strengths and weaknesses which may affect success in their technical program. Students scoring within two grade levels of state mandated exit scores have a better opportunity to successfully meet the rigors of a BTC technical program. Students scoring within two grade levels of their mandated exit scores will be counseled and appropriate options for assistance will be determined. Scores are reviewed with the student to determine what type of academic intervention will be required so that the student is ready to meet the demands of their Technical Program of study as well as meeting the state mandated exit scores.

What are the entry requirements to be Career Dual Enrolled?
Career Dual Enrollment entry requirements are met when:
- A student has completed a minimum of 11 high school credits
- A student is scheduled for a minimum of two (2) courses/credits per semester at a BTC
- A student has met the minimum 2.0 unweighted grade point average (GPA)
- A student has sat for the TABE (Tests of Adult Basic Education.)

What are the expectations to maintain Career Dual Enrollment?
- A student maintains a minimum 2.0 unweighted grade point average at the current high school as well as a 2.0 unweighted GPA in their technical program
- A student has maintained satisfactory progress towards program completion
- A student complies with SBBC Attendance Policy 5.5 and the Student Code of Conduct Handbook while enrolled in a BTC technical program

What are Technical Program completion requirements for Career Dual Enrollment?
Technical Program completion requirements are met when:
- A student has met the mandated exit scores in order to receive a program technical certificate. (If TABE scores are not met upon completion of the program, the student will not receive a technical program certificate, but will receive course grades and credits)
- A student has passed all coursework within the BTC technical program with a C or better

Do the Colleges provide basic skills remediation to prepare students to meet the TABE exit scores for their program of study?
Yes – Students will have the opportunity to register for instructional support to prepare them to retest to meet the TABE program exit scores. This instructional support will be required and will be monitored by both the counselor and instructor. Teacher access, lab facilities and online options will be available, including evening and summer hours. Students only need to retest in the area or areas in which they did not meet the minimum score (Math, Reading, and/or Language) and the required remediation will be focused to support their success.

Do Career Dual Enrolled students earn high school credit?
Yes – Students receive one (1) credit per three (3) hour block every nine (9) weeks. Students have the opportunity to earn four (4) credits per year/part time or eight (8) credits per year/full time. These credits apply toward graduation requirements.

Can students earn college credit?
Some programs allow the student to earn college credit. For more information, see a Technical College program counselor.

Will online Technical Program courses fulfill the online graduation requirement?
Yes – students can take some courses online at the appropriate participating Technical College and these credits will apply towards the online graduation requirement.

Are there any fees for Career Dual Enrolled students?
Broward County Public School high school students are provided tuition, text books, and one uniform (if required) free of charge. Some programs may incur costs not covered by the School District. Please see your Technical College guidance counselor for more information.

Is transportation available?
The address on the Career Dual Enrollment application must match the information on record at the current high school. Please verify the accuracy of the home address with the current school guidance counselor. Charter, Home, and/or Private school students must provide their own transportation. If you have transportation questions, please contact the Transportation Specialist at the Technical College to which you are applying.

Is there an attendance policy?
In accordance with Florida Statute 1003.24, a child's attendance in school is the responsibility of the parent or legal guardian. Absences cause students to miss significant instruction and learning opportunities. Non-attendance places the student in jeopardy of consequences per SBBC Policy 5.5 and the Student Code of Conduct Handbook. Failure to comply may result in dismissal from the program. According to SBBC Policy, parents must report the absence of a high school student to both schools by telephone or written note within two days following the absence.

What certificates do students receive?
Technical Program Certificates are awarded to students who have successfully completed all of the requirements of the program in which they have enrolled, which include meeting state mandated TABE exit scores. Broward County Public Schools provide an opportunity for licensure or industry certification. Please see the Technical College counselor for specific Program information.

What happens if the Technical Program is not completed prior to high school graduation?
Students who do not complete their program during high school may return as an adult and complete the program. Once enrolled as an adult, all enrollment/financial criteria will apply. **Please note, students who are interested in starting a program in their senior year, may be limited in Technical Program options/choices.**

For more information, visit our websites.
Broward Technical Colleges:
http://browardtechnicalcolleges.com
Atlantic Technical College:
http://atlantictechnicalcollege.edu
McFatter Technical College:
http://mcfattertechnicalcollege.edu
Sheridan Technical College:
http://sheridantechnicalcollege.edu

BROWARD TECHNICAL COLLEGES
CAREER DUAL ENROLLMENT APPLICATION

Technical College: (check one) Atlantic ☐ McFatter ☐ Sheridan ☐

All applications must be filled in on-line, printed and signed.
Give the signed copy to your high school counselor for further processing.

Date: _____ Birth Date: _____ FSI#: _____

Student Name: _____ Name of Current High School: _____
(First Name) *(Last Name)*

Parent Name: _____ Need Transportation: ☐ Yes ☐ No
(First Name) *(Last Name)*

Address: _____

City, State, Zip Code: _____ Home Phone: _____

Student Email Address: _____ Student Cell: _____

Parent Email Address: _____ Parent Cell: _____

Grade level at time of entry: (check one) ☐ 11 or ☐ 12 Term of Entry: (check one) ☐ Aug ☐ Jan

PLEASE REFER TO PROGRAM SELECTION DOCUMENT TO COMPLETE THE FOLLOWING.

PROGRAM CHOICE

First Choice: _____ Time: _____

Second Choice: _____ Time: _____

_____ _____
(Signature of Applicant) *(Signature of Parent/Guardian)*

PLEASE NOTE: This application cannot be processed without the student attending an orientation (in person) and taking the computerized Tests of Adult Basic Education (TABE). Failure to complete either requirement will result in a delay of the final decision.

TO BE COMPLETED BY HIGH SCHOOL COUNSELOR

I recommend the above student to enroll as a Career Dual Enrolled student. ☐ Yes ☐ No

Please complete the following:
Unweighted GPA: _____
Enrolled in online coursework: ☐ Yes ☐ No
Academic Plan allows for on-time graduation: ☐ Yes ☐ No
Currently taking recovery coursework: ☐ Yes ☐ No

_____ _____
(Signature of Counselor/School Official) *(Print Name of Counselor/School Official)*

_____ _____
(Counselor Phone Number) *(Date)*

BROWARD TECHNICAL COLLEGES
PRIVATE & CHARTER SCHOOLS , HOME EDUCATION & BCPS HOME EDUCATION
CAREER DUAL ENROLLMENT TECHNICAL PROGRAM APPLICATION

Technical College: (check one) Atlantic ☐ McFatter ☐ Sheridan ☐

All applications must be filled in on-line, printed and signed.
Give the signed copy to your high school counselor for further processing.

Date: _____ Birth Date: _____ FSI#: _____

Student Name: _____ Name of Current High School: _____
(First Name) *(Last Name)*

Parent Name: _____
(First Name) *(Last Name)*

Address: _____

City, State, Zip Code: _____ Home Phone: _____

Student Email Address: _____ Student Cell: _____

Parent Email Address: _____ Parent Cell: _____

Grade level at time of entry: (check one) ☐ 11 or ☐ 12 Term of Entry: (check one) ☐ Aug ☐ Jan

PLEASE REFER TO PROGRAM SELECTION DOCUMENT TO COMPLETE THE FOLLOWING.

PROGRAM CHOICE

First Choice: _____ Time: _____

Second Choice: _____ Time: _____

_____ _____
(Signature of Applicant) *(Signature of Parent/Guardian)*

PLEASE NOTE: This application cannot be processed without the student attending an orientation (in person) and taking the computerized Tests of Adult Basic Education (TABE). Failure to complete either requirement will result in a delay of the final decision.

TO BE COMPLETED BY HIGH SCHOOL COUNSELOR

Documents Needed: ☐ Official Transcripts Date received _____ ☐ Discipline Record Date received _____
☐ Attendance Record Date received _____ ☐ IEP or 504 Plan Date received _____

I recommend the above student to enroll as a Career Dual Enrolled student. ☐ Yes ☐ No

Please complete the following:
Unweighted GPA: _____
Enrolled in online coursework: ☐ Yes ☐ No
Academic Plan allows for on-time graduation: ☐ Yes ☐ No
Currently taking recovery coursework: ☐ Yes ☐ No

_____ _____
(Signature of Counselor/School Official) *(Print Name of Counselor/School Official)*

_____ _____
(Counselor Phone Number) *(Date)*