Atlantic Technical College and Technical High School

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School Catalog

2020 - 2021



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FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

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Welcome from the Director



On behalf of the entire faculty, staff and student body of Atlantic Technical College and Technical High School, I would like to welcome you to our campuses and to the many educational programs and opportunities that we offer. Our mission is to assist you in any way possible to achieve your academic and career goals.

We offer over 40 challenging instructional programs in high wage, high skill, and high demand occupations. All of the career and technical programs are aligned with state and national standards. You will have the opportunity to earn industry credentials and articulated college credit to our state college system upon completion of your program.

Understanding that we are operating in a very challenging and difficult time due to the Coronavirus, we are still very much committed to assisting you in any way we can. This catalog has been developed to help you in understanding our programs of instruction, curriculum design and delivery, and the policies and procedures that govern our technical college. Please do not hesitate to reach out to us at any time. We wish you much success in achieving your goals!

Robert B. Crawford, Director

***Robert B. Crawford*, Director**

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Campus Locations

Atlantic Technical College and Technical High School Main Campus
4700 Coconut Creek Parkway
Coconut Creek, FL 33063
754-321-5100 • FAX 754-321-5380

Atlantic Technical College Arthur Ashe, Jr. Campus
1701 Northwest 23rd Avenue
Fort Lauderdale, FL 33311
754-322-2800 • FAX 754-322-2880

Atlantic Technical College ESOL Campus @ Coconut Creek HS
1400 Northwest 44th Avenue
Coconut Creek, FL 33066
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ATC at a Glance

Atlantic Technical College and Technical High School (ATC) is an innovative career and technical education facility that provides a wide range of opportunities for adults and select secondary students in Broward County, Florida. ATC is a public school operating under the authority of the School Board of Broward County, Florida and the Florida Department of Education. Atlantic Technical College places major emphasis on the development and implementation of high-skill, high-wage, and high-demand occupational programs that are designed to meet the current and future needs of business, industry and the community we serve. Our quest is to provide the finest occupational training in the nation.

In August of 1973, Atlantic Technical College officially opened its doors for business and offered technical instruction in 11 different program areas. Over 450 students attended the school during its first year of operation. Fast forward to 2020 and you will see the tremendous growth and expansion that has occurred at our school in 47 years. Not only do we offer over 40 technical programs, but we now have a current enrollment of nearly 4,500 students.

A major event occurred on June 24, 2014, when the School Board of Broward County, Florida officially changed our name to Atlantic Technical College, launching a new era in career, technical and adult education. With the full support of Broward's local businesses, industries and the community, we have seen a significant increase in student enrollment, program completers and job placements.

The ATC Main campus is located on a beautifully landscaped, thirty-acre site in Coconut Creek. The twenty-four buildings and thirty-one portables on the main campus provide classrooms, labs, offices, and support services for our Certificate/Applied Technology Diploma programs, Pre-College programs (adult general education), Apprenticeship programs and a Technical High School. The Arthur Ashe, Jr. Campus is located at 1701 NW 23rd Avenue in Fort Lauderdale and the Atlantic Technical College - ESOL Campus @ Coconut Creek HS is located in portable classrooms on the Coconut Creek High School campus, only a mile from the main campus.

Career and Technical Education programs are concentrated in occupational clusters: Architecture & Construction; Business Management & Administration; Health Science; Hospitality & Tourism; Information Technology; Manufacturing; and Transportation, Distribution & Logistics. For those who want to "earn-as-they-learn" ATC serves as the Local Educational Agency (LEA) coordinating the largest apprenticeship training program throughout Florida. Other educational services include: Pre-College programs to include Applied Academics for Adult Education (AAAE), English for Speakers of Other Languages (ESOL), GED® Test Preparation; and Exceptional Student Education (ESE) services; ESE Career Placement Transition; Adult Curriculum for Community, Employment and Social Skills (ACCESS); Veterans Assistance (VA) and Disability Services.



Vision/Mission

Vision: To change the lives of people from all backgrounds through innovative education.

Mission: The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

Campus Locations

ATC Main Campus

Our main campus, located in Coconut Creek, houses the Technical College and the Technical High School (a magnet high school program). ATC offers a full range of services to students seeking career and technical education, as well as Pre-College programs, such as GED® Test Preparation, Applied Academics for Adult Education, and ESOL (English for Speakers of Other Languages).

Arthur Ashe, Jr. Campus

The Arthur Ashe, Jr. Campus located in Fort Lauderdale, offers career and technical education programs, classes in GED® Test Preparation, as well as ESOL classes and Applied Academics for Adult Education (AAAE). Two Certified School Counselors are located on-site to assist with students academic advisement. A Career Advisor is also available to help students with career planning and job search skills. Students are able to register for classes on-site.

ESOL Campus @ Coconut Creek HS

In order to accommodate a growing need, daytime classes for ESOL students are offered on the Coconut Creek High School Campus.

Atlantic Technical High School

Atlantic Technical College's Technical High School (ATCHS) is a magnet high school program whose unique design allows students to become immersed in a rigorous and challenging learning environment while generating interest in a variety of technical programs. Each student has the opportunity to achieve The FAB Four:

- College Ready High School Diploma:
  Scholar and Merit
- Technical Program Completion Offering Dual Enrollment Quality Points
- Industry Certification or License
- Articulated Postsecondary State College Credit

Technology is integrated into every aspect of the high school, fostering an innovative learning environment. Small class size creates a high degree of personalization where teachers encourage critical thinking and employ diverse instructional methodologies. This personalization extends to the student's selection of a technical program which becomes their focus in the junior and senior years. This process is thorough and precise, facilitating informed choices by students and their parents.



Accolades

Our High School is an "A" rated school in the State of Florida and in 2019, was named a National Blue Ribbon School as an Exemplary High Performing School by the Department of Education. A "National Magnet School of Distinction" from 2008 - 2012, in 2013, ATCHS was named a “National School of Excellence", the highest award given by Magnet Schools of America. These designations recognize the school's innovative curriculum, specialized teaching staff, and the academic achievement of the students. ATCHS is consistently included in U.S. News & World Report's annual "America's Best High Schools" and is now considered one of the "America's Most Challenging High Schools" as published in The Washington Post.

Career Clusters

Technical Program Options:

- Architecture & Construction
- Business Management & Administration
- Health Science
- Hospitality & Tourism
- Information Technology
- Manufacturing
- Transportation, Distribution & Logistics



Extracurricular Clubs and Activities

Atlantic Technical College and Technical High School has more than twenty clubs including, but not limited to: Teen Trendsetters, Students Advocating for Equality (SAFE), Academic Competition, Future Florida Educators of America Club, Key Club, Health Occupations Students of America (HOSA), Mathematics Honor Society (Mu Alpha Theta), National Honor Society (NHS), Business Professionals of America (BPA), Student Government, SkillsUSA, and Yearbook.

ATCHS students participate in competitions at the district, state and national levels and have earned numerous awards.

Start Your Career

Eligibility

Atlantic Technical College and Technical High School (ATC) accepts applications on a non-discriminatory basis from anyone having the interest in an occupational training program. ATC admits as postsecondary (adult) students, those individuals who have completed their secondary school education, or who are 16 years of age or older and have officially withdrawn from high school. Secondary (high school) Career Dual Enrollment students apply through their high school guidance department. Technical Magnet High School students apply through the District Innovative Programs office.

Enrollment Process

Step 1 | Attend a Program Specific Orientation

Program orientations are currently being conducted online via counselor/advisor led video conferencing. The purpose of orientation is to introduce prospective students to the technical programs, the admissions process, support services and school policies/procedures.

Step 2 | Complete an Application

After completing the online orientation, prospective students will contact their program counselor for a digital application.

Step 3 | Apply for Financial Aid (optional)

Prospective students requesting financial assistance must complete the online Free Application for Federal Student Aid (FAFSA) as soon as possible. This step is optional. If you do not require financial assistance, proceed to step 4. This step can be completed simultaneously with the admissions process.

Step 4 | Request Disability Services (optional)

Prospective students who wish to self-identify as having a documented disability may request reasonable accommodations for testing and classroom instruction. This step is optional. If you do not require disability services, proceed to step 5.

Step 5 | Complete Registration Packet Forms

All forms are required and fillable within your Focus Portal. You must include your digital signature where indicated. Email your counselor once you have completed the registration forms and uploaded your required documents.

Step 6 | Counselor Interview

Once received, your counselor will review your registration documents and next steps to finalize the admissions process with you.

Step 7 | Registration & Enrollment

Once your registration packet has been approved and you have your funding, you are ready to register. Your counselor and/or financial aid will assist you to complete your final step.

ORIENTATION AND TESTING FAQ'S

How long is Orientation? Orientation is approximately 1 hour.

Do I need to take the Basic Skills Test? The State of Florida requires that all students enrolled in a postsecondary program consisting of 450 clock hours or more must meet minimum basic skill levels in reading, mathematics and language or meet state exemption criteria to receive their certificate at the completion of their program. See your program counselor/advisor for the most current information on exemption criteria.

Should I bring anything to the Testing Center? You will be provided with testing supplies in the testing center. You must have a valid photo I.D.

How do I get my test results? Test results may not be given over the phone. Bring a valid photo ID and meet with your counselor/advisor to discuss your test results.

How long are my Basic Skills Test scores valid? Once scores have been met, Basic Skills Test scores are valid for up to two (2) years preceding enrollment in a Career and Technical program. Students who have not met their scores have 12 months from their original test date to register and begin Adult Academic classes or the student will be required to retake the Basic Skills Test and pay the testing fee again.

What if I need accommodations due to a disability? If you are an adult with a documented disability who needs special testing accommodations, please contact the Disability Services Advisor at 754-321-5259 **before testing** or 754-322-2818 at the Arthur Ashe, Jr. Campus.

Can my Basic Skills Test scores be accepted from another institution? Yes, your Basic Skills Test scores can be accepted from another institution if they meet the following criteria:

- Must be valid scores from any public institution within the State of Florida as well as transcripts from any accredited postsecondary institute within the U.S.
- Must be less than two (2) years old
- Must be on the appropriate level for your program (your counselor/advisor will advise)
- Must be an official, sealed copy



TESTING PROCESS AND SCHEDULE FOR MAIN CAMPUS

- **Before You Test:**

Applicants pre-register in Building 10 at least 24 hours ahead of testing.

Choose one of the times/days listed in the Testing Schedule below.

Complete the ATC Assessment Information Form & pay $15.00 to the Registrar in Building 10.

- **On The Day You Test:**
  - **Please report to your assigned testing location AT LEAST 15 minutes before the start time. Doors close at the beginning of each session.**
  - **Testers must present ONE of the following picture identifications at the time of testing and to receive test results:**

- Valid Florida Drivers' License
- Valid Passport
- Valid Florida ID card
- Valid Green Card
- Valid Military ID card
- Broward County High School ID for Career Dual Enrolled Students

Identification that is not valid will not be accepted for testing.

TESTING SCHEDULE & TESTING INFORMATION
Main Campus

Main Campus

Time: *Monday & Wednesday: 9:00 a.m.*

Location: *Building 6, Room 157*
Main entrance – south side of building

Time: *Tuesday & Thursday: 4:00 p.m.**
*Saturday: 8:00 a.m.**
(report to building 19)

***Note:** *Tuesday, Thursday & Saturday days require two (2) testing sessions.*

There are no tests given on Fridays or School Holidays.
See your Counselor/Advisor for test results.

Helpful information about the Testing Centers

- *The test is taken on a computer.*
- *You will have a maximum of six (6) hours to complete the entire test.*
- *Each section of the test is timed.*
- *The testing instructions will be presented on the computer screen.*
- *A calculator may be used and will be provided for the second part of the Math test.*
- *Bring a sweater for your comfort.*

- **No children, cellular phones, electronic devices (including smart watches), food, or drinks are allowed in the Testing Centers.**
- **Atlantic Technical College reserves the right to re-test any applicant to validate test scores.**

TESTING SCHEDULE FOR ARTHUR ASHE, JR. CAMPUS

Building 2, Learning Commons
Monday and Wednesday 8:00 a.m. - 12:00 p.m.

Academic Policies

Basic Skills Requirements and Program Prerequisites

Individuals interested in enrolling in a career and technical program must take the Basic Skills Test, unless exemption criteria have been met. The State of Florida has mandated that all students enrolled in a postsecondary program consisting of 450 clock hours or more must meet a minimum basic skill level in reading, mathematics and language to receive their certificate at the completion of their program. Students not meeting the basic skills requirements will have the opportunity to receive appropriate instruction in order to achieve the required levels prior to completion of their programs. There is a fee for the initial assessment. Once results are received, students meet with a program counselor/advisor to discuss educational options. State Board policies provide for testing exemptions. Please see your counselor/advisor for the most current exemption policies.

In addition, per State Board Rule 6A-10.040, Section 4, a student may apply for a waiver from meeting the minimum basic skills for the technical program in which they are enrolled. This provision allows for program completion by students with disabilities who meet the requirements of their career education program, even if they cannot meet the basic skills requirements.

Program prerequisites may vary because of occupational requirements, School Board Policy, and/or licensing regulations. Licensure programs that require a high school diploma or equivalent for entry do not accept correspondence diplomas or diplomas from non-accredited schools.

In accordance with requirements set forth by the Joint Commission and the Jessica Lunsford Act, students applying for entrance into any Health Science program must submit to a Level 2 criminal background check and take a drug screening test. This requirement is mandated due to the fact that all Health Science students must participate in a clinical rotation in a healthcare facility as a part of their training. The applicant is responsible for paying for the costs of both tests. The results of these tests may prevent the applicant from either entering or remaining in a Health Science program. Students who are not cleared on their background check or test positive for illegal drugs will not be allowed access to healthcare facilities for clinical externships and therefore will not be able to complete the program. In addition to a background check and drug screening, all students registering for any of the Health Science programs are required to have current immunizations and a yearly physical exam. Prospective students who do not have a valid Social Security Number may encounter difficulties within licensure programs. Please contact the program counselor for specific information. Additionally, all students entering or re-entering the Practical Nursing program must take the Test of Essential Academic Skills (TEAS) and meet minimum requirements.



Foreign Transcripts

Students with foreign transcripts are responsible for obtaining their own translation and evaluation, which must be completed by a Broward County Public School approved agency. Students should note that just a translation of their foreign transcript is not sufficient; their educational records must be certified "as being the equivalent to a secondary and/or postsecondary education in the United States."

International Students

Prospective international students may enroll and attend classes at Atlantic Technical College. International Students (M-1 Student Visa Status) must be enrolled in a program as a full time student (18 - 22 clock hours a week) and should apply to Atlantic Technical College two (2) to four (4) months prior to the term of enrollment. International students are not eligible for annual vacation such as summer break.

No online or distance education classes will count toward an M-1 student's full course of study requirements if such classes do not require the student's physical attendance for classes, examinations, or other purposes integral to complete the class. M-1 students are admitted for a specific educational objective and cannot change that objective while in the United States.

International students are considered temporary residents of the United States and may not be deemed Florida residents for tuition purposes. Therefore, they are required to pay out of state tuition for the duration of their studies. They must maintain lawful M-1 visa status with the U.S. Citizenship & Immigration Services (USCIS) and be in compliance with all the Technical Colleges' rules and regulations.

Please be advised acceptance to Atlantic Technical College does not guarantee a student visa by the U.S. Embassy from abroad; neither does it guarantee a change of status by the U.S. Citizenship and Immigration Services (USCIS). International students obtaining the student visa in their country are not permitted to enter the U.S. more than 30 days before the first day of classes.

One of the requirements to obtain an international student visa is that the prospective student or sponsor must have sufficient funds to cover tuition and living expenses during the period of intended study. The U.S. Government and the Department of Homeland Security do not offer financial aid packages to international students.

For complete admissions requirements, documents needed, and what to do after applying for a program, contact the International Student Advisor Vera Fernandez, at 754-321-5737.

Standards of Academic Progress for International Students

International students must maintain a minimum cumulative grade point average (CGPA) of C by the end of each course completion. International students whose CGPA falls below a C at the end of any course will be terminated from the Student and Exchange Visitor Program. M-1 students can only miss a full course of study due to medical conditions.

Attendance Policy for International Students

A student must be withdrawn after being absent for six (6) consecutive days. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date. After that, the student will be terminated from the Student and Exchange Visitor Information System (SEVIS) for unsatisfactory attendance. With appropriate documentation, two (2) additional absences may be allowed for death in the family, illness, or hospitalization. M-1 students can only drop to part-time status while enrolled in a full course of study due to an approved medical condition.

Progress/Evaluation & Grades

ATC students are evaluated on their performance in the classroom and/or in the lab.

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%
I	Incomplete



In many programs, the final grade and/or issuance of a Certificate of Completion will be determined by completion of career and technical courses and a combination of test scores completed within a specified time frame.

Grade Forgiveness

Grade forgiveness may be applied for students who receives a D or F in a course, which will permit them to complete their program and/or preserve their eligibility to articulate from the technical college for college credit per the Statewide Articulation Agreements. Specific criteria applies and students must meet with their assigned counselor to discuss eligibility.

Certificates of Completion/Applied Technology Diplomas

The awarding of a Certificate of Completion or Applied Technology Diploma is governed by the Florida Department of Education, and is based on successful completion of the requirements of the program, including applicable state mandated basic skills requirements. Instructors use a variety of specific competency-based examinations and performance criteria to determine program completion.

College Credit Transfer/Advanced Credit

Upon completion of a technical program and meeting eligibility requirements, including the attainment of an aligned industry credential, students may be awarded credits toward an Associate Degree by Broward College or the Florida College System. Students must enroll in Broward College or a Florida State Community College within two (2) years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry credentials.

Cooperative Education – OJT

Cooperative Education provides an on-the-job training component as an additional method of instruction. OJT enhances in-school theory and practical lab activities by allowing the student to work with experienced personnel in their chosen field while under the supervision of the instructor and/or a Cooperative Education Teacher-Coordinator.

To qualify, students must be currently enrolled in a program, have completed over fifty percent (50%) of that program, have attained required basic skills levels, and be recommended by the program instructor.

Denial of Re-Registration

If it is determined by the instructor and counselor/advisor that a student has not made adequate progress within an enrollment period, the student may be denied the ability to re-register for the next enrollment period. Administrative approval is required to deny or rescind re-registration privileges and to determine when it is academically appropriate to re-enter the program. Reasons for denial of re-registration due to inadequate progress include: poor attendance, missed/unsatisfactory class or lab work, or inability to demonstrate skills necessary to meet industry specific standards.

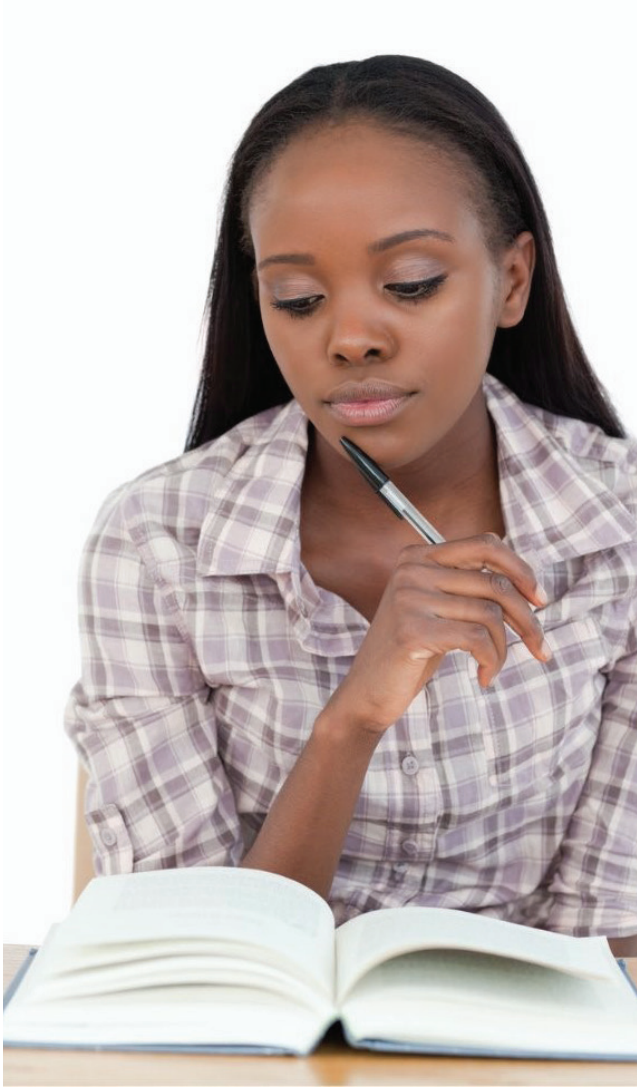
Experiential Credit

Students entering Workforce Education Certificate and Applied Technology Diploma programs may be eligible to receive Experiential Performance Awards within their program of choice. Experiential Performance Awards will allow students to accelerate the instructional process by applying past experiences toward competencies taught in the program. Performance awards may be granted for appropriate coursework from regionally accredited educational instructions, and/or significant life experiences such as work experiences, volunteer work, military service, industry certifications, or self-directed study. Specific criteria will be followed in order to consistently evaluate and grant Experiential Performance Awards. Prospective students requesting experiential credit must meet with the assigned counselor, teacher, and department head to ensure proper documentation and placement. Administrative approval may be required prior to registration.



Guarantee for Success Plan

Atlantic Technical College and Technical High School (ATC) is committed to teaching the skills necessary for career success. To demonstrate our support, we offer the Guarantee for Success Plan. If a graduate of ATC does not pass the identified, entry-level, industry certification test in his or her field of study, the student is invited to return for additional training and/or test preparation at no additional cost (conditions apply). Students in consultation with their instructor, and/or counselor will attend up to nine (9) weeks.



Records

Student records are confidential. Parents, guardians and spouses of students who are 18 years of age or older or attend a postsecondary institution must have the student's written permission to inspect and review any and all official records. Parents/guardians of students 17 years of age or younger at the secondary level may review their child's records upon request. Additional information on the Family Educational Rights and Privacy Act (FERPA) is available in the Office of Student Affairs and in the Student Rights section of this catalog.

Transfer of Credit Policy

Students with previous technical training from other institutions may receive credit for that training within two (2) years of completion. A transcript from a Florida public institution documenting course completion and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institution for the same technical program. A transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by Broward County Public Schools (BCPS) and that participates in the common course designation numbering system will be accepted in transfer at the receiving institution for the same course/program.

A transcript from a non-accredited institution will be evaluated on an individual basis by the department head, counselor, instructor, and program administrator to determine if advanced placement in a given program is applicable.



Attendance Policies

It is Atlantic Technical College's responsibility to prepare our students for the workforce by teaching them the skills necessary to be successful employees. Employers recognize that the single most important trait for career success is good attendance. ATC's attendance policies are the minimum acceptable standard to be successful in all Certificate and ATD programs at Atlantic Technical College.

Instructors and counselors/advisors may offer intervention strategies where attendance is affecting the educational progress of the student. Students who register for a class, yet fail to attend within the first five (5) days of the enrollment period, will be withdrawn. More stringent attendance policies exist for students enrolled in licensure programs and students who are receiving Financial Aid or are approved for Veterans Training.

Note that attendance policies for Veteran Affairs students are different. Please refer to the section on Veterans Education for specific policies.

ABE, GED® Test Preparation, AAAE & ESOL

The following attendance policy has been established by the Department of Education. A student must be withdrawn after being absent for six (6) consecutive days. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date. There are no excused absences. Withdrawn students may re-enter in the same class if space is available, however, students will be limited to one (1) re-entry per enrollment period.

Interventions

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance, poor attendance or are not making adequate progress, shall be counseled either by the instructor, program counselor/advisor, or department head. An Educational Contract for Success may be completed by the instructor, program counselor/advisor, or department head.

It is the intent of Atlantic Technical College to provide the best educational opportunity possible that will prepare individuals to make a positive contribution to their chosen occupation. It is expected that every Workforce Education student will demonstrate attendance habits consistent with the expectations of the workplace.

Certificate & Applied Technology Diploma (ATD) Programs

Total Absences

A student must be withdrawn after being absent for six (6) consecutive days. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date.

Two (2) additional absences may be allowed for: court appearance, death in the family, illness, or hospitalization; the duration of jury duty will be exempt when official documentation is provided. If the student is unable to present documentation before the absence occurs, then they must present appropriate documentation to the instructor and program administrator before re-entering class. For Practical Nursing, please refer to the Practical Nursing Handbook.

Interventions

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance, poor attendance or are not making adequate progress, shall be counseled either by the instructor, program counselor/advisor, or department head. An Educational Contract for Success may be completed by the instructor, program counselor/advisor, or department head.

It is the intent of Atlantic Technical College to provide the best educational opportunity possible that will prepare individuals to make a positive contribution to their chosen occupation. It is expected that every Workforce Education student will demonstrate attendance habits consistent with the expectations of the workplace. Instructors and counselors/advisors may offer intervention strategies where attendance is affecting the educational progress of the student. All postsecondary students will assume responsibility for making up missed assignments in a timely manner in order to stay current with program progression.

Probation

Students who have been withdrawn for attendance reasons may not re-enter their program without meeting with their program administrator. The administrator may refer the student for counseling and notify the student that he/she will be placed on probation for the remainder of the enrollment period at the administrator's discretion. If any further absences occur, the student will be withdrawn and will not be able to re-enter until the next enrollment period. Any student who is withdrawn from a program three (3) times within a twelve-month period may not be allowed to re-enter that program for two (2) consecutive enrollment periods. It may be necessary for students to wait until it is academically appropriate to re-enter if the course they are enrolled in is not being taught, or a seat is not available at the time they are eligible to re-enter.

Authorized Leave

Students may apply for one (1) Authorized Leave through their program administrator each academic year. The maximum length of time for the leave is the remainder of the current enrollment period. Students must clear all financial obligations, and check with financial aid or sponsoring agency before an Authorized Leave is approved.



Tardies

Tardies are defined as a student not being present in the classroom for the hours indicated on his/her schedule. Attendance at Broward Technical Colleges is recorded in positive half hour increments. If a student is tardy more than three (3) times, he/she will be referred to his/her counselor/advisor or administrator.

Denial of Re-Registration

If it is determined by the instructor and counselor/advisor that a student has not made adequate progress within an enrollment period, the student may be denied the ability to re-register for the next enrollment period. Administrative approval is required to deny or rescind re-registration privileges and to determine when it is academically appropriate to re-enter the program. Reasons for denial of re-registration due to inadequate progress include: poor attendance, missed/unsatisfactory class or lab work, or inability to demonstrate skills necessary to meet industry specific standards.



Distance/Online Learning

Each online or hybrid certificate/ATD program will provide students with a syllabus and pacing chart outlining assignments, due dates, and the comparable number of hours the student would have completed in a classroom as they relate to program courses or Occupational Completion Points. In addition to maintaining satisfactory progress according to the course syllabus and pacing chart, it is expected that students will also maintain attendance/activity in the online or hybrid program. These may be defined as logging into the online program, e-mailing, attending web conferences, having telephone or in-person conversations with instructors, turning in assignments when due, and attending any scheduled classroom sessions if included as part of the program.

A student will be marked absent when work is not submitted on time. Pro-rated attendance hours will be deducted when only partial work for the week is submitted. Students who have one (1) week of inactivity during the enrollment period will be contacted by the instructor or the program counselor/advisor. The instructor or program counselor/advisor will maintain documentation of this contact. Upon completion of the second week of inactivity during the enrolment period, the student will be withdrawn.

Veterans Education

Benefits

Atlantic Technical College gives veterans preference in the admission process. For complete information on eligibility, students should contact the Department of Veterans Affairs by calling 1-888-442-4551 or go to the VA website www.gibill.va.gov. For information pertaining to the school's programs approved for veterans benefits by the State Approving Agency, and for additional information regarding the admissions process, contact the school's Certifying Official at 954-614-1608.

VA Attendance Policy

Per the Department of Veteran Affairs Policy, veterans enrolled in NCD (non-college degree) programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardies, and leaving class early exceed 20 percent of scheduled class clock hours in a month or, where the course is less than one month in length, 20 percent of total approved course clock hours for the length of the program (days or weeks). The termination will be reported to the Department of Veterans Affairs within 30 days of the veteran's last date of positive attendance when absences/tardy exceeds 20% (use Form 22-1999b to report the termination for unsatisfactory attendance) and will reflect that last date of the student's class attendance before violating this policy.

Distance Education

In accordance with PL115-48 (The Harry W. Colmery Veterans Assistance Act of 2017, aka the Forever GI Bill®), Section 302, it has been determined that the school meets the requirements to allow for approval of certain courses taught in whole or in part in a distance education modality. **Chapter 35 (Dependents Education Assistance) Beneficiaries are not eligible for Distance Education.**

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0/C by the end of each course completion. A VA student whose CGPA falls below a C at the end of any course will be placed on academic probation for a maximum of two (2) consecutive terms of enrollment. If the VA student's CGPA is still below a C at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0/C.





Education Benefits/Tuition for VA Students

The Department of Veterans Affairs will only provide educational benefits for the length of time listed on the Florida Department of Education's Program Curriculum Frameworks and within the advertised hours in the school's catalog. If a student's enrollment exceeds these hours, the student will be financially responsible for any additional tuition and fees.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from 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 students may be required to:

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

Services for Students

Career Assessment

Career Assessment Services offer comprehensive assessment programs designed to assist in career planning topics.

Counseling

Atlantic Technical College is committed to providing our students with the support they need to achieve success in their educational and career goals. Our counselors, advisors and social worker are available to assist our students in making informed choices and providing the resources necessary to successfully complete their program of study and get a job. Guidance and counseling include; career advisement, occupational counseling, veterans information, disability services, exceptional student counseling, international student counseling, financial aid, and job placement assistance.

Disability Services

A Disability Services Advisor is available to students who have, or believe they have a disability. It is the student's responsibility to disclose and document his/her disability if he/she wishes to access accommodations for that disability.

Job Placement Assistance

The Career Services Advisor at Atlantic Technical College maintains an effective job referral and placement service to meet students' and community needs by matching student abilities and experience with employers' requirements and, in collaboration with instructors, referring students for interviews. The Career Services Advisor provides employability skills training for students through various instructional presentations and workshops that cover topics ranging from resume writing and cover letter development to interview skills, as well as the soft skills development needed to be successful in the job environment.

The Atlantic Technical College Career Center provides students a modern and professional environment promoting a sense of community, collaboration, and conversation among students, alumni, and the business community. The Career Center is the perfect environment to promote open communication and practical networking experience. Within the Career Center, students and alumni are able to apply for jobs, create resumes, interview with potential employers and have access to various types of employability information.

Graduation

A graduation program is held annually in early summer to acknowledge program completers and to give family and friends the opportunity to see graduating students receive their technical certificates and/or diplomas. Students who complete their programs early in the year are invited to return and participate with their class.

Certified School Counselors/Career Advisors

Alicia Grigull, Director, Office of Student Affairs
754-321-5177 I alicia.grigull@browardschools.com

For information on a specific program, contact the Counselor/Advisor listed below:

Career Technical Education (CTE) Programs

Dana.Allen@browardschools.com Arthur Ashe, Jr. Campus 1701 NW 23rd Avenue I Fort Lauderdale, FL 33309 Practical Nursing	Certified School Counselor	754-322-2818
Vania.DePasse-Humphrey@browardschools.com Architecture & Construction/Manufacturing	Certified School Counselor	754-321-5167
Ruth.Eloi@browardschools.com Health Science	Certified School Counselor	754-321- 5187
Doris.Gonzalez@browardschools.com Hospitality & Tourism Business Management & Administration	Certified School Counselor	754-321-5188
Brooke.Lehmejian@browardschools.com Information Technology Transportation, Distribution & Logistics	Certified School Counselor	754-321-5266

Pre-College Programs (Adult General Education)

Nabila.Bouqlata@browardschools.com Pre-College Academic Studies Career Advisor/ Success Coach/GED® Test Preparation	Career Advisor - Adults	754-321- 5263
Cindy.Burdick@browardschools.com Arthur Ashe, Jr. Campus 1701 NW 23rd Avenue I Fort Lauderdale, FL 33309 Pre-College Program Counselor Adult Career Pathways/Success Coach/GED® Test Preparation	Certified School Counselor - Adults	754-322-2852
Mary.Kahn@browardschools.com Pre-College Academic Studies Career Advisor/ Success Coach/GED® Test Preparation	Career Advisor - Adults	754-321-5257
Jean.Vilus@browardschools.com Pre-College ESOL Career Advisor	Career Advisor - Adults	754-321- 5352
Chandler.White@browardschools.com Pre-College Academic Studies Counselor/ Adult Career Pathways/Success Coach/ GED® Test Preparation	Certified School Counselor - Adults	754-321- 5164

Technical High School

Alba.Guadalupe@browardschools.com Guidance Director - HS Certified School Counselor -*11th & 12th Grade*	Certified School Counselor - HS	754-321- 5269
Kimberly.Jackson@browardschools.com Certified School Counselor - *9th & 10th Grade*	Certified School Counselor - HS	754-321- 5165

Support Staff

Soraya.Aleman@browardschools.com	*Director, Office of Financial Aid*	754-321-5185
Hallema.Collier@browardschools.com	Magnet Coordinator	754-321-5307
Elizabeth.De-jesus@browardschools.com	*BRACE Advisor - High School*	754-321-5115
Meryl.Eisenberg@browardschools.com	*Disability Services Advisor/504 Liaison*	754-321-5259
DEvangelista@browardschools.com (Debbie Evangelista)	*ESE Specialist - HS*	754-321-5193
Roseanne.Farino@browardschools.com	*Apprenticeship Coordinator*	754-321-5119
Vera.Alvarez@browardschools.com	*International Student Advisor*	754-321-5737
Brian.Bush@browardschools.com	EEO Liaison	754-321-5105
Rosemary.Petrill@browardschools.com	*Industry Certifications*	754-321-5305
Joanne.Santana@browardschools.com	*Veterans School Certifying Official*	954-614-1608
Teresa.Skiles@browardschools.com	*ESE Support Facilitator - High School*	754-321-5308
Nicole.Willis@browardschools.com	Business & Economic Development/*Career Services Advisor/Job Placement Assistance*	754-321-5179
Tia.N.Wright@browardschools.com	*Career Services Advisor/Recruitment*	754-322-2821



Financial Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, consumer information must be made available to Atlantic Technical Colleges' (ATC) students. The Consumer Information Guide may be found at the following ATC website: https://www.atlantictechnicalcollege.edu/wp-content/uploads/2020/09/BTC_Handbook_2020-21.pdf

Fees

Fees charged for enrollment in programs/courses are established by the Florida Legislature and are in accordance with a schedule adopted by the School Board of Broward County, Florida. Fees listed in the school schedule are for Florida residents. The program counselor/advisor assists students with residency verification.



Tuition and Florida Residency Requirements

Applicants to Certificate or Applied Technology Diploma programs must provide documentation showing 12 consecutive months of Florida residency and complete a Residency Affidavit for Tuition Purposes form to be eligible for in-state tuition rates. Tuition for out-of-state students is calculated at a higher rate. Staff will review this information and related documentation to verify residency and eligibility for in-state tuition. Registration, books, supplies, insurance, and activity fees are in addition to tuition.

Payment of Tuition and Federal Taxes

Enrollment and payment of tuition at this institution could affect your federal income tax return, and in some cases, may increase your refund. For this to occur, we must have your social security number at the time of registration to enter you into our secure student database.

Atlantic Technical College students who have provided their Social Security number and qualify for a 1098-T tax form may access their 1098-T documents from their secure Student Portal. Broward Technical Colleges no longer provide paper-based copies of 1098-T forms.

Cancelled/Closed Classes

All classes are subject to minimum and maximum enrollment requirements. A class may be cancelled if minimum enrollment requirements are not met by the scheduled start date. Every effort will be made to contact students who are already registered and all fees will be refunded. Closed classes are those which have met the maximum enrollment requirements. These are established based on space availability, equipment and safety reasons. Students will not be added to a closed class without administrative approval.

Method of Payment

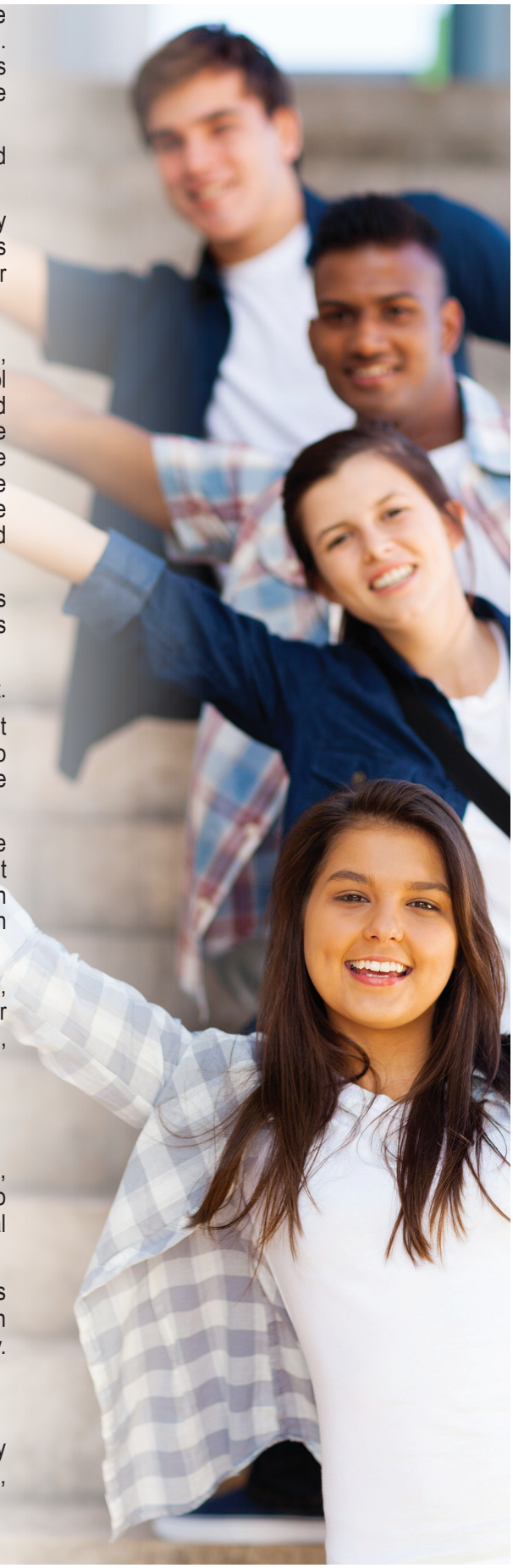
Registration, tuition and testing fees may be paid with cash, debit card, MasterCard, Visa, local check or financial aid. ATC participates in the Florida Bright Futures and Florida Prepaid programs. If fees paid by check are refunded, the applicant must wait at least ten (10) days for processing the refund. The College is not permitted to cash personal checks.

Refund Policy (SBBC Policy #6607)

1. All refunds shall be accounted for and audit trails maintained in accordance with Business Practice Bulletins issued by the Office of the Chief Financial Officer.
2. Students who appear at the school in person and voluntarily withdraw within five (5) school days of the beginning of a term shall be entitled to a full refund of tuition, student activity fee, fee-supported cost recovery, and lab/supply fees. Registration fees and Health Science Education fees are non-refundable. Five (5) school days shall not apply to courses less than three (3) weeks or ninety (90)

hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third (1/3) of its assigned hours. Retention of fees collected in advance for a student who does not enter class shall not exceed $100. Refunds will be made within forty-five (45) days of the date on which the student voluntarily withdraws.

3. Students involuntarily withdrawn pursuant to the Adult Student Conduct and Discipline Code are not entitled to a refund of any fees.
4. Students who pay fees but are entitled to a waiver, voucher or agency payment (refer to SBBC Policy #6606) shall be entitled to a refund of fees only if required evidences are presented to the school/college principal or his/her designee within fifteen (15) school days of the beginning of a term.
5. In the case of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal or his/her designee may honor a request for full or partial refund of fees providing that: (1) the request is made in writing prior to the date that the course would have normally ended, (2) supporting evidence (where appropriate) is provided. If said refund results in a failure to satisfy state fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund is given.
6. Students who feel they have been treated unfairly in the application of this policy or its rules may appeal using the student grievance procedure as presented in the Student Conduct and Discipline Code.
7. Refunds, when due, will be made without requiring a request from a student.
8. Refunds, when due, will be made within forty-five (45) days: (1) of the last day of attendance if written notification of withdrawal has been provided to the school/college by the student, or (2) from the date the school/college withdraws the student or determines withdrawal by the student.
9. A student is entitled to a full refund of fees if a course is cancelled by the school/college principal/director or his/her designee, provided however, that the student was not reported in membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the state requirement shall be refunded.
10. Miscellaneous items purchased from the school bookstore (textbooks, uniforms, etc.) may be returned for a full refund provided that the customer supplies a sales receipt, the items are unused and in the original packaging, and currently being used in the instructional program.



Financial Aid

Financial Aid is a source of monetary support consisting of grants, scholarships, and agency sponsorship for those who qualify. Most financial aid is intended to supplement, not replace the family's financial resources. The Office of Financial Aid is located on the ATC Main Campus, Office of Student Affairs (Building 10).

Information about the Free Application for Federal Student Aid (FAFSA) is addressed at orientation and on ATC's Website. Worksheets are also available in the Office of Student Affairs. The quickest way to apply is online at www.fafsa.gov.

Student Activity Fee

A $20.00 student activity fee is assessed annually to all students. This fee partially defrays the cost of security, parking permits, student identification badges, graduation and other student activities.

Student Rights

FERPA Notification

The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students' education records. Student records are confidential. Parents, guardians, and spouses of students who are 18 years of age or older must have the student's written permission to inspect and review any and all official records. Parents/guardians of students 17 years of age or younger may review their child's secondary records upon request.

The Family Educational Rights and Privacy Act (FERPA), Florida Statutes (F.S.) 1002.22 and 1002.221, and SB Policy 5100.1 affords parents, guardians, or eligible students certain rights with respect to the student's education records. An "eligible student" means a student who has reached the age of 18 or who is attending a postsecondary institution at any age. Once a student becomes an "eligible student," the rights afforded his or her parents under FERPA transfer to that student. For additional information, refer to SBBC Policy 5100.1, or call the Office of Student Affairs.

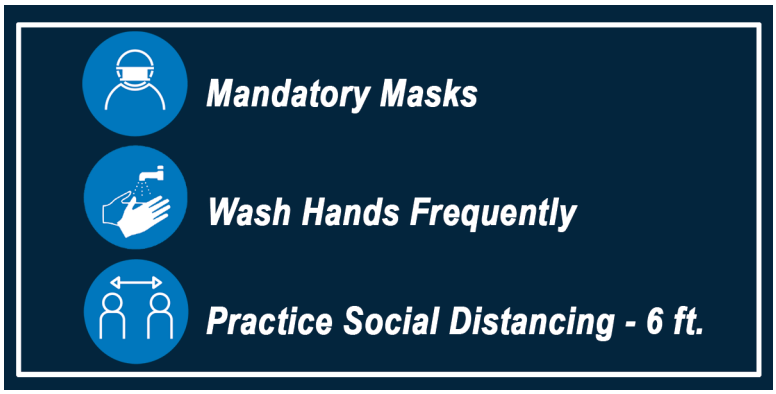
If you wish to discuss and try to resolve any FERPA concerns before contacting the Family Policy Compliance Office, you may contact the SBBC Privacy Officer at 754-321-1914.

Learner Rights and Responsibilities

It is our District's responsibility to inform all students that accommodations may be available for basic skills testing as well as instruction, (such as extended time or testing in a separate room). Persons with documented disabilities, including but not limited to, a learning disability, ADHD, emotional disability, orthopedic impairment, or a hearing or vision impairment are protected under law with the right to accommodations in instruction and testing.

EACH STUDENT has the right to:

- participate in adult education programs, services, and activities without discrimination.
- choose whether to disclose a disability.
- receive reasonable accommodations in class and on tests.
- meet with staff to discuss his/her needs.



EACH STUDENT has the responsibility to:

- self-identify, or notify a teacher or registrar if he or she needs or wishes to request accommodations for testing or instruction.
- provide documentation of their disability. Documentation is required, but will be kept confidential.

Possible accommodations may include, but are not limited to:

- extra time for testing
- frequent breaks
- private work area
- Sign Language Interpreters
- alternate test formats (Braille, audiotape, large print)
- assistive devices

If you have ever had, or think you might currently have a learning disability or other disability which affects your ability to learn or to take tests, please let us know as soon as possible, Together, we can determine what assistance you may need in testing and instruction.

Disability Services

As an Equal Access/Equal Opportunity Institution, Atlantic Technical College and Technical High School assures students with disabilities equal access to all programs, activities, and services, as described in sections 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Specialized services and counseling are provided by trained staff in the Office of Student Affairs and the Exceptional Student Education Department (high school). A Disability Services Counselor/Advisor is available to students who have, or believe they have a disability.

Grievance Procedures

Grievance procedures for adult students have been approved by the School Board of Broward County, Florida, and are published in the Atlantic Technical College Student Handbook. Adult students are instructed to access the Student Handbook online at www.atlantictechnicalcollege.edu/wp-content/uploads/2020/09/BTC_Handnook_2020-21/ at the start of their first term, and asked to indicate that they have read and understand the grievance procedures as outlined in the handbook. The acknowledgement is an electronic signature done online. The Grievance Procedures outline a process for the resolution of student grievances for students who feel that they have been treated unfairly under the Conduct and Discipline Code for Adult Students in Career, Technical, Adult, and Community Education, or other rules and regulations.

Grievances can also be addressed to:

Commission of the Council on Occupational Education
7840 Roswell Rd, Building 300 Suite 325 I Atlanta, GA 30350
Phone: 800-917-2081 I Fax: 770-396-3790 I www.council.org



Safety and Security

Conduct and Discipline Code for Adult Students

Students enrolled in classes at ATC are expected to conduct themselves in a manner consistent with the maintenance of a safe and productive learning environment. Students in need of discipline will be subject to reprimand by the teacher, referral for counseling, referral to administration, suspension from class, withdrawal from the College, or other policies of this institution. From time to time, legitimate differences of opinion between a student and an instructor may occur. Usually such disputes can be resolved between the student and the instructor. In instances where such disputes are not resolved directly with the student's instructor, the student may pursue the District approved grievance procedures. These written grievance procedures are issued to all students as part of their classroom orientation. For more information, see *Grievance Procedures*.

Discrimination, Bullying and/or Harassment

The School Board of Broward County, Florida prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board of Broward County, Florida, expressly prohibits bullying, including cyber-bullying, cyber-stalking and harassment, by or towards any student or employee. See School Board Policy 5.9: Anti-Bullying for additional information. If any student feels that he or she has been discriminated against, harassed, or bullied, there are specific procedures to report such offenses. Students may also call the Bullying Hotline at 754-321-0911, text: 'SBBC' space with your text message to 274637 (CRIMES), or e-mail: school911@browardschools.com.

Emergency Closure/Cancellation of Classes

On rare occasions, the Superintendent of Schools determines that severe weather and/or hazardous conditions make it necessary to temporarily cancel classes. When classes are cancelled, the announcement will be made through the news media and/or school notification. Classes that are subject to this action will not be rescheduled except in extenuating circumstances. Classes are not cancelled for thunderstorms or showers.



For information, contact the Broward County Public School information Hotline at 754-321-0321 or visit their website at www.browardschools.com.

Evacuation Drills

Evacuation drills are held at least once each month for the purpose of orienting students, faculty, and staff to the proper procedures to follow in the event of an

emergency. Evacuation routes are posted in each classroom. Students are to familiarize themselves with the route to follow in case of an emergency. If the fire alarm sounds, students and staff are to evacuate immediately. It should be assumed that an emergency exists unless informed otherwise over the public address system.

At the beginning of each enrollment period, instructors explain the evacuation procedures and drills held through out the year. Emergency procedures outlining the precautionary measures that must be taken in the event of a bomb threat, fire, civil disorder, hurricane, tornado, injury, or illness are made available to all personnel.

Jeanne Clery Disclosure

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public, and the Department of Education with crime statistics and information about campus crime prevention programs and policies. The Student Handbook is published each year to comply with the requirements of the Clery Act and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures, and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses.

Safety, Health and Security

To ensure maximum safety and security, Atlantic Technical College and Technical High School employs Security Specialists and a School Resource Officer (SRO) who patrol the campuses during class hours. Cameras around the campus provide 24-hour surveillance.

Please refer to District Policy 2120 for safety and security measures.

Instructional units on safety practices are incorporated within the course of study for all programs. Students are expected to demonstrate safe practices as part of the learning process. Emergency first aid supplies are kept in each laboratory/shop. There are defibrillators on campus, and several staff members are trained in the use of the defibrillator and in CPR.

Visitors/Volunteers

To comply with the requirements of the Jessica Lunsford Act and to ensure the safety of our schools, the District has implemented the computerized Raptor Visitor Management System - a national database used to identify sexual predators - as a tool to screen visitors, volunteers and mentors.

Visitors to all ATC campuses must first go to the Administration Office to be processed through the Raptor System. A visitor's name/photo I.D. badge is produced from this system and visitors are asked to wear the badge while on campus. As a safety precaution, visitors are not permitted in classrooms without permission.



Campus Life

Bookstore

The College operates a bookstore as a service to students, faculty, and staff. Textbooks are available for sale to adult students. In addition to classroom supplies, the bookstore also sells T-shirts, bookbags, and other school-related novelty items.



Transactions in the bookstore are cash, debit card, or MasterCard/Visa. No checks are accepted in the bookstore. Miscellaneous items purchased from the school bookstores (textbooks, uniforms, etc.) may be returned for a full refund provided that the customer supplies a sales receipt, the items are unused and in the original packaging, and currently being used in the instructional program.

High school students are loaned school-owned textbooks which must be returned upon leaving the program. Failure to return textbooks will result in a financial obligation which could affect participation in extra-curricular activities or participation in graduation ceremonies.

Cell Phones and Wireless Communication Devices

In the interest of maintaining a respectful, focused and safe learning environment, personal technology devices must be turned off (or silent) and out of sight. No cell phone calls or text messages may be placed or answered while inside any building, classroom, or lab. Personal electronics may be used outside of the buildings during breaks and before and after class. High School students are governed by the policy stated in their "Code of Student Conduct" and may not use cell phones during class.

Phones in the classroom are for staff use only. On the ATC Main Campus, a telephone in the Administration Building (building 1) is available for student use in emergency situations.

Children on Campus

Please do not bring children to orientations or testing. Children are not permitted to wander unsupervised in any area of the campus.

Computer Use

All campuses of Atlantic Technical College and Technical High School are equipped with computers, networks and online telecommunications for student and staff use. All use of this technology must comply with the School Board of Broward County Acceptable Use provisions and the Code of Ethics for Computer Network and Online Telecommunications Users Policy.

Bring Your Own Device - BYOD

The BYOD program allows students to use their personally owned Wi-Fi enabled devices (laptops, smart phones, tablets) to connect to the District's wireless network. Teachers facilitate the use of student devices by integrating instructional strategies that embed Web 2.0 tools, Internet research, and applications to engage students in curriculum content and collaboration with peers.

Technical Help/Support

- Device hardware must be maintained by the owner of the device.
- Device software must be maintained by the owner of the device.
- District owned software is not to be installed on a personally owned device



Broward Guidelines and Policies for ICT Use

BYOD devices connected to the Broward County Public Schools (BCPS) network pose a risk for every other connected device and therefore users must abide by all BCPS Policies and Guidelines.

The following Policies and Guidelines are in place for Information Communication Technology (ICT) use in Broward County Public Schools.

- BCPS Policies - http://web.broward.k12.fl.us/sbbcpolicies
- Policy 5306 "School and District Technology Usage"
- Policy 6318 "Copyrighted Materials - Reproduction & Usage"
- Policy 4212 "Intellectual Property Copywriting"
- District Information Security Guidelines – http://www.broward.k12.fl.us/erp/itsupport/security.html
- BCPS "Student Code of Conduct" – http://www.browardschools.com/codeofconduct.asp
- Digital Citizenship Resources – www.browardschools.com/page/39634

Cafeteria

The Culinary Arts program on the ATC Main Campus prepares a short order and cafeteria menu that is served in Café Atlantic during student breaks each day and evening. This service is a component of the curriculum and is used as an added competency for students in the program. The food service is entirely self-supporting and is not part of the District school food service program. The District lunch program is available for Technical High School students during their designated lunch period. Vending machines are located around the campus, and offer a variety of snacks and beverages.

The Student Lounges at the Arthur Ashe, Jr. Campus provide the students with a variety of vending options and a comfortable place to eat.

Dress Code

All students are required to dress neatly, to be clean and well groomed. Students enrolled in career programs are expected to wear clothing that is appropriate for industry. Revealing or inappropriate clothing is not permitted for any student (GED®, ESOL or Career Technical). For many programs, students are required to wear uniforms and/or safety apparel which may be purchased in the bookstore or from designated vendors. Uniforms must be worn properly and kept in good condition. Caps or hats that are part of the school uniform may be worn in lab areas. Other head coverings, excluding medical or religious, are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.

Field Trips

Field trips, both in and out of the county, are an integral part of the learning process. Such trips must be approved by the College Director. Overnight and out of tri-county area trips must have the approval of both the Director and the Office of Service Quality. Students and chaperones must complete all required paperwork prior to participating in any field trip.



Identification Badges

Identification badges are issued annually to all Atlantic Technical College and Technical High School students. Students are required to wear their I.D. badges on campus at all times. The Student Activity Fee covers the initial cost of the badge, however, a small additional fee will be charged for a replacement badge.

Illness, Injuries and Insurance

Students who are injured or become ill while at ATC are responsible for any and all medical or emergency services administered. Each student must carry his/her own hospitalization insurance. In-school and 24 hour accident insurance is available to all students for a nominal fee. This insurance is highly recommended.

High school students may purchase this insurance from ATC or from their home high schools. Student insurance information is available in the Office of Student Affairs.

Learning Commons

Main Campus

The mission of the Learning Commons is to encourage and support lifelong learning, literacy and independent thinking. The center is available for student and staff use Monday through Friday. Students and staff may check out materials, study, and/or use the available resources. Computer stations with a variety of software programs and internet access are available for student use. A core collection of fiction and nonfiction texts, reference books, and magazines are available, as well as a wide range of online databases and resources. Instructors may reserve materials, the computer lab, and the small meeting rooms. Production equipment is also available for staff use. The school's Media Specialist is available for instruction and assistance with the use of all resources.



Arthur Ashe, Jr. Campus Learning Commons

The Ashe Learning Commons is a flexible, multi-use facility that features a shared space for information technology, tutoring, collaboration, meetings, reading and independent or group study.

The Learning Commons is available for staff and student use Monday through Friday with multiple computer stations, quiet study areas and an enclosed conference room for internal use.

Lost and Found

Items lost or found on the ATC Main Campus should be reported to the receptionist in the Administration Building (Building 1). Items lost or found on the ATC - Arthur Ashe, Jr. Campus should be reported to the receptionist in the Administration Office (Building 2).

Parking

Parking space is provided for adult students on all campuses. All vehicles, including motorcycles, must be registered with the school and must display a parking decal in their rear window. Decals are issued to students when they register for class and the cost is included in the student activity fee. All decals are valid for the school year beginning with the start of the August term/trimester.

"No Parking", "Staff Only" and "Fire Lane" designations must be observed and will be enforced by school security and/or local police. Repeated violations will result in a ticket being affixed to the vehicle and/or towing from the campus. The maximum speed limit on campus is 10 mph, and violators may have their parking privileges revoked.

The School Board of Broward County, Florida is not responsible for damage to, or loss from automobiles or any other vehicles parked or operated on school property. Reasonable suspicion may result in a search of person, possessions, and/or vehicle.

Smoking

In accordance with School Board Policy 2401, no person may smoke any kind of cigarette or electronic cigarette within 100 feet of any School Board owned/leased building, vehicle or school property. This includes, but is not limited to, District offices, athletic practice fields, parking lots and administrative offices.

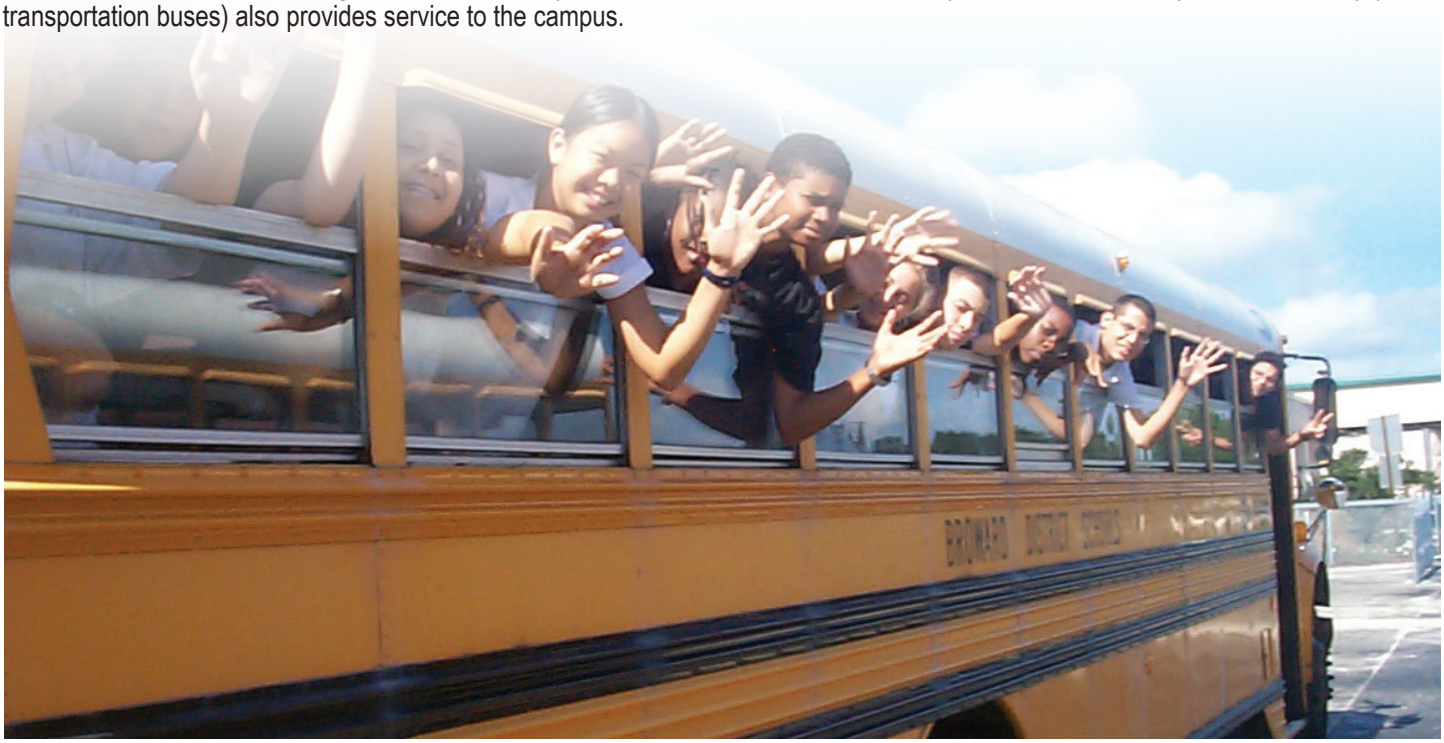
The No Smoking Policy applies to all of Atlantic Technical College and Technical High School campuses, including their parking lots and adjoining property within 100 feet of the entrance gates.

Student Organizations

Student organizations are an integral part of the curriculum and are organized to aid in leadership and social skill development. Organizations operate at the local, regional, state, and national levels; and provide the opportunity for students to compete in a collegial setting and demonstrate the technical skills and leadership qualities that they learn in their program. Both adult and high school students are encouraged to join and actively participate in these organizations.

Transportation

Transportation is provided for high school students by the School Board of Broward County. The Broward County Transit Authority (public transportation buses) also provides service to the campus.



Apprenticeship Programs

For information on Apprenticeship Programs, call 754-321-5261

Apprenticeship is a method of training individuals, in a trade, using a combination of on-the-job skills development and classroom/lab related instruction. Atlantic Technical College serves as the Apprenticeship Local Educational Agency (LEA) for Broward County Public Schools and coordinates the largest number of apprenticeship training programs in Florida, operating in accordance with federal and state laws and rules.

Apprenticeship training offers the individual a chance to "earn while you learn." In addition to a paid 40-hour on-the-job training work week under the supervision of a journeyperson, apprentices are required to attend related training on selected evenings and/or weekends. Wages increase as the apprentice raises their skill level through training and work experience. Apprenticeship training programs vary in length, depending on the trade and can take from two (2) to five (5) years to complete. There are both union and non-union programs.

Upon completion of an Apprenticeship program and meeting eligibility requirements, students may be able to transfer college credits to Broward College toward an Associate Degree.

- Brick & Block Masonry (Bricklayer)
- Carpentry (Carpenter)
- Commercial Sign Design & Fabrication (Decorator Trade Show)
- Electrician
- Elevator Constructor/Mechanic
- Form Builder Carpenter
- Glazing (Glaziers)
- Heating and AC Installer/Service
- Industrial Pipefitter (Sprinkler Fitter/Pipefitter)
- Line Erector (Lineman)
- Machining (Machinist)
- Maintenance Repairer, Building (Step-Up)
- Operating Engineer
- Painting & Decorating (Painter)
- Plumbing Technology (Plumber & Pipefitter)
- Roofing
- Structural Steel Work (Ironworker)
- Yacht Service Technician



Note: The Council on Occupational Education (COE) does not accredit avocational programs such as ESOL, ABE, GED® Test Preparation, AAAE or Apprenticeship. In addition, these programs do not quality for Title IV financial aid assistance.

Pre-College Programs

AAAE/ESOL/GED® Test Preparation classes are also available online

Note: The Council on Occupational Education (COE) does not accredit avocational programs such as ESOL, ABE, GED® Test Preparation, AAAE or Apprenticeship. In addition, these programs do not quality for Title IV financial aid assistance.



GED® Test Preparation

MAIN CAMPUS
Nabila Bouqlata | Career Advisor | 754-321-5263
Mary Kahn | Career Advisor | 754-321-5257

ARTHUR ASHE, JR. CAMPUS
Cindy Burdick | Certified School Counselor | 754-322-2852

GED® Test Preparation 9900020

Main Campus - English, Spanish and online
Arthur Ashe, Jr. Campus - English only

This program provides instruction to prepare students for the GED® Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies exams.



Pre-College Academic Studies/ESOL

MAIN CAMPUS
Chandler White | Certified School Counselor | 754-321-5164

ARTHUR ASHE, JR. CAMPUS
Cindy Burdick | Certified School Counselor | 754-322-2852

ESOL CAMPUS @ COCONUT CREEK HS
Jean Vilus | Career Advisor | 754-321-5352

Applied Academics for Adult Education (AAAE) S990001

Main Campus/Arthur Ashe, Jr. Campus

This program is designed to provide comprehensive academic support for students who need to improve their reading, math, and language usage in order to meet the state mandated minimum basic skills requirements and achieve success in a career postsecondary program.

Total Cost per Trimester: $30

ADULT BASIC EDUCATION 9900000

The Adult Basic Education (ABE) program provides students with academic skills that are necessary for entrance into the GED® Preparation courses as well as the Applied Academics for Adult Education program. ABE courses focus on Reading, Language and Mathematics with student progress being measured by the Basic Skils Test.

This program is open-entry/open-exit, which allows students to begin and complete the program at their individual pace. Instructors are highly qualified experts in their subject and available for face-to-face or online support

English for Speakers of Other Languages (ESOL) 9900040

Main Campus/Arthur Ashe, Jr. Campus/ESOL Campus @Coconut Creek HS

This program is designed for adult English language learners to acquire skills in listening, speaking, reading, and writing the English language and to facilitate their acculturation process into their community and the workforce.

Total Cost per Trimester: $30

ESOL Class Offerings:

Main Campus - Evenings & Saturdays
Arthur Ashe, Jr. Campus - Days
Coconut Creek Campus - Days



Rapid Credentialing/Career and Technical Education (CTE) Programs

Career and Technical Education Programs' instructional delivery methods are approved by Commission of the Council on Occupational Education (COE), ATC's accreditation agency.

The following are approved delivery methods:

Traditional: 100% classroom-based

Hybrid: Less than 50% of required instructional hours available via distance education (online)

Distance Education: 50% or more of required instructional hours available via distance education (online)

For Distance Education/Hybrid Courses: Students enrolled in distance education (online) and/or hybrid courses should have daily access to a computer with internet and must have a valid e-mail address that they check daily. Additionally, students should have all necessary hardware and software components required by their technology program or adult education course.

CAREER IN A YEAR
FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

Programs that can be completed in one (1) year or less.

Rapid Credentialing

For more information regarding Rapid Credentialing, contact KathieDileonardo@browardschools.com.

Automotive Service Technology

Automotive Brake Systems Technician

Hours: 450
Delivery Method: Traditional
Credential: ASE A5 Brakes

Description:
Students entering the Automotive Brake Systems Technician (Rapid Credential) program will receive both classroom instruction and lab experiences that prepare them to be job ready. Students are initially trained in the use of technical and flat-rate information systems, as well as a variety of hand and power tools. Following the introduction course, students will receive specialty training in automotive braking systems. All instruction is in alignment with the ASE Education Foundation for professional technician certification and provides for completers of the program to sit for the ASE A5 Brakes industry credential.

Cost $1,525



Customer Assistance Technology

Hours: 450
Delivery Method: 100% Distance (full-time & part-time enrollment available)
Credentials: MOS Bundle and CIW Internet Business Associate

Additional Requirements:
- Attend a virtual Business Orientation
- Basic Skills Test required or meet exemption criteria

Description:
Students will be qualified for high demand positions across multiple industries such as Computer User Support Specialists, Technical Support Specialist, Customer Care Specialist, or IT Support Specialist. Students will also have the opportunity to earn an industry credential as a Microsoft Office Specialist and/or CIW Internet Business Associate.

The content focuses on information technology, interpersonal skills, business communication including reading, writing, speaking and listening, leadership, decision making, problem solving, supervision, career planning, employability skills, diversity awareness, telephone techniques, and technical applications in the customer care environment. Students gain hands-on experience with essential software applications for word processing, presentations, spreadsheets, databases, electronic mail using Microsoft Office 2016.

Cost: $1,368





Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)

HVAC/R Technician

Hours: 500 hours
Delivery Method: Traditional
Credentials: EPA Section 608 and HVAC Excellence – Electrical

Description:
Students entering the HVAC/R Technician (Rapid Credential) program will receive both classroom instruction and lab experiences that enable the student to be job ready. They will become proficient in the installation, repair, and maintenance of residential and commercial air conditioning, refrigeration and heating systems. Heavy emphasis is placed on electrical systems. The HVAC/R students will also receive instruction in layout and design of electrical system schematics. All instruction is in alignment with the EPA, as well as HVAC Excellence's alignment to national standards for the professional technician. Completers of this program are encouraged to sit for the EPA Section 608 and HVAC Excellence – Electrical industry credentials.

Cost $1,740

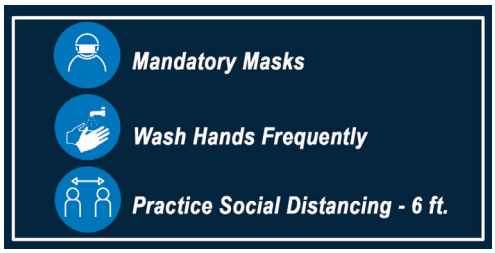
Machining Technologies

Manufacturing Technician

Hours: 300
Delivery Method: Blended Distance
Certification: NIMS Measurement, Materials & Safety

Description:
Students entering the Manufacturing Technician (Rapid Credential) program will receive both online instruction and lab experiences that prepare them to be job ready. Initial instruction is provided using safe practices, which are critical in this industry, and the use of tools, equipment, materials and processes found in the machining industry. Students will learn how to set up and operate the following types of machines: contour saw, drill press, lathe, milling machine, grinder, and CNC (Computerized Numerical Control) machines. Instruction also includes the use of precision measuring instruments such as, layout and inspection tools, micrometers, and gauges. Related trade math and blueprint reading are part of the program and are used extensively in laboratory activities. The machinery and materials used are those commonly found in the machine tool industry. Instruction is in alignment with the National Institute for Metalworking Skills (NIMS) for professional technician certification and provides for completers of the program to sit for the NIMS Measurement, Materials & Safety industry credential.

Cost $955



Network Support Services – CompTIA A+

CompTIA A+ Certification Preparation

Hours: 300
Delivery Method: Blended Distance
Credential: CompTIA A+

Description:
This course prepares students for entry-level employment in the Information Technology field such as a Computer User Support Specialist. Students will have the opportunity to earn their CompTIA A+ industry standard certification. Topics covered in this course include:

- Demonstrate baseline security skills for IT support professionals
- Configure device operating systems, including Windows, Mac, Linux, Chrome OS, Android and iOS and administer client-based as well as cloud-based (SaaS) software
- Troubleshoot and problem solve core service and support challenges while applying best practices for documentation, change management, and scripting
- Support basic IT infrastructure and networking
- Configure and support PC, mobile and IoT device hardware
- Implement basic data backup and recovery methods and apply data storage and management best practices

Cost $955





Network Support Services – CompTIA Network+

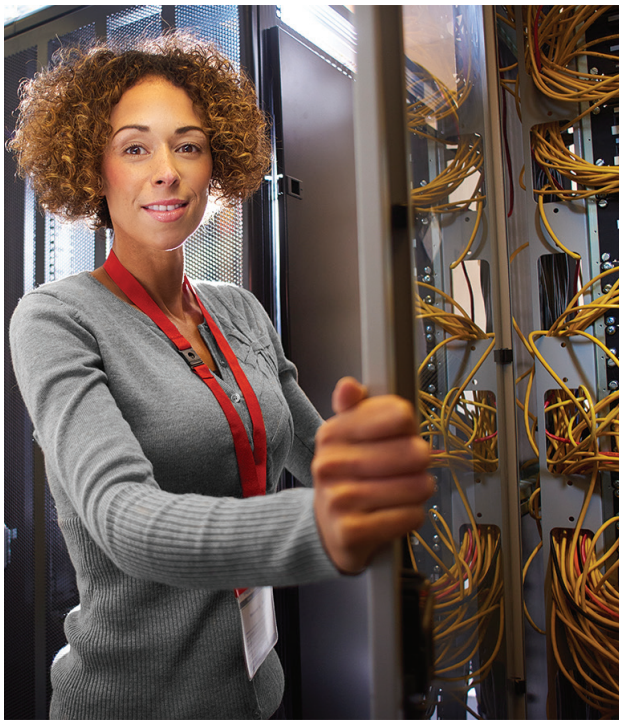
CompTIA Network+ Certification Preparation

Hours: 300
Delivery Method: Distance
Credential: CompTIA Network+

Description:
This program prepares students for entry-level employment in the Information Technology field such as a Network and Computer Systems Administrator. Students will have the opportunity to earn their CompTIA Network+ industry standard certification. Topics covered in this course include:

- Design and implement functional networks
- Configure, manage, and maintain essential network devices
- Use devices such as switches and routers to segment network traffic and create resilient networks
- Identify benefits and drawbacks of existing network configurations
- Implement network security, standards, and protocols
- Troubleshoot network problems
- Support the creation of virtualized networks

Costs $955



Patient Care Assistant - Arthur Ashe Jr. Campus only

Hours: 290
Delivery Method: Traditional
Credential: Certified Nursing Assistant (CNA)

Additional Requirements:
- Attend a virtual Health Science Orientation
- Meet with Program Counselor
- Clearance on FDLE Level II Criminal Background Check
- Negative Drug Test Results
- Immunizations and Physical (Requirements will be covered during Orientation)

Description:
Upon completion of this program students will be qualified for high demand positions such as a Certified Nursing Assistant, Patient Care Assistant, Home Health Aide or Nursing Assistant. The curriculum prepares students for employment as cross-trained nursing assistants and provides foundational knowledge and skills. Students receive training in communication and interpersonal skills, infection control, safety/ emergency procedures, and promoting residents' independence and respecting patient rights. The PCA works in the hospital setting as a member of the healthcare team under the direction of the nurse. Duties include taking vital signs and assisting patients with basic tasks.

Cost $923



Career & Technical Education (CTE) Programs

Architecture and Construction

Vania Depasse-Humphrey I Certified School Counselor I 754-321-5167

Carpentry

C510300 - 1200 hours (approximately 12 months)

Delivery Method: Traditional

The Carpentry program prepares students for employment in the Construction and Manufacturing industries by teaching the skills of cutting, shaping, and installing building materials during the construction of buildings, ships, timber bridges, concrete formwork, and so much more. Specialties within the Carpentry field, such as Rough, Finish, Trim, Framing and Formwork, will be explored.

Carpentry students will experience all facets of the carpentry trade including: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

Tuition and fees only: $3,975

Drafting

C100200 - 1500 hours
(approximately 14 months - full time including summer)

Delivery Method: Traditional

This program provides specialized learning experiences that emphasize graphics and related technical theory using the drafting laboratory to gather and translate data and specifications. Instruction is designed to provide experience in all aspects of this graphic language and teaches students how to use it to express their individual creative ideas and designs. Students will focus on planning, interpreting, and preparing; architectural, mechanical, civil, structural, plumbing, landscaping, map, welding, electrical, electronic; and other 2-D and 3-D technical drawings/sketches.

Students begin their training by learning drafting principles and techniques using traditional manual drafting boards and tools. They then advance to the extensive use of techniques and technologies utilized to prepare 2-D Computer Aided Design and Drafting (CADD) work using AutoCAD, 3-D Building Information Modeling (BIM) drawings using Revit and advanced mechanical design drawings using SolidWorks.

Tuition and fees only: $4,675





Electricity

I460312 - 1200 hours (approximately 12 months)

Delivery Method: Traditional

The program is designed to prepare students for employment in the vast network of jobs in the electrical trades. Instruction includes: basic electricity; residential wiring; commercial wiring; trouble diagnosis and repair procedures; the use of electrical and mechanical tools of the trade for installations and trouble shooting; blueprint reading; and interpretation of electrical symbols. Program content also includes building and wiring codes including the National Electrical Code, splicing and connecting wires, installation of conduit, and safe work practices. Emphasis is placed on skill development, and much of the program is project based.

Note: With additional successful testing, the completion of this program may be used as a substitute for the first year of the Electrician Apprenticeship program.

Tuition and fees only: $3,855





Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)

C400400 - 1350 hours (approximately 12 months)

Delivery Method: Traditional

The program provides lab and classroom experiences that enable the student to become proficient in the installation, trouble shooting, repair, and maintenance of commercial and residential air conditioning, refrigeration, and heating systems.

Instruction includes intensive theory and application of the basic principles of electricity related to the trade, such as reading electrical diagrams and schematics; the operational characteristics of various systems and their components; use of technical manuals; diagnosis of malfunctions; repair, replacement, and/or adjustments of compressors, metering devices, temperature and pressure controls. Students use a variety of instructional methods to develop their skills, with an emphasis on hands-on activities and projects. Qualified students may receive advanced placement in the HVAC/R Apprenticeship program.

Tuition and fees only: $4,725

Business Management and Administration

Doris Gonzalez | Certified School Counselor | 754-321-5188

Accounting Operations

B070110 - 900 hours (approximately 10 months)

Delivery Method: Traditional/Distance

The program prepares students for employment as accounting clerks (accounts receivable, accounts payable, payroll) and/or bookkeepers. The content includes double-entry accounting principles, methods of recording business transactions, preparation of financial statements, payroll records and tax forms, account and transaction analysis, inventory methods, the accounts receivable aging process, depreciation, and the application of accounting principles to various entities.

After successfully completing the program, students will be able to perform basic office activities and manual and computerized accounting activities using QuickBooks, Excel, and various other software packages.

Tuition and fees only: $2,770



Administrative Office Specialist

B070330 - 1050 hours (approximately 10 months)

Delivery Method: Traditional/Distance

The program prepares the student for employment as an administrative assistant, administrative specialist, front desk specialist, and information technology assistant.

The content includes the use of technology to develop communication skills, higher-level thinking skills, and decision making skills; the performance of office procedures; the production of quality work in an efficient manner using business software applications; administrative and financial functions; production of desktop publishing quality documents; exploration of new technologies; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

Tuition and fees only: $3,213



Business Management & Analysis

B060200 - 900 hours (approximately 10 months)

Delivery Method: Traditional/Distance

The program prepares students for employment in careers in business, management, and administration. The content includes communication skills, accounting concepts and practices, business law concepts, leadership skills, business computer applications, business ethics, governmental regulations, human resources and management issues, financial and data analysis, database development and queries, and career development.

This program offers a broad foundation of knowledge and skills necessary for management and supervisory careers. The content of the program focuses on technical skill proficiency especially in the areas of spreadsheets, database management and project management. Students will gain proficiency in all phases of communication skills and customer service skills.

Tuition and fees only: $2,770



Court Reporting

Total hours 2850: (all 3 courses approximately 28 months)

Delivery Method: Traditional/Distance

Court Reporting Technology
B600100 - 750 hours (approximately 7 months)

Tuition and fees only: $2,458

Court Reporting 2
B700600 - 600 hours (approximately 6 months)

Tuition and fees only: $1,985

Court Reporting 3
B700700 - 1500 hours (approximately 15 months)

Tuition and fees only: $4,900

This Court Reporting program is approved by the National Court Reporters Association.



The purpose of this program is to prepare students for employment as machine shorthand free-lance court reporters and/or official court reporters. It involves writing verbatim (word-for-word) testimony and producing transcripts of the testimony. Instruction includes an introduction to verbatim writing skills to work with persons with hearing loss (CART – Communication Access Realtime Translation) and provide captioning for television.

Court Reporting is a planned sequence of instruction consisting of three levels: Court Reporting Technology, Court Reporting 2, and 3. Students completing Court Reporting Technology and Court Reporting 2 possess the entry-level skill-set of a scopist or transcriptionist. To become a Court Reporter, students must complete all three levels of the program. This program places strong emphasis on conflict-free theory, real-time writing, speed development, legal terminology, medical terminology, courtroom procedures, and English language skills.

The program at Atlantic Technical College offers the latest technology in computer-aided transcription and real-time writing, i.e., the ability to have an instantaneous translation of the spoken word by projecting the words onto a television screen for the benefit of persons with hearing loss, or onto computer monitors for the benefit of trial participants. Students utilize real-time and captioning equipment.

A court reporting career, including broadcast captioners, offers an independent lifestyle, prestige, and flexibility, along with a substantial salary. When a student reaches the speed of 200 words per minute (wpm), he/she participates in an internship that enables the student to sit in on trials and depositions with a working reporter, thus gaining confidence and skill.

Students shall pass three (3), five-minute tests with 95% accuracy at each of the following speeds: 225 wpm testimony (two-voice), 200 wpm jury charge, and 180 wpm literary. Students shall complete at least 40 verified hours of actual writing time during the internship experience.

Tuition and fees only (all 3 courses): $9,343

Legal Administrative Specialist

B072000 - 1050 hours (approximately 10 months - full time)

Delivery Method: Traditional/Distance

The purpose of this program is to prepare students for employment as a Legal Administrative Specialist, Information Technology Assistant, Front Desk Specialist, and Administrative Support.

The program prepares individuals to perform legal office duties utilizing knowledge of legal terminology and legal office procedures; to transcribe legal documents; to perform legal office functions; to produce quality work using advanced features of business software applications; to research job opportunities; and to produce high quality employment portfolios and job-seeking documents.

After successfully completing the program, the student will be able to perform legal office activities and will have developed skills in keyboarding, records management, communications, human relations, transcription, computer applications, and decision making.

Tuition and fees only: $3,213

Medical Administrative Specialist

B070300 - 1050 hours (approximately 10 months)

Delivery Method: Traditional/Distance

The program prepares students for employment as medical secretaries, medical office clerks, medical insurance secretaries, medical records clerks, and medical administrative specialists. Students learn to perform medical office duties utilizing a knowledge of medical terminology and medical office procedures; to transcribe medical documents; to perform medical office functions using specialized medical scheduling/billing software; to produce quality work using advanced features of business software applications; to research job opportunities; and to produce high quality employment portfolios and job-seeking documents.

After successfully completing the program, the student will be able to perform medical office activities and will have developed skills in keyboarding, records management, communications, human relations, transcription, computer applications, and decision making.

Tuition and fees only: $3,213







Health Science/Practical Nursing

Certified School Counselors
Main Campus I Ruth Eloi I 754-321-5188
Arthur Ashe, Jr. Campus I Dana Allen I 754-322-2818

NOTE: In accordance with requirements set forth by the Joint Commission and the Jessica Lunsford Act, students applying for entrance into any Health Science program must submit to a Level 2 criminal background check and take a drug screening test. This requirement is mandated due to the fact that all Health Science students must participate in a clinical rotation in a healthcare facility as a part of their training.

The applicant is responsible for paying for the costs of both tests. The results of these tests may prevent the applicant from either entering or remaining in a Health Science program. Students who are not cleared on their background check or test positive for illegal drugs will not be allowed access to healthcare facilities for clinical externships and therefore will not be able to complete the program.

In addition to a background check and drug screening, all students registering for any of the Health Science programs are required to have current immunizations and a yearly physical exam. Prospective students who do not have a valid Social Security Number may encounter difficulties within licensure programs. Please contact the program counselor for specific information. Additionally, all students entering or re-entering the Practical Nursing program must take the Test of Essential Academic Skills (TEAS) and meet minimum requirements.

Central Sterile Processing Technician

H170222 - 650 hours (approximately 6 months)

Delivery Method: Traditional/Hybrid

This program is designed to prepare students for employment in hospitals or surgical out-patient centers to work as sterile processing technicians, central supply workers, medical equipment preparers, material management workers, and inventory technicians. Students will be taught a variety of skills and competencies using supplies, instruments, and equipment available in the classroom and lab that are similar to those used in the field. Skills covered include how to decontaminate, prepare and sterilize instrument trays for surgical procedures; disinfect patient care equipment and the various methods of inventory control; and storage and distribution of sterile supplies and equipment. A clinical externship in a hospital or outpatient facility is included in the program.

Tuition and fees only: $2,227



Dental Assisting Technology & Management

APPLIED TECHNOLOGY DIPLOMA - *ATD*

H170113 - 1230 hours (approximately 12 months)

CODA
Commission on Dental Accreditation

Delivery Method: Traditional

The program provides the Dental Assisting student with the basic knowledge and ability to offer direct chair side assistance to the dentist, expose dental radiographs, and educate and instruct patients in preventive dental techniques. Students are trained in infection control procedures, disease prevention, dental procedures and instruments, and business office procedures.

Upon successful completion of the program and in accordance with state guidelines, students are issued an Applied Technology Diploma in Dental Assisting Technology and Management with Expanded Duties and Dental Radiography.

The program in dental assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approved without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: http://www.ada.org/en/coda.

Note: High School or High School Equivalency Diploma is required for entry into this program.

Tuition and fees only: 4,302





Electrocardiograph Technology

H170208 - 465 hours (approximately 4 months)

Delivery Method: Traditional/Hybrid

The program prepares students to become EKG/Cardiovascular Technicians who can work in a variety of healthcare facilities including hospitals, nursing homes, clinics, and physician's offices. Students will learn how to perform a 12-lead EKG, properly maintain diagnostic equipment, recognize normal and abnormal sinus rhythms, and monitor patients for cardiovascular disorders.

An overview of anatomy and physiology with emphasis on cardiac and vascular systems is taught along with medical terminology, basic patient care techniques, medical instrumentation, cardiac monitoring and testing, and cardiac wellness and rehabilitation.

Tuition and fees only: $1,662

Hemodialysis Technician

H170207 - 600 hours (approximately 6 months)

Delivery Method: Traditional/Hybrid

Students are taught the skills necessary for employment as hemodialysis technicians or dialysis technicians. Hemodialysis technicians have been members of the dialysis team since the beginning of the dialysis program. They usually serve in two capacities, one involves the assembly and maintenance of the dialysis equipment and the second focuses on patient care. Often the hemodialysis technician duties will combine both patient care and equipment care responsibilities. The technician works with all members of the dialysis team but is most closely aligned with a nurse who delegates and supervises patient care.

Note: High School or High School Equivalency Diploma is required for clinicals.

Tuition and fees only: $2,074





Medical Assisting

H170515 - 1300 hours (approximately 12 months)

Delivery Method: Traditional/Hybrid

The Medical Assisting program provides students with the opportunity to learn the skills and techniques necessary to become a medical assistant and obtain employment in a variety of healthcare facilities. This multi-skilled health professional is trained in clerical and medical office procedures, phlebotomy, EKG, X-Ray, basic patient care techniques, and laboratory procedures.

Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors, and optometrists running smoothly. They are involved in direct patient care and assist the physician or other health professional during examinations.

Tuition and fees only: $4,399

Medical Coder/Biller

APPLIED TECHNOLOGY DIPLOMA - *ATD*

H170530 - 1110 hours (approximately 10 months)

Delivery Method: Traditional

The Medical Coder/Biller program is a comprehensive program that prepares students for employment as entry-level coder/billers. The main role of a Medical Coder/Biller is to review patient medical records and assign codes to diagnoses and procedures performed by healthcare providers so that the treating medical facility can bill insurance for reimbursement. The Medical Coder/Biller is responsible for the accurate flow of medical information and patient data between physicians, patients, and third-party payers. Most Medical Coder/Billers work on-site in hospitals, clinics, physician offices, and for insurance companies.

With the introduction of the Electronic Health Record (EHR), experienced medical coders may have opportunities to work from home. An Applied Technology Diploma is awarded to students upon successful completion of the program in accordance with state guidelines.

Note: High School or High School Equivalency Diploma is required for entry into this program.

Tuition and fees only: $3,558



Mental Health Technician

H180100 - 480 hours (approximately 5 months)

Delivery Method: Traditional/Hybrid

Students will be trained for employment as Mental Health Technicians, Psychiatric Aides, or Technicians and Nursing Assistants. Mental Health Technicians work in a variety of healthcare facilities under the supervision of a psychiatrist, registered nurse, counselor, or social worker and participate in the development and implementation of therapeutic treatment plans for patients with mental health issues. Students will receive training in physical assessment, psychiatric and substance abuse disorders, developmental disabilities, health/wellness education, crisis intervention, and basic nursing assistant skills. Upon successful completion of the program, students will have the opportunity to take the Certified Nursing Assistant examination given by the Florida Board of Nursing.

Tuition and fees only: $1,684



Orthopedic Technology

H170800 - 800 hours (approximately 8 months)

Delivery Method: Traditional/Hybrid

Students will be taught the skills and techniques necessary to be employed working with orthopedic physicians to treat patients in a variety of health care settings. The program provides the skills and knowledge needed to become a competent orthopedic technologist performing the following services: routine office and departmental procedures; applying, adjusting and removing casts, splints, and braces; setting up, adjusting, and maintaining traction configurations; assisting with the care of acutely injured patients; and assisting the physician in the reduction and/or manipulation of orthopedic injuries. Graduates may be employed in hospitals, clinics, and private practice offices.

Tuition and fees only: $2,864



Patient Care Technician

H170694 - 600 hours (approximately 6 months)

Delivery Method: Traditional

The Patient Care Technician is a multi-skilled healthcare worker who, under the direction and supervision of a Registered Nurse, carries out the essential basic bedside patient care functions. The Patient Care Technician comes in direct contact with the patient in the performance of his/her assigned duties. Students also receive supplementary training in 12-lead EKG, basic phlebotomy techniques and restorative skills.

Tuition and fees only: $2,044



Pharmacy Technician

APPLIED TECHNOLOGY DIPLOMA - *ATD*

H170700 - 1050 hours (approximately 10 months)

Delivery Method: Traditional/Hybrid

Pharmacy Technicians generally work under the supervision of a registered pharmacist and perform tasks related to receiving, dispensing, distributing, controlling, maintaining, compounding, manufacturing, packaging, and labeling of pharmaceutical products. Currently, pharmacy technicians are assuming more responsibility for the routine tasks previously performed by pharmacists, and will be responsible for mastering new pharmacy technology skills. Opportunities for advancement will vary with the pharmacy technician's employer.

Upon successful completion of the Pharmacy Technician program and in accordance with state guidelines, students earn an Applied Technology Diploma.

Note: High School or High School Equivalency Diploma is required for entry into this program.

Tuition and fees only: $3,487

Pharmacy Technician is a PTCB-Recognized Education/Training





Practical Nursing

H170607- 1350 hours (approximately 12 months)
ARTHUR ASHE, JR. CAMPUS ONLY



Delivery Method: Traditional

The Practical Nursing (PN) program prepares an individual to participate in the planning, implementation and evaluation of nursing care in hospitals and extended care facilities. Nursing is a profession in which knowledge, skills, and judgment are critical. Teachers integrate lecture and laboratory instruction with clinical practice. PN students are introduced to the clinical area early in the program and it is essential that the PN student have his/her own transportation.

Practical Nursing classes are offered during the day on a schedule established at the outset of each school year. All classes offered at Atlantic Technical College and Technical High School are full-time.

A certificate is issued at the successful completion of the Practical Nursing program in accordance with state guidelines. Graduates are eligible to take the NCLEX-PN licensure examination. The Florida Board of Nursing will issue a license to those who pass the examination.

Note: High School or High School Equivalency Diploma is required for entry into this program. Specialized orientation and testing is also required.

Tuition and fees only: $4,557

The Practical Nursing program is accredited by:
Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Rd. NE, Suite 1400 | Atlanta GA 30326
P: 404-975-5000 | Fax: 404-975-5020
http://www.acenursing.org

Program Approved By: Florida Board of Nursing
https://floridasnursing.gov/

Curriculum approved by: Florida Department of Education
http://www.fldoe.org/



State License: Licensed Practical Nurse

Program Courses:

- PRN0098 Practical Nursing Foundations 1 - 300 hours
- PRN0099 Practical Nursing Foundations 2 - 300 hours
- PRN0290 Medical Surgical Nursing 1 - 300 hours
- PRN0291 Medical Surgical Nursing 2 - 300 hours
- PRN0690 Comprehensive Nursing and Transitional Skills - 150 hours

Additional fees associated with program attendance:

- Physical Exam - annual fee varies by provider
- Tuberculin (PPD) 2-Step (X2) or Chest X-Ray - annual fee varies by provider
- Drug Testing (Authorized Lab only) $38
- Level 2 Background Check (Approved Vendor Only) $45
- Compliance Tracking Subscription (Approved Vendor Only) $18
- ATI TEAS Test Fee $60

Fees associated with licensure:

- $110 Application and Licensing Fee to Board of Nursing
- $200 to Pearson Vue, Testing Vendor
- Fee varies for LiveScan Services Provider

Hospitality & Tourism

Doris Gonzalez I Certified School Counselor I 754-321-5188

Professional Culinary Arts & Hospitality

N100500 - 1200 hours (approximately 12 months)

Delivery Method: Traditional

For the individual who is looking to work in the hospitality industry, our program is an all-inclusive, practical, hands-on experience for volume food preparation. We immerse the future professional in many aspects of the commercial food industry. Students will be taught through hands-on experiences in setting-up banquets and daily food preparation, including meat and poultry fabrication, soups, stocks and sauces, hors d'oeuvres, smoking meats, charcuterie, along with baking and pastry basics; breads, creams, custards, cakes, pies and cookies.

We are a comprehensive, fast-paced classroom where all competencies help to prepare the serious individual for entry level employment in various commercial food service establishments. Our students learn the critical importance of food safety and sanitation through attaining their ServSafe Food Safety Manager certification, as well as through nutrition basics and hospitality management within the courses. Students must complete the core competencies before progressing to other courses.

Tuition and fees only: $3,795

This program is accredited by the Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF)

American Culinary Federation Education Foundation



Courses included in the Culinary Arts Program

The following blended (online and classroom) courses are National Restaurant Association Education Foundation (NRAEF) Manage First Programs. They are included in the Professional Culinary Arts & Hospitality program. These courses are accepted by the American Culinary Federation Education Foundation (ACFEF). Upon completion of each course and passing an optional exam, the student receives a national certification.

- Management
- Nutrition
- Food Safety and Sanitation is not an optional exam, nor is it offered as part of the Manage First Program.

Information Technology

Brooke Lehmejian I Certified School Counselor I 754-321-5266

Applied Information Technology

Y300400 - 600 hours (approximately 6 months full-time)

Delivery Method: Distance

This program prepares students for a variety of careers in the Information Technology area. The content includes, but is not limited to, computer application skills including computer hardware, software applications, systems support and maintenance, and network concepts.

After successfully completing this program the student will be able to perform computer support services tasks and be prepared to enter a specialized Information Technology career cluster program at an advanced, accelerated level.

Tuition and fees only: $1,895





Database Application Development and Programming

Y700300 - 1200 hours (approximately 12 months)

Delivery Method: Traditional/Distance

Database Application Development & Programming is an Approved Oracle Internet Academy

The program prepares students for employment as computer programmer assistants, computer programmers and database programmers, or to provide supplemental training for persons previously or currently employed in these fields.

The content of this program includes, but is not limited to, the fundamentals of programming and software development; procedural and object-oriented programming; creating regular and specialized applications using standard and extended ANSI, JavaScript, Logic, Phython, PL/SQL and Structured Query Language (SQL), including testing, monitoring, debugging, documenting, and maintaining database applications.

Tuition and fees only: $3,615

Game/Simulation/Animation Programming

B082300 - 600 hours (approximately 6 months)

Delivery Method: Traditional/Distance

The program prepares students for employment in careers such as a Game/Simulation Designer, Game Programmer, and Game Software Developer.

The content includes, but is not limited to, practical experiences in game/simulation conceptualization, design, storyboarding, development methodologies, essential programming techniques, animation, using game engines, and implementation issues. Specialized programming skills involving advanced mathematical calculations are also integrated into the curriculum.

Tuition and fees only: $1,925

Network Support Services

B078000 - 1050 hours (approximately 10 months)

Delivery Method: Traditional/Distance

Network Support Services is an Approved Cisco Networking Academy

The program prepares students for employment in network administration as Network Support Specialists. The individual learns to create, monitor, and maintain computer networks and operate computers and peripheral equipment. Laboratory activities are an integral part of this program. Activities include building and maintaining computers, installing operating systems, configuring routers and switches, and demonstrating mastery through culminating case studies.

Earn your Industry Certifications and develop hands-on skills to give you a competitive edge in the IT field.

Tuition and fees only: $3,318





Web Development

Y700100 - 1050 hours (approximately 10 months)

Delivery Method: Traditional/Distance

The program prepares students for employment as a Web Designer, a Web Designer/Graphic Designer, and an Assistant Web Designer, or to provide supplemental training for persons previously or currently employed in any of these occupations.

Web Development offers a broad foundation of knowledge and skills to prepare students to design, code, and publish websites that can work with mobile technology, tablets, and desktop formats.

After successfully completing this program, the student will be able to design dynamic and responsive websites and apply their knowledge of website design and coding principals, website management, and digital marketing techniques.

Tuition and fees only: $3,213







Manufacturing

Vania Depasse-Humphrey I Certified School Counselor I 754-321-5167

Machining Technologies

J200100 - 1500 hours (approximately 14 months)

Delivery Method: Traditional

The program consists of specialized classroom instruction, along with projects and lab experiences, that focus on the machining of metals. Students learn how to set up and operate the following types of machines: contour saw, drill press, lathe, milling machine grinder, and CNC (Computerized Numerical Control) machines. Instruction also includes the use of precision measuring instruments, such as, layout and inspection tools, micrometers, and gauges. Classroom and practical experiences teach students CNC programming, use of CAD/CAM (Computer Aided Design/Computer-Aided Manufacturing) processes, and to set up and perform advanced level machining operations. Related trade math and blueprint reading are taught as a part of the program and are used extensively in laboratory activities.

CAD/CAM processes and CNC machining play an increasingly important role in manufacturing and are integral to the engineering and manufacturing process. A focus of the machining program is the development of the CAD/CAM and CNC machining knowledge and skills necessary to perform the tasks to meet the requirements of manufacturers.

The machinery and materials used are those commonly found in the machine tool industry. Instruction is provided in safe practices, which are critical in this industry, and the use of tools, equipment, materials, and processes found in the machining industry.

Tuition and fees only: $4,750





Welding Technology

J400400 - 1050 hours (approximately 11 months)

Delivery Method: Traditional

This Welding Technology program teaches students to use gas and electric welding equipment with various machinery. Students will receive hands-on training working with aluminum, stainless, and milled mild steel. Applied math and blueprint reading skills that are necessary for success in the welding industry are also taught. Launch your career in demanding fields including; construction, marine, aviation, manufacturing, and many more. Students who show skill mastery are eligible to take the AWS (American Welding Society) certification exam at an additional cost. Taking and passing industry recognized certification exams shows employers you are Job Ready!

Instruction also includes classroom and practical experiences to teach students to fabricate and weld sheet metal, plate, and perform basic fabrication in the area of basic welding. Safety instruction is provided throughout the program and safe practices and procedures are stressed in all lab situations.

Tuition and fees only: $3,843

Transportation, Distribution & Logistics

Brooke Lehmejian I Career Advisor I 754-321-5266

All automotive programs are certified as Master Training Programs by the ASE Education Foundation.

Advanced Automotive Service Technology

Toyota Technician Training & Education Network (T-TEN)

I470604 - 2400 hours - (24 months)

Delivery Method: Traditional

This program is a partnership between Toyota Motor North America, Inc. (TMNA); Southeast Toyota Distributors; Atlantic Technical College; Broward College; and students who recognize the need for state-of-the-art automotive education. This recognition, coupled with extensive Toyota support, results in a program that breaks new ground in automotive technology and technical training.

Students are trained on Toyota/Lexus products, using advanced automotive theory, practical classroom applications, and direct dealership experiences, working alongside qualified Toyota/Lexus technicians. The instructional format is similar to that used in the Automotive Service Technology Program, however, the content is specific to Toyota/Lexus products, using Toyota/Lexus automotive vehicles, trainers, parts, tools and curriculum materials. Instruction also coincides with the eight (8) areas of professional technician certification recognized by the ASE Education Foundation.

T-TEN students must take ASE Certification exams during their time in the program and pass a minimum of two (2) ASE areas prior to completing the program. Students must also participate in an internship at a Toyota/Lexus dealership under the supervision of a Certified Toyota/Lexus Technician and the Program Teacher-Coordinator.

Note: High School or High School Equivalency Diploma is required for entry into this program.

Tuition and fees only: $8,175





Automotive Collision Technology Technician

T401300 - 1400 hours (approximately 14 months)

Delivery Method: Traditional

This program is an ASE Education Foundation Certified Master Collision Repair and Refinish Training Program, specializing in classroom and laboratory experiences concerned with all phases of the repair of damaged vehicle bodies and fenders. This includes straightening by hammering; smoothing areas by filling, grinding, or sanding; concealment of imperfections; painting; replacement of body parts and components including glass; frame and unibody squaring and aligning; paint systems and undercoats; related welding and mechanical skills; and trim hardware installation and maintenance.

Instruction and training includes use of parts and repair manuals, price lists, flat-rate manuals, computerized systems for estimating and pricing; recordkeeping; and shop safety, and housekeeping. Students will receive comprehensive instruction in the five (5) areas of specialization recognized by the ASE Education Foundation for professional technician certification. Students are encouraged to participate in the ASE Certification testing program during their training.

The program uses eco-friendly basecoat solvent which reduces emissions by 90%.

Tuition and fees only: $4,795



Automotive Service Technology

I470608 - 1800 hours (approximately 18 months)

Delivery Method: Traditional

Instruction in the program includes specialized classroom and laboratory experiences in all phases of the maintenance and repair of automotive vehicles. Students are trained in the use of technical and flat-rate information systems, both electronic and print, as well as a variety of hand and power tools.

Instruction and practice are provided in the diagnosis of malfunctions, disassembly of systems, parts inspection, engine overhaul and repair, ignition systems, emission control systems, fuel systems, brakes, transmissions, front-end alignment and repair, engine performance, and the installation of a variety of accessories. Training also includes the use of electronic, diagnostic and other test equipment. Specialty training is provided in such areas as air conditioning, front-end alignment, and the use of computerized automotive repair data systems.

Instruction aligns with the eight (8) areas recognized by the National Institute of Automotive Service Excellence (ASE), and students are encouraged to participate in the ASE Certification testing program during their training.

Tuition and fees only: $6,135



Avionics Systems Technician

T400310 - 1200 hours (approximately 12 months)

Delivery Method: Traditional

Be part of the exciting aviation industry! Avionics Systems Technicians are specialists who repair and maintain a plane's electronic instruments, such as radio communication devices and equipment, radar systems, and navigation aids. Avionics is a specialization within electronic maintenance and repair. It focuses on aircraft electronics, but encompasses a wide range of job types. An avionics technician is a specialist who is responsible for all the electronics aboard an aircraft as well as the wiring that connects to the electrical system. They run cables, mount antennas, and connect instruments for navigation and engine monitoring. Avionics technicians install radios, autopilots, and passenger entertainment systems. The job demands attention to detail and a commitment to the very highest standards of quality workmanship because they work on flight-critical systems that impact passenger and crew safety.

Avionics Systems Technicians:

- test electronic instruments, using circuit testers, oscilloscopes, and voltmeters.
- interpret flight test data to diagnose malfunctions and performance problems.
- assemble components, such as electrical controls and junction boxes, and install software.
- install instrument panels, using hand tools, power tools, and soldering irons.
- repair or replace malfunctioning components.
- keep accurate records of maintenance and repair work.



Tuition and fees only: $3,795



EXEPTIONAL STUDENT EDUCATIONAL PROGRAMS

Adult Curriculum for Community, Employment & Social Skills (ACCESS) is a community-based transition class for 18-22 year old students with disabilities who have deferred their standard diploma. Students are exposed to a variety of work-related tasks, then are exposed to the same work tasks in the real work settings. Students also increase functional living activities such as independent shopping, budgeting, and social communication skills that will help them to build independence in the world of work and within their community. Program staff and families work together to design an individualized transition plan based on student needs and interests. Students who complete the program are often ready for competitive employment positions and have the skills needed to participate in community activities independently.

Career Placement is a transition service for 18-22 year old students with disabilities who have deferred their standard diploma. Students in this class must have an interest in paid competitive entry level employment, demonstrate readiness to work, and have the desire or ability to navigate the community independently and safely. This course focuses not only on finding and maintaining paid employment, but also on managing money, paying bills, and developing life skills along with creating a career plan which may include further education or training. We help students to define what is needed to make that next step happen. Some of the students participating in Career Placement will earn entry level industry certifications based on their work site requirements.

WBLE Program (Work Based Learning Experiences) is a community-based transition class for 18-22 year old students with disabilities who have deferred their standard diploma. This program is for students interested in paid employment but who have not yet experienced the world of work. This structured on-the-job training program begins on campus with exposure to commercial food/restaurant skills, clerical skills, facilities service, and grounds upkeep. Once student's skills are identified the rotation of job experiences moves to off campus businesses for short term internships. Students participating in WBLE have the opportunity to earn entry level industry certifications to add to their employment resume as well as the real world work experience.







LIFELONG LEARNING COURSES

Introduction to Microsoft Office 2016 **-** Students taking the Introduction to Microsoft Office 2016 class will learn basic software skills that are a must in today's digital world! Enrollment for this nine (9) week class is open every Term: August, October, January, March, and June. Each week students will focus on a different level of the Microsoft Office 2016 suite including, Word, Excel, Access, and PowerPoint.

Learn about:

Word
- Basic Word Features
- Create & Manage Documents
- Enter & Edit Text
- Add Simple Graphics
- Customize & User Interface

Excel
- Basic Excel Features
- Create Workbooks
- Enter & Edit Data
- Perform Basic Calculations
- Find & Correct Errors

PowerPoint
- Basic PowerPoint Features
- Create Presentations
- Create & Manage Slides
- Enter & Edit Text and Graphics
- Custom Elements

Intermediate Microsoft Office 2016 - This is a project-based and task driven class that will provide you with advanced software skills and build on your knowledge of Word, Excel, PowerPoint and Access. Enrollment for this nine (9) week class is open every Term: August, October, January, March, and June. Go beyond the basics of Microsoft Office software, including Word, PowerPoint and Excel.

Learn About:

Word
- Advanced Word Features
- Organize Tables
- Charts & Visual Elements

Excel
- Advanced Excel Features
- Perform Advanced Calculations
- Create Charts & Graphs

PowerPoint
- Advanced PowerPoint Features
- Create & Manage Tables
- Add Sound & Movement

Access
- Introduction to Databases
- Plan & Create a Database
- Organize Fields & Records
- Work with Data Entry Rules

Prerequisite – Introduction to Microsoft Office 2016

QuickBooks - Take your accounting knowledge to the next level! The Intuit Quickbooks 2019 class will introduce you to the basic features of QuickBooks 2019. This course will provide you with a simple approach to learning computer software specific to the accounting industry.

If you are learning this software for the first time, you will be introduced to its primary features such as: Fundamental Concepts and Procedures of QuickBooks for automated bookkeeping

- Creating a Company
- Vendor & Customer Center
- Generating Reports

Enrollment for this nine (9) week class is open every Term: August, October, January, March, and June.

Prerequisite - Prior bookkeeping and computer experience required.



Certification/Licensure Exams

Industry Certifications improve your chances for employment!

Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study. Students who take and pass their exam(s) may be eligible to receive reimbursement for the cost of their exam(s). Conditions apply - see your Certified School Counselor/Advisor for details. Below is a partial list of certifications available to ATC students. Please be advised that this list is subject to change.

- Adobe Certified Associate (ACA):
  - Flash
  - Photoshop Creative Cloud
  - Dreamweaver
  - Illustrator
  - InDesign
  - Premiere Pro
- Aerospace/Aircraft Assembly (AAA)
- Aircraft Electronic Technicians (AET)
- Associate Certified Electronics Technician (CETa)
- Automotive Service Excellence (ASE)
  (Individual Certified ASE Exams through Master Tech)
- Avionics Electronics Technician
- Certified Clinical Hemodialysis Technician (CCHT)
- Certified Coding Associate (CCA)
- Certified Coding Specialist (CCS)
- Certified Dental Assistant (CDA)
- Certified Drafter – Architecture (ADDA)
- Certified EKG Technician (CET)
- Certified Food Protection Manager (ServSafe®)
- Certified Internet Web (CIW)
  - Java Script Specialist
- Certified Medical Administrative Assistant (CMAA)
- Certifued Nursing Assistant (CNA)
- Certified Pharmacy Technician (CPhT)
- Certified Registered Central Service Technician (CRCST)
- Certified Solidworks Associate - Academic (CRCST)
- Certified Solidworks Professional - Academic (CSWP)
- CompTIA (Computer Technology Industry Association)
  - A+, Network+, Security+
- Florida Expanded Duties and Dental Radiography
- ESCO HVAC Excellence Employment Ready (ER):
  - EPA Section 608 Universal, R- 410A, Air Conditioning, Electric Heat, Electrical, Gas Heat, Heat Pump, Light Commercial Air Conditioning, Light Commercial Refrigeration
- Licensed Practical Nurse (LPN) (NCLEX)
- MasterCam Associate Certification
  - Mill Design & Tool Paths
- Microsoft Office Specialist (MOS)
- Microsoft Office Master
- Microsoft Technology Associate (MTA)
  (IT Infrastructure & Database)
- NCCER:
  - Core
  - Carpentry I & 2
- NIMS: CNC Mill Operations
- Orthopaedic Technologist Certified (OTC)
- OSHA 10 Hour Safety Course
- Quickbooks Certified User
- Welder
  - 3G, 4G FCAW
  - 3G, 4G SMAW

PEARSON VUE AUTHORISED TEST CENTRE

CERTIPORT A PEARSON VUE BUSINESS AUTHORIZED TESTING CENTER

Atlantic Technical College is a Pearson VUE and Certiport Authorized Testing Center. Pearson VUE and Certiport offer innovative computer-based testing solutions through secure electronic test delivery.

ATC School Calendars 2020 - 2021

Career and Technical Education Programs (CTE)

	FALL 2020 - 2021		WINTER 2021		SUMMER 2021
	Term 1 (40 Days)	Term 2 (42 Days)	Term 3 (47 Days)	Term 4 (51 Days)	Term 5 (42 Days)
Re-Registration (current students): **Open Registration** (new students)	July 29 July 13	N/A N/A	November 15 Ongoing	N/A N/A	May 17 Ongoing
Term Begins:	**August 19**	**October 20**	**January 11**	**March 29**	**June 11**
Early Release Days	October 12 October 14 October 16	January 7	February 18 March 18	April 8 June 9	
Holiday/School Closed	September 7 September 28	November 11 November 23 – 27 December 21 - January 1	January 16 - 18 February 13 - 15 March 20 - 28	April 2 - 4 May 29 - 31	July 3 - 5
No Classes: Planning Days	October 8	October 19 November 3	March 19	June 10	
Last Day of Term (Daytime) Last Day of Term (Evening)	**October 16** **October 15**	**January 8** **January 7**	**March 18** **March 18**	**June 9** **June 9**	**August 10** **August 10**

Pre-College Programs

	Tri A 2020 (78 Days)	Tri B 2020 - 2021 (70 Days)	Tri C 2021 (75 Days)
Re-Registration (current students): **Open Registration** (new students)	**July 29** **July 13**	**November 30** **Ongoing**	**April 5** **Ongoing**
Trimester Begins	**August 19**	**January 4**	**April 26**
Early Release Days	October 12 October 14 October 16	January 7 February 18 March 18 April 8	June 9
Holiday/School Closed	September 5 – 7 September 28 November 11 November 21 – 28 December 19	December 21 – January 2 January 16 – 18 February 13 – 15 March 20 – 27 April 2 – 3	May 29 – 31 July 3 – 5
No Classes: Planning Day	October 8 October 19 November 3	March 19	June 10
Last Day of Trimester (Daytime) **Last Day of Trimester** (Evening)	**December 18** **December 17**	**April 23** **April 22**	**August 10** **August 10**

Full-Time Instructional Staff

Aleman, Soraya
Director, Student Financial Services
CTE Teachers Certificate
Broward County, FL

Alleman, Philip
Drafting Teacher
Master's Degree
Florida International University, FL

Allen, Dana J.
Certified School Counselor
Master's Degree
Troy State University, AL

Ambrust, Mark
Automotive Service Technology Teacher
AS Degree/ASE Master Tech
Broward Community College, FL

Babcock, Peter
Culinary Arts Teacher
Master's Degree
Lynn University, FL

Barbieri, David
Culinary Arts Teacher/Department Chair
Master's Degree
Virginia Tech, VA

Barnes, Joan
Hemodialysis Teacher
Vocational Certificate
Broward County, FL

Baskind, Carol
Special Projects
Master's Degree
George Washington Univ., D.C.

Beamer II, Ben
Web Development Teacher
Master's Degree
Nova Southeastern University, FL

Beames, Dale
Science Teacher
Master's Degree
University of Delaware, DE

Berg, Deborah
Instructional Technology Teacher/Dept. Chair
Bachelor's Degree
University of South Florida, FL

Bergmann, Kenneth
Auto & Tech. Trades Dept. Chair
AYES/T-TEN Coordinator - T-TEN Teacher
ASE Master Tech./Adv. Vocational Cert.
Florida International University, FL

Biazar, Rhonda
Marketing Coordinator
Associate of Science Degree
Miami Dade College, FL

Blackford, James
A/C, Refrigeration & Heating Teacher
Vocational Certificate /Certified Master HVAC-R
Broward County, FL

Boegli, Todd
Instructional Tech Support
Bachelor's Degree
Florida State University, FL

Bond, Daniel
Automotive Service Technology Teacher
AS Degree/ASE Master Tech., L1
Broward Community College, FL

Bowers, Andrea
Instructional Tech Support
Master's Degree
Florida International University, FL

Bowers, Christopher
Instructional Tech Support
Master's Degree
Barry University, FL

Bowling, Tiffany
Culinary Arts Teacher
Associate's Degree
Johnson & Wales University, FL

Brown, Peter
Instructional Tech Support
Master's Degree
Nova Southeastern University, FL

Burdick, Cindy, PhD, NBCT
Certified School Counselor
Doctoral Degree
Capella University, MN

Burke, John
Instructional Tech Support
Master's Degree
Barry University, FL

Butler, Terry
Auto Service Technology Teacher
ASE Master Tech. /Prof. Ed. Cert.
State of Florida

Carignan, Jeanine
Pre-College Academic Studies Teacher
Bachelor's Degree
Florida Atlantic University, FL

Castelli, Catherine
Teacher/Media Specialist
Master's Degree
Florida State University, FL

Cathers-O'Donnell, Lisa
Health Science Ed./Dept. Chair
Bachelor's Degree
University of Florida, FL

Chen, Shannon
Social Science Teacher
Master's Degree
Nova Southeastern University, FL

Churchill, Eric
Health Science Teacher
Certified EMt
Broward County, FL

Cicerale, Dominic
Electricity Teacher
Master Technician/Vocational Cert.
Broward County, FL

Cicos, John
Science Teacher
Bachelor's Degree
Florida International University, FL

Coke, Elaine
Practical Nursing Teacher/Dept. Chair
Master's Degree
University of Phoenix, AZ

Colgate, Rebecca
Career & Tech Ed. Advisor - HS
Master's Degree
Nova Southeastern University, FL

Collier, Hallema
Magnet Coordinator
Master's Degree
Nova Southeastern University, FL

Covington, Kaysha
Admin./Legal Office Specialist Teacher
Master's Degree
Purdue University Global, FL

Curts, Leslie
Career Placement Facilitator
Bachelor's Degree
Viterbo University, WI

Dalachinsky, Philip
Instructional Tech Support
Master's Degree
Nova Southeastern University, FL

DePasse-Humphrey, Vania
Certified School Counselor
Master's Degree
Nova Southeastern University, FL

Dietz, Patricia
English Teacher
Bachelor's Degree
University of South Florida, FL

Donoso, Patricio
English Teacher
Bachelor's Degree
Nova Southeastern University, FL

Dougherty, Jean
Mental Health Technician Teacher
Bachelor's Degree
Nova Southeastern University, FL

Eisenberg, Meryl
Disability Services Advisor
Bachelor's Degree
State Univ. of NY @ Cortland, NY

Eloi, Ruth
Certified School Counselor
Master's Degree
St. Thomas University, FL

Ervin, Sandra
Medical Coder/Biller Teacher
Associate's Degree
Broward College, FL

Evangelista, Debra
ESE Specialist/Department Head
Bachelor's Degree
St. Leo University, FL

Evans, Corinth
Medical Admin. Specialist Teacher
Educational Specialist Degree
Florida Atlantic University, FL

Farino, Roseanne
Apprenticeship Coordinator
Associates Degree
Broward College, FL

Finan, Kevin
Machining Teacher
Bachelor's Degree
Broward College, FL

Ford, Juanakee
Mathematics Teacher
Bachelor's Degree
Florida Atlantic University, FL

Fort, Kimberly
School Social Worker
Master's Degree
University at Buffalo, NY

Gammon, Brad R.
Science Teacher
Master's Degree
Michigan State University, MI

Gates, Kimberly
GED® Online Teacher
Master's Degree
Florida Atlantic University, FL

Gauntlett, David
Technology Support Teacher
Bachelor's Degree
Florida Atlantic University, FL

Glorioso, Laura
Work-based Learning Experiences Teacher
Bachelor's Degree
Southern New Hampshire Univ., NH

Golding, Syreeta
Interim Teacher/Pool Substitute
Bachelor's Degree
Florida State Iniversity, FL

Goldman, Lynn
Community Relations Coordinator
Bachelor's Degree
Nova Southeastern University, FL

Gonzalez, Doris
Certified School Counselor
Master's Degree
University of Rochester, NY

Grigull, Alicia
Director, Office of Student Affairs
Bachelor's Degree
Ithaca College, NY

Guadalupe, Alba
Director, High School Counseling
Educational Specialist
Barry University, FL

Guenther, Judith
Pre-College Adademic Studies Teacher
Bachelor's Degree
Florida Atlantic Uiversity, FL

Hartwell, Michael
Auto Collision & Repair Teacher
ASE Master Tech. /Vocational Cert.
Broward County, FL

Harvey, Teresa
Teacher, Adult Student Support
Master's Degree
Nova Southeastern University, FL

Higueros, Analiz
Critical Thinking Teacher
Bachelor's Degree
Florida State University, FL

Hutchison, Michael
English Teacher
Bachelor's Degree
University of West Florida, FL

Hylton-Turnbull, Michelle
Avionics Teacher
Undergraduate
Embry Riddle University, FL

Iyar, Chandrakasan
Information Technology Teacher
Bachelor's Degree
McGill University, Canada

Jackson, Kimberly
Certified School Counselor - HS
Master's Degree
Nova Southeastern University, FL

Jean-Bart, Philippe
Central Sterile Processing Teacher
Bachelor's Degree
Clark Atlantic University, GA

Jedaoui, Rafik
Testing Coordinator
Vocational Certificate
Broward, FL

Johnson, Donna
Pre-College Academis Studies Teacher
Bachelor's Degree
McGill University, Canada

Jurgens, Karen
Business/Management Teacher
Master's Degree
Nova Southeastern University, FL

Kahn, Mary
Academic Studies Career Advisor
Master's Degree
Nova Southeastern University, FL

Keller, Thomas
Toyota TTEN Teacher
ASE Master Tech., L1/Adv. Vocational Cert.
Florida International University, FL

Kelly, Kathleen
P.E. Teacher
Master's Degree
Florida International University, FL

Kim, Yeo Song
Pre-College Academic Studies Teacher
Master's Degree
University of Florida, FL

King, Michelle A.
Dental Assisting & Mgmt. Teacher
Bachelor's Degree
Ashford University, IA

Kramer, Nancy
Social Science Teacher
Bachelor's Degree
Montana State University, MT

Kydd, Chandra
Pre- College Academic Studies Teacher
Bachelor's Degree
A & M University, FL

Laverde, Margarita
Accounting Operations Teacher
Master's Degree
Ana G Mendez University System

Lederer, Starr
Social ScienceTeacher
Master's Degree
State University of New York, NY

Lee, Mari
Testing Coordinator
Bachelor's Degree
Florida International University, FL

Lehmejian, Brooke
Certified School Counselor
Master's Degree
Florida Atlantic University, FL

Long, Crystal M.
Science Teacher
Bachelor's Degree
Anderson College, IN

Lopez, Christine
pre-College Academic Studies Teacher
Bachelor's Degree
Florida Atlantic University, FL

Lozada, Tatiana
Computer Science Teacher
Master's Degree
Norther Arizona University, AZ

Lucius, Gelin
Mathematics Teacher
Bachelors Degree
Florida Atlantic University, FL

Lynch, Sandra
Career Placement Teacher
Bachelors Degree
Florida Atlantic University, FL

Lynch-Vidal, Nathalie
Practical Nursing Teacher
Master's Degree
Mercy College, NY

Lynn, Shelley
ACCESS Teacher
Master's Degree
Nova Southeastern University, FL

Marquez, Diana
COE Liaison
Master's Degree
American Intercontinental University

McCall, Leona
Pre-College ESOL Teacher
Bachelor's Degree
Elon College, NC

Miller, Rebecca
Career Technical Education Advisor
Master's Degree
Nova Southeastern University, FL

Minimi, Anthony
Bldg/Construction Teacher
Voc. Cert./State Cert. Gen. Contractor
Broward County, FL

Miracola, John
Specialist, Career and Technical Education
Master's Degree
Florida Atlantic University, FL

Moniz, Jenna
Student Resiliency
Master's Degree
Nova Southeastern University, FL

Mulhern, James
Language Arts Teacher
Master's Degree
Emerson College, MA

Nelson-Brown, Sonia
Practical Nursing Techer
MSN,, APRN, FNP-BC Degree
Uivrsity of Hartford, CT

Odzer-Johnson, Fayne
ESOL Teacher
Master's Degree
Nova Southeastern University, FL

Oswald, Janet
Culinary Arts Teacher
Bachelor's Degree
Florida Internation University, FL

Otero, Nahommy
Spanish Teacher
Bachelor's Degree
Florida International University, FL

Palacio, Gloria
Spanish Teacher
Masters Degree
Marquette Universiy, WI

Pestano-Harte, Marilyn
ACEN Nurse Administrator
Doctoral Degree
Nova Southeastern University, FL

Petrill, Rosemary
Industry Certifications
Master's Degree
Barry University, FL

Pierre, Daniel
Practical Nursing Tescher
Master's Degree
University of Phoenix, AZ

Ramirez, Alvaro
Orthopedic Technology Teacher
Vocational Certificate
Broward County, FL

Ramirez, Cecilia
Computer Science Teacher
Master's Degree
Illinois Institute of Technology. IL

Rao, Anthony
Information Technology Teacher
Vocational Certificate
Broward County, FL

Rodriguez, Elise
Career Placement Teacher
Bachelor's Degree
Broward College, FL

Rojas, Maria
Medical Assisting Teacher
Doctoral Degree
Universidad Del Valle, Colombia

Roker, Vedra
Teacher/Reading Coach
Specialist/Master's Degree
Union Institute & University, FL

Rose, Frank
Welding Teacher
Vocational Certificate/Cert. Welder
Broward County, FL

Salamon, Amy
ACCESS Lead Teacher/Dept. Head
Bachelor's Degree
Florida Atlantic University, FL

Santos, Mary
Pre-College ESOL Teacher
Bachelor's Degree
Central Michigan University, MI

Sasidharan Nair, Sreejithkumar
Practical Nursing Teacher
Bachelor's Degree
Grand Canyon University, AZ

Schenkel, Jodi
Pre-College Academic Studies Dept. Chair
Master's Degree
Florida State University, FL

Sevalia, Tonya
Social Science Teacher
Education Specialist
Nova Southeastern University, FL

Singh, Shanta
Practical Nursing Teacher
Master's Degree
University of Phoenix, AZ

Skiles, Teresa
ESE Support Facilitator
Master's Degree
Florida Atlantic University, FL

Smith, Andrew
Automotive Service Tech. Teacher
AS Degree/ASE Master Tech.
University of London, England

Talavera, Laura
English/Debate Teacher
Master's Degree
Nova Southeastern University, FL

Tasca, Scott
Mathematics Teacher
Master's Degree
University of Rhode Island, RI

Tulloch, Sharon
Practical Nursing Teacher
Master's Degree
Florida Atlantic University, FL

Turchiaro, Michael L.
Network Administrator
Master's Degree
Lehman College, NY

Urena, Cristina
Dept. Chair, Pre-College Programs
Bachelor's Degree
Lehman College, NY

Vaziri, Lise
ESOL Teacher
Master's Degree
Florida International Univ., FL

Vilus, Jean
Pre-College ESOL Department Chair
Master's Degree
Nova Southeastern University, FL

Washington, Bernadette
Pharmacy Technician Teacher
Associates Degree
Broward College, FL

Webber, Christine
Social Science Teacher
Bachelor's Degree
Ashford University

Welsh, Lorna
Practical Nursing Teacher
Master's Degree
Florida Atlantic University, FL

White, Chandler
Certified School Counselor
Master's Degree
Florida A & M, FL

Whitely-Johnson, Chennelle
Practical Nursing Teacher
Master's Degree
University of Phoenix, AZ

Wiberg, Kenneth
Pre-College Academic Studies Teacher
Bachelor's Degree
Florida Atlantic University, FL

Willey, Raymond
Culinary Arts Teacher
Master's Degree
Concordia University, OR

Williams, Ellen A.
Business Technology/IT Teacher
Master's Degree
University of South Florida, FL

Williams, Kenneth
Toyota TTEN Teacher
A.S. Degree/ASE Master Tech.
Broward College, FL

Williams, Rochelle
Math Teacher
Master's Degree
Nova Southeastern University, FL

Williams, Susan D.
Court Reporting Teacher, CRI
A.A. Degree
Jacksonville State University, AL

Williamson, Stephen
Culinary Arts Teacher
Certified Master Baker
Retail Bakers of America

Youngblood, Brian
A/C, Refrigeration & Heating Teacher
Vocational Certificate/CMHE Cert.
Broward County, FL

Hourly Instructors

Andrews-Garcia, Sherri
Pre-College ESOL Teacher
Bachelor's Degree
James Madison University, VA

Bradshaw, Zach
Firesprinkler Teacher
Vocational Certificate
Broward County, FL

Brown, Monica
Pre-College ESOL Teacher
Master's Degree
Nova Southeastern University, FL

Burleson, Tommy
Plumbing Teacher
Vocational Certificate
Broward County, FL

Burton, Samuel
Automotive Teacher
Master's Degree
Ball State University, IN

Bynes, Bryan
Practical Nursing Teacher
Bachelor's Degree
George Washington University, DC

Casey, Colleen
Administrative Support
Bachelor's Degree
Florida Atlantic University, FL

Charles, Rosland
Pre-College Academic Studies Teacher
Master's Degree
Nova Southeastern University, FL

Collado-Duff, Elaine Rosa
Pre-College ESOL Teacher
Master's Degree
Out of Country

Coote, Carol
Pre-College Academic Studies Teacher
Doctoral Degree
Nova Southeastern University, FL

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Plumbing Teacher
Vocational Certificate
Broward County, FL

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Sheetmetal Teacher
Vocational Certificate
Broward County, FL

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Pre-College Academic Studies Teacher
Bachelor's Degree
University of Miami, FL

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Pre-College ESOL Teacher
Bachelor's Degree
Florida State University, FL

Francois, Ruth
Pre-College ESOL Teacher
Bachelor's Degree
Instit des Hautes Etudes Commerciales, Haiti

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Pre-College ESOL Teacher
Bachelor's Degree
Florida Memorial College, FL

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Master's Degree
University of Phoenix, FL

Hill, Debra
Court Reporting Teacher, CRI
Vocational Certificate
Broward County, FL

Hoekstra, Donald
ICE Coordinator/Apprenticeship
Vocational Certificate
Broward County, FL

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Pre-College Academic Studies Teacher
Master's Degree
Florida Atlantic University, FL

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Culinary Arts Teacher
Culinary Arts Certificate
Atlantic Technical College, FL

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Pre-College ESOL Teacher
Bachelor's Degree
Florida Memorial College, FL

Kenny, Orlando
Machining Teacher
Vocational Certificate
Broward County, FL

Landers, Linda
Pre-College ESOL Teacher
Master's Degree
University of Phoenix, AZ

Lecorps, Glenn
Plumbing Teacher
Vocational Certificate
Broward County, FL

Louramore, Adam
Machining Teacher
Vocational Certificate
Broward County, FL

Lowell, Jonathan
Yacht Service Teacher
Bachelor's Degree
Florida State University, FL

McLean, Andrea
Pre-College ESOL Teacher
Master's Degree
Barry University, FL

Mello, Michael
Electricity Teacher
Vocational Certificate
Broward County, FL

Mendez, Alberto
Firesprikler Teacher
Vocational Certificate
Broward County, FL

Noel, Dirolan
Firesprinkler Teacher
Vocational Certificate
Broward County, FL

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Pre-College ESOL Teacher
Bachelor's Degree
University of Nigeria,

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Pre-College Academic Studies Teacher
Master's Degree
University of Phoenix, FL

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Pre-College ESOL Teacher
Master's Degree
Florida Atlantic University, FL

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Pre-College ESOL Teacher
Bachelor's Degree
Florida Atlantic University, FL

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Medical Coder/Biller Teacher
Associates Degree
Miami Dade College, FL

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Assessment Specialist
Bachelor's Degree
University of Illinois

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Pre-College ESOL Teacher
London School of Economics & Political Science,
London

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Pre-College ESOL Teacher
Bachelor's Degree
Florida Atlantic University , FL

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HVAC/Electricity Teacher
Vocational Certificate
Broward County, FL

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Master's Degree
Nova Southeastern University, FL

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Pre-College ESOL/Business Teacher
Master's Degree
University of Phoenix, FL

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