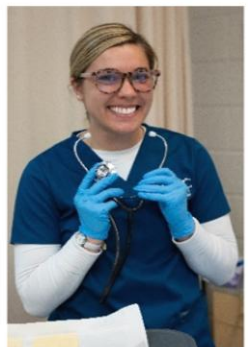




2026 – 2027

STUDENT HANDBOOK & PROGRAM CATALOG



MAIN CAMPUS
EMERALD COAST TECHNICAL
COLLEGE
761 N. 20TH STREET
DEFUNIAK SPRINGS, FL
32433

EMERALD COAST TECHNICAL
COLLEGE @ MAGNET
INNOVATION CENTER –
WATERSOUND
133 S. WATERSOUND
PARKWAY
INLET BEACH, FL 32461



PHONE: 850-892-1241
FAX: 850-892-1249
WWW.ECTC.EDU



Walton County School District (WCSD)

145 Park Street DeFuniak Springs, Florida 32435

850-892-1100

Governing Board: Walton County School Board

District 1	District 2	District 3
Member Tammy Smith 258 Holly Point Rd. Freeport, FL 32439 850.865.4984 tammy.smith@walton.k12.fl.us	Member Kim Kirby 2331 Co. Hwy 280 E DeFuniak Springs, FL 32435 850.951.1961 kirbyk@walton.k12.fl.us	Member William (Bill) Eddins, Jr 301 Ralph Long Rd. DeFuniak Springs, FL 32433 850.520.3685 eddingsb@walton.k12.fl.us
District 4		District 5
Vice-Chairperson Jeri Michie 8698 Anchorage Dr. Miramar Beach, FL 32550 850.687.3069 jeri.michie@walton.k12.fl.us		Chairperson Jason Catalano 43 N 4 th Street Santa Rosa Beach, FL 32459 850.368.3065 catalanoj@walton.k12.fl.us

A. Russell Hughes

Superintendent of Walton County Schools

Michael Smithart, Director

Emerald Coast Technical College &

Emerald Coast Technical College @ Magnet Innovation Center – Watersound

Accreditations and Approvals

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center - Watersound is accredited by the Commission of the Council of Occupational Education.



Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org

ASE Education Foundation, 1503 Ferry Road N.E., Suite 401, Leesburg, VA 20176
Telephone: 703-699-6650 www.ASEducationfoundation.org

Cognia AlphaRetta office, 9115 Westside Parkway, Alpharetta, GA 30009
Telephone: 888-413-3669 www.cognia.org

Career Technical Education programs at ECTC are approved for Veterans Benefits by the State
Approving Agency, PO Box 31003, St. Petersburg, Florida 33731
Telephone: 1-888-442-4551



**Any academic requirement, course or program offering, business policy, fee, and/or information contained in this publication are subject to change or revocation without notice.*

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Emerald Coast Technical College (Main Campus)
761 N. 20th Street
DeFuniak Springs, FL 32435



Emerald Coast Technical College @ Magnet
Innovation Center - Watersound
133 S. Watersound Parkway
Inlet Beach, FL 32461

Welcome

Dear Students,

Welcome to Emerald Coast Technical College!

It is my honor and privilege to welcome you to ECTC and to congratulate you on taking an important step towards your future. Whether you are beginning your educational journey, advancing your career, or learning new skills to meet the demands of today's workforce, you have made an investment in yourself that will create opportunities for years to come.

At Emerald Coast Technical College, every program we offer is designed with a focus on real-world skills, industry standards, and hands-on learning experiences that lead directly to employment opportunities and career advancement.

As a student at ECTC, you are joining a community of learners, instructors, and staff who are committed to your success. Our faculty bring years of professional experience to the classroom and are dedicated to helping you develop the knowledge, skills, and confidence needed to excel in your chosen field.

This Student Handbook serves as an important guide to college policies, procedures, expectations, and available services. I encourage you to familiarize yourself with its contents and refer to it throughout your time at ECTC. Understanding these guidelines will help ensure a positive and successful educational experience.

Success is built one step at a time. The skills you learn, the relationships you build, and the challenges you overcome during your time here will help shape your future. I encourage you to approach each day with determination, professionalism, and a commitment to excellence.

Best wishes for a successful and rewarding year.

Michael D. Smithart
Director



Accreditation and Approvals

Programs offered at Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound are approved and regulated by the Florida Department of Education. Emerald Coast Technical College is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, Telephone 770-396-3898; FAX 770-396-3790; (www.council.org). Documents describing ECTC's accreditation can be found at <https://council.org/membership>. All program offerings on the main campus and at the instructional service center, Emerald Coast Technical College @ Magnet Innovation Center – Watersound are approved by the Commission.

Emerald Coast Technical College is accredited by Cognia, Alpharetta, Georgia 30009, Telephone 888-413-3669; www.cognia.org.

CTE programs at ECTC are approved for Veterans Benefits by the State Approving Agency, P.O. Box 31003, St. Petersburg. Emerald Coast Technical College is eligible to accept the Florida Bright Futures Scholarship and the Florida Prepaid Scholarship Program and to award both the Florida Postsecondary Career Education Student Assistance Grant (FSAG-CE) and the Florida Work Experience Program (FWEP) through the Florida Department of Education Office of Student Financial Assistance. Selected CTE programs offered by ECTC are approved for Title IV federal financial aid.

Emerald Coast Technical College is an approved regional testing center for Prometric™ Florida Certified Nursing Assistant (CNA) exams and for NATE (North American Technician Excellence) certification exams. The center is also an authorized Pearson Vue Test Center.

Many of the programs at ECTC have received certification or approval specific to the industry.

- The Master Automotive Service Technology 1 & 2 programs are certified by Automotive Service Excellence (ASE).
- The Electricity program provides opportunities for students to earn NCCER (National Center for Construction Education and Research) certifications through the center's approval as an accredited training and education facility (ATEF).
- ECTC is a CompTIA Authorized Academy Partner for programs in the information technology cluster.
- The Practical Nursing program at Emerald Coast Technical College is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, Tallahassee, Florida 32399.
- As an education services provider in the Walton County School District, authorized by the Florida Department of Education, the center is approved by the Department of Business and Professional Regulation (DBPR) to offer Cosmetology.



Accreditations and Approvals

Accredited by

The Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, Telephone 770-396-3898/ FAX 770-396-3790

www.council.org

Cognia Alpharetta office, 9115 Westside Parkway, Alpharetta, GA 30009, 888-413-3669 www.cognia.org

ASE Education Foundation, 1503 Ferry Road N.E., Suite 401, Leesburg, VA 20176, 703-699-6650

www.ASEducationfoundation.org

Career Technical Education (CTE) programs at ECTC are approved for Veterans Benefits by the State Approving Agency, PO Box 31003, St. Petersburg, Florida 33731, Telephone 1-888-442-4551

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History

The institution started as a vocational school for high school students in the 1970s. It moved to its current location in 1988 and opened under the name Walton County Vocational Technical Center, offering programs to both secondary and postsecondary students. The majority of its population during the “vo-tech” years were high school students. The name of the institution changed to Walton Career Development Center in 2006, and the institution began to expand its postsecondary program offerings. The need to seek accreditation became obvious to better serve its growing postsecondary population. The institution was accredited by the Council on Occupational Education in 2008. It received its first affirmation visit in 2013. In 2014, most technical centers in the state of Florida became technical colleges. As a result, the institution officially became Emerald Coast Technical College on January 1, 2015.

On June 2, 2022, Emerald Coast Technical College expanded its educational footprint with the opening of a second campus, Emerald Coast Technical College @ Magnet Innovation Center – Watersound. Established through a partnership with the St. Joe Foundation, the Watersound campus was created to increase access to workforce education and support the growing talent needs of the region. The campus initially launched with the Applied Information Technology program, providing students with opportunities to develop foundational and industry-relevant technology skills in a state-of-the-art learning environment. Since its opening, the Watersound campus has continued to evolve in response to workforce demands and community needs. Program offerings have expanded to include additional health science pathways, further strengthening the college’s ability to prepare students for high-demand careers in healthcare and related fields. Looking ahead, the college will continue its growth with the addition of another Information Technology program scheduled to begin in Fall 2026, further enhancing opportunities for students pursuing careers in the technology sector.

The continued development of the Watersound campus reflects Emerald Coast Technical College’s commitment to expanding access, fostering strategic partnerships, and delivering high-quality workforce education that supports regional economic growth and workforce development. The institution has seen significant growth in its postsecondary enrollment over the past fifteen years. Postsecondary students currently account for nearly 90% of the enrollment at ECTC. Emerald Coast Technical College serves approximately 300 students each year.

2026-2027 School Calendar

July 2026							July							January 2027							January							
Su	M	Tu	W	Th	F	Sa	1-2	No students						Su	M	Tu	W	Th	F	Sa	1	New Year's Day - College closed						
			1	2	3	4	3	July 4th WCCSD observed - college closed											1	2	4	Teacher planning - 9.5 hr day						
5	6	7	8	9	10	11	4	Independence day						3	4	5	6	7	8	9	5	Professional Dev - 9.5 hr day						
12	13	14	15	16	17	18	6	Cosmetology students return						10	11	12	13	14	15	16	6	All students return						
19	20	21	22	23	24	25								17	18	19	20	21	22	23	18	Martin Luther King Jr. Day - College closed						
26	27	28	29	30	31									24	25	26	27	28	29	30								
														31														
August 2026							August							February 2027							February							
Su	M	Tu	W	Th	F	Sa	3	EPIC - 7.5 hr day						Su	M	Tu	W	Th	F	Sa	15	President's Day - College closed						
						1	4	Professional Dev - 7.5 hr day								1	2	3	4	5	6							
2	3	4	5	6	7	8	5	Professional Dev - 7.5 hr day						7	8	9	10	11	12	13								
9	10	11	12	13	14	15	6	Teacher planning - 7.5 hr day						14	15	16	17	18	19	20								
16	17	18	19	20	21	22	7	Teacher planning - 7.5 hr day						21	22	23	24	25	26	27								
23	24	25	26	27	28	29	10	Teacher planning - 9.5 hr day						28														
30	31						11	Classes begin - All students																				
September 2026							September							March 2027							March							
Su	M	Tu	W	Th	F	Sa	7	Labor Day - College closed						Su	M	Tu	W	Th	F	Sa	18	Teacher planning - 9 hr day - Students out						
			1	2	3	4	11	9/11 Heroes' Day - Never forget								1	2	3	4	5	6	22-26	Spring Break - College closed					
6	7	8	9	10	11	12	17	Constitution Day - signing of the U.S. Constitution						7	8	9	10	11	12	13								
13	14	15	16	17	18	19								14	15	16	17	18	19	20								
20	21	22	23	24	25	26								21	22	23	24	25	26	27								
27	28	29	30											28	29	30	31											
October 2026							October							April 2027							April							
Su	M	Tu	W	Th	F	Sa	12	No classes day - College closed						Su	M	Tu	W	Th	F	Sa	15	Purple Up Day - honoring our military						
					1	2	13	Teacher planning - 9.5 hr day - Students out											1	2	3							
4	5	6	7	8	9	10								4	5	6	7	8	9	10								
11	12	13	14	15	16	17								11	12	13	14	15	16	17								
18	19	20	21	22	23	24								18	19	20	21	22	23	24								
25	26	27	28	29	30	31								25	26	27	28	29	30									
November 2026							November							May 2027							May							
Su	M	Tu	W	Th	F	Sa	11	Veterans Day - College closed						Su	M	Tu	W	Th	F	Sa	26	Students last day (not PN, COS, ESOL or AGE)						
1	2	3	4	5	6	7	23-27	Thanksgiving break - College closed											1	27	Teacher planning - 9 hr day - Students out							
8	9	10	11	12	13	14								2	3	4	5	6	7	8	27	ECTC Graduation @ WHS						
15	16	17	18	19	20	21								9	10	11	12	13	14	15	31	Memorial Day - College closed						
22	23	24	25	26	27	28								16	17	18	19	20	21	22								
29	30													23	24	25	26	27	28	29								
December 2026							December							June 2027							June							
Su	M	Tu	W	Th	F	Sa	21-30	Christmas break - College closed						Su	M	Tu	W	Th	F	Sa	1	Cos & PN teachers and students return						
			1	2	3	4	31	New Year's Eve - College closed									1	2	3	4	5	1	ESOL and Adult Ed teachers & students return					
6	7	8	9	10	11	12								6	7	8	9	10	11	12	24	Last day - ESOL & AGE teachers and students						
13	14	15	16	17	18	19								13	14	15	16	17	18	19	24	Last day for PN students and teachers						
20	21	22	23	24	25	26								20	21	22	23	24	25	26	24	Last day for Cosmetology students						
27	28	29	30	31										27	28	29	30				30	Last day for Cos teacher THIS SY						

9/11 Heroes Day

ECTC recognizes Heroes Day on September 11 of each year. Heroes Day honors those who perished in the September 11, 2001, attacks, including 2,763 people at the World Trade Center, 189 people at the Pentagon, and 44 people on United Airlines Flight 93, and the 25,000 people maimed or fatally injured on or after that date. 9/11 Heroes Day will be recognized the preceding school day or such school day as may be designated by local school authorities.

Constitution Day

ECTC recognizes Constitution Day on September 17 of each year. Constitution Day commemorates the September 17, 1787 signing of the Constitution. Constitution Day will be recognized the preceding or following week if it falls on a Saturday, Sunday or holiday.

Moment of Silence

Per House Bill 529, a moment of silence will be observed each school day, preferably during morning announcements. Parents or guardians are encouraged to discuss 'moment of silence' with their child, as schools are not able to guide this time.

Institutional Mission & Vision

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound are committed to the vision of empowering students and powering the future through the delivery of high-quality, affordable education and training to all persons in the community who are seeking and can benefit from participation in postsecondary career education opportunities, adult education opportunities, and other workforce development and enrichment activities.

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound are dedicated to our mission.

Mission Statement	We prepare and empower today’s students to meet the demands of an evolving and competitive workforce.
--------------------------	---

Vision	Empowering Students, Powering the Future
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Institutional Advisory Committee (IAC)

The Institutional Advisory Committee meets at least twice annually. The IAC promotes community involvement and helps the institution meet its mission. The IAC also reviews the ECTC Strategic Plan, Annual Report and School Improvement Plan. Sign-in sheets, agendas and minutes are maintained for each meeting. All documents should be uploaded to the shared drive after each meeting. IAC meeting dates are posted on ECTC’s website.

Educational Programs / Programs of Study

Adult Education/Career Technical Education (CTE) Program Descriptions

Programs are developed in accordance with the State of Florida Department of Education Division of Career and Adult Education (DCAE) Curriculum Frameworks guidelines for student competency and skill attainment. Additional information regarding these frameworks and competencies is available at <http://www.fldoe.org/workforce>. Programs may be added or deleted after the publication date of this catalog. For the most up-to-date listing, please see a representative in Admissions or Student Services. The source of labor market information (wage and growth rates) is the Employ Florida Marketplace www.employflorida.com. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ECTC.edu

EMERALD COAST TECHNICAL COLLEGE (MAIN CAMPUS)		PROGRAM LENGTH
ADULT EDUCATION/DEVELOPMENTAL PROGRAMS		
Adult Basic Education		Program Length Varies
GED® Preparation		Program Length Varies
ARCHITECTURE & CONSTRUCTION		
Electricity		1200 Clock Hours
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1		750 Clock Hours
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 2		600 Clock Hours
Plumbing		1080 Clock Hours
HEALTH SCIENCE		
Patient Care Technician		600 Clock Hours
Pharmacy Technician		1050 Clock Hours
Phlebotomy		165 Clock Hours
Practical Nursing		1350 Clock Hours
Professional Nursing (LPN-RN)		900 Clock Hours / DISTANCE EDUCATION
HUMAN SERVICES		
Cosmetology		1200 Clock Hours
INFORMATION TECHNOLOGY		
Applied Cybersecurity		750 Clock Hours
Computer Systems & Information Technology (CSIT)		900 Clock Hours
Network Support Services		1050 Clock Hours
MANUFACTURING		
Welding Technology		1050 Clock Hours
Welding Technology - Advanced		750 Clock Hours
TRANSPORTATION, DISTRIBUTION, & LOGISTICS		
Master Automotive Service Technology 1		1050 Clock Hours
Master Automotive Service Technology 2		750 Clock Hours
ADDITIONAL CTE COURSES/PROGRAMS		
Specialized Career Education, Comprehensive		900 Clock Hours
Specialized Career Education, Extended		1800 Clock Hours

EMERALD COAST TECHNICAL COLLEGE @ MAGNET INNOVATION CENTER - WATERSOUND		PROGRAM LENGTH
INFORMATION TECHNOLOGY		
Applied Cybersecurity		750 Clock Hours
Applied Information Technology		600 Clock Hours
HEALTH SCIENCE		
Practical Nursing		1350 Clock Hours

Adult Education/Developmental Education Courses

Offered at Main Campus

Adult Basic Education (ABE) 9900000	Total Clock Hours	Varies	Tuition \$45.00 per term
The Adult Basic Education (ABE) Program includes content standards that describe what students should know and be able to do in Mathematics and Reading. The content standards serve students by providing basic skills instruction (0.0 – 8.9) and critical thinking skills to prepare students for GED preparation (9.0-12.9), postsecondary education, and employment. Testing is required for placement purposes. The ABE program provides non-credit courses designed to develop literacy skills necessary to be successful workers, citizens and family members. A student enrolled in the ABE program may be receiving instruction in one or more of the following courses Mathematics or Reading. This educational service is provided for a block tuition rate of \$45.00 per adult general education program for term of enrollment, for a maximum tuition fee assessment of \$90.00 per school year (s.1009.22F.S.). Fees are not prorated. Adult general education terms are offered two times per school year and provide for open enrollment/open exit. Students may enroll at any time after the term begins and until the last week of the term. Additional parking fees may apply. *Maximum instructional hours are recommended for each ABE course level. Students are encouraged to make diligent progress in each course of enrollment. Developmental programs are not eligible for Title IV Financial Aid.			

GED® Preparation 9900130	Total Clock Hours	Varies	Tuition \$45.00 per term
The GED® Comprehensive Preparation Program consists of four content-area assessments Reasoning through Language Arts, Mathematics Reasoning, Science, and Social Studies. The purpose of the program is to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma and be better prepared for postsecondary education. An additional performance level will certify that the adult student is career and college ready. This program strives to motivate students not only to obtain a State of Florida High School diploma, but to continue their education to earn a postsecondary degree, certificate, or industry certification. Students may be enrolled in the GED® Comprehensive course number if they have scored an NRS ABE Level 5 or higher in Reading or Mathematics on at least one of the eligible assessments specified per Rule 6A-6.014, F.A.C. The student should, however, also be enrolled in the corresponding Adult Basic Education (ABE) course number for those areas in which they have not met the Level 5 threshold. Instruction in GED® Social Studies and Science preparation programs should be limited to students who have attained a Level 5 or higher scale score in Reading. Testing is required for placement purposes. Information on the GED® Assessment and the performance targets and content topics are derived from the Assessment Guide for Educators provided by GED® Testing Service. Students may access this manual in the Developmental Programs classroom or through student services or through http://gedtestingservice.org. GED® Preparation is provided to assist students in obtaining the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma, as well as to be better prepared for postsecondary education. Additional parking fees may apply. These courses are NOT eligible for Title IV financial aid.			

English for Speakers of Other Languages (ESOL) 9900040	Total Clock Hours	<u>Varies</u>	Tuition \$45.00 per term
ESOL is designed for adult English Language Learners (ELL) who want to learn English or improve their English language proficiency for personal, academic or career goals. Placement testing is required, \$45.00. ESOL classes are open-entry, open-exit. These classes are designed to help the individual student acquire a prescribed level of English Language skills to help the student achieve personal, professional, or academic goals.			
A placement test will be given to determine appropriate course selection. Additional parking fees may apply. These courses are NOT eligible for Title IV financial aid.			

Adult Education/Developmental Academic Skills

Developmental academic skills classes are open-entry, open-exit. These classes are designed to help the individual student acquire a prescribed level of basic skills to meet requirements for enrollment into specific CTE programs or to help the student achieve personal goals. The Student Services Dean will assist the student in appropriate course selection. Students may register for classes prior to enrollment in CTE programs.

Continuing Workforce Education (CWE)

Continuing workforce education classes are made available to the community on an as-needed basis. CWE classes are designed to address the needs of persons who wish to upgrade their skills or to prepare to meet the requirements of an exam, such as CPR certification. No formal admission policies apply; however, students interested in applying for community education offerings should complete the community education registration forms when submitting the required fee.

Program of Study

Applied Cybersecurity

Offered at Main Campus & Emerald Coast Technical College @ Magnet Innovation Center – Watersound

Program # Y100300	CIP 0511.100316	Basic Skills Level
750 Clock Hours approximately 26 weeks	Certification CompTIA Security+	- Communications (Reading and Language Arts) 9 - Computation (Math) 9
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older. Students enrolling in Applied Cybersecurity should have a strong background in information technology that includes, but is not limited to, networking services.		
Regular registration fees apply. Pre-Registration Fees N/A.		

The Applied Cybersecurity Program prepares students for further education and cybersecurity-related careers in the Information Technology career cluster; provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of cybersecurity.

Source: Florida Department of Education, Division of Career and Adult Education. *Applied Cybersecurity Curriculum Framework*, Program #Y100500, CIP 0511.100316.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Computer Occupations, All Other (no data available for Information Security Engineers) in 2026.

Rate Type/ Statistical Type	Q1	Median	Q3
Annual wage or salary	\$84,960	\$103,130	\$115,210
Hourly wage	\$40.85	\$49.58	\$55.39

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program Data.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Cybersecurity Foundations	CTS0010	300
Applied Cyber Defense	CTS0014	300
Information Security Manager	CTS0019	150
Total		750

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study

Applied Information Technology

Offered at Emerald Coast Technical College @ Magnet Innovation Center – Watersound

Program # Y300400	CIP 0511010302	Basic Skills Level
600 Clock Hours approximately 22 weeks	Certification CompTIA A+	- Communications (Reading and Language Arts) 9 - Computation (Math) 9
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A.		

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

Source: Florida Department of Education, Division of Career and Adult Education. *Applied Information Technology Curriculum Framework*, Program #Y300400, CIP 0511010302.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Computer User Support Specialists in 2026.

Rate Type/ Statistical Type	Q1	Median	Q3
Annual wage or salary	\$50,440	\$60,810	\$80,150
Hourly wage	\$24.25	\$29.23	\$38.54

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Information Technology Assistant	OTA0040	150
IT & Web Systems	CTS0072	300
Multimedia Systems	CTS0075	150
Total		600

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Computer Systems & Information Technology (CSIT)
Offered at Main Campus

Program # Y100200	CIP 0511.090107	Basic Skills Level
900 Clock Hours approximately 30 weeks	Certification CompTIA A+	- Communications (Reading and Language Arts) 9 - Computation (Math) 9
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A.		

The Computer Systems & Information Technology (CSIT) Program prepare students for employment or advanced training in a variety of occupations in the information technology industry.

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

Source: Florida Department of Education, Division of Career and Adult Education. *Computer Systems & Information Technology (CSIT) Curriculum Framework*, Program #Y100200, CIP 0511090107, 2025–2026.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Computer User Support Specialists in 2026.

Rate Type/Statistical Type	Q1	Median	Q3
Annual wage or salary	\$50,440	\$60,810	\$80,150
Hourly wage	\$24.25	\$29.23	\$38.54

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Computer Systems Technician	CTS0082	300
Computer Network Technician	CTS0083	150
Computer Networking Specialist	CTS0084	150
Computer Security Technician	CTS0069	300
Total		900

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study

Cosmetology

Offered at Main Campus

Program # D500100	CIP 0612.040102	Basic Skills Level
1200 Clock Hours approximately 40 weeks	Certification Licensed Cosmetologist	- Communications (Reading and Language Arts) 8 - Computation (Math) 8
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A.		
SPECIAL ADMISSIONS REQUIREMENTS LIMITED ACCESS, COMPETITIVE PROGRAM Students must interview for program selection. Students must submit TABE scores*, special cosmetology application, and complete an interview for selection. A limited number of applicants are accepted into the program during each enrollment period. Regular registration fees apply. TABE and Wonderlic scores required. Students will be required to purchase an ECTC cosmetology kit immediately after enrollment begins. Cosmetology kit becomes the property of the student.		

The Cosmetology program prepares students for employment as a licensed cosmetologist, opening numerous career opportunities in the industry. This instructional program is designed to qualify students for employment after they successfully obtain their cosmetology license. According to Florida Statute 477.013(4), the practice of cosmetology is defined as "the mechanical or chemical treatment of the head, face, and scalp for aesthetic rather than medical purposes." This includes, but is not limited to, services such as hair shampooing, hair cutting, hair arranging, hair coloring, permanent waving, and hair relaxing for compensation.

Source: Florida Department of Education, Division of Career and Adult Education. *Cosmetology Curriculum Framework*, Program #D500100, CIP 0612040102, 2026–2027.

Employment Wage Statistics:

This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Hairdressers, Hairstylists, and Cosmetologists in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$28,370	\$29,830	\$35,330
Hourly wage	\$13.64	\$14.34	\$16.99

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program. Special Note: *Most cosmetologists are self-employed.*

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Grooming and Salon Services Core, Facials and Nails	CSP0009	225
Cosmetologist and Hairdresser (1 of 3)	COS0002	300
Cosmetologist and Hairdresser (2 of 3)	COS0003	300
Cosmetologist and Hairdresser (3 of 3)	COS0009	375
Total		1200

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Electricity
Offered at Main Campus

Program # I460312	CIP 0646.030202	Basic Skills Level
1200 Clock Hours approximately 40 weeks	Certifications NCCER	- Communications (Reading and Language Arts) 9 - Computation (Math) 9
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A		

The Electricity program prepares students for employment or advanced training in a variety of electrical construction industries.

This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Source: Florida Department of Education, Division of Career and Adult Education. *Electricity Curriculum Framework*, Program #I460312, CIP 0646030202, 2026–2027.

Employment Wage Statistics:

This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Helpers--Electricians in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$37,990	\$39,470	\$43,270
Hourly wage	\$18.26	\$18.98	\$20.80

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Electrician Helper	BCV0603	300
Residential Electrician	BCV0640	450
Commercial Electrician	BCV0652	450
Total		1200

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study

Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1

Offered at Main Campus

Program # C400410	CIP 0615.050111	Basic Skills Level
750 clock Hours approximately 26 weeks	Certifications HVAC Excellence	- Communications (Reading and Language Arts) 9 - Computation (Math) 10
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A		

The purpose of the Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1 program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

Source: Florida Department of Education, Division of Career and Adult Education. *Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 Curriculum Framework*, Program #C400410, CIP 0615050111, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Heating, Air Conditioning, and Refrigeration Mechanics and Installers in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$40,350	\$48,810	\$61,810
Hourly wage	\$19.40	\$23.47	\$29.72

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Introduction to HVAC/R	ACR0000	250
HVAC/R Fundamentals	ACR0001	250
HVAC/R Service Practices	ACR0012	250
TOTAL		750

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study

Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 2

Offered at Main Campus

Program # C400420	CIP 0615.050112	Basic Skills Level
600 Clock Hours approximately 22 weeks	Certifications HVAC Excellence	- Communications (Reading and Language Arts) 9 - Computation (Math) 10
Admission Requirements Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A		

The purpose of the Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 2 program is to prepare students for employment or advanced training in the heating, air conditioning (A/C), and refrigeration and ventilation industry. This program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, A/C, Refrigeration and Heating Technician, and Refrigeration Technician (SOC 49-9021). The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants.

Source: Florida Department of Education, Division of Career and Adult Education. *Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2 Curriculum Framework*, Program #C400410, CIP 0615050111, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Heating, Air Conditioning, and Refrigeration Mechanics and Installers in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$40,350	\$48,810	\$61,810
Hourly wage	\$19.40	\$23.47	\$29.72

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
HVAC/R Intermediate Service Practices	ACR0013	250
HVAC/R Advanced Service Practices	ACR0044	350
Total		600

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com

Program of Study
Master Automotive Service Technology 1
Offered at Main Campus

Program # T400700	CIP 0647.060411	Basic Skills Level
1050 Clock hours approximately 36 weeks	Certifications ASE	- Communications (Reading and Language Arts) 9 - Computation (Math) 10
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Pre-Registration Fees N/A. Regular registration fees apply.		

The Master Automotive Service Technology 1 program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

Source: Florida Department of Education, Division of Career and Adult Education. *Master Automotive Service Technology 1 Curriculum Framework*, Program #T400700, CIP 0647060411, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Automotive Service Technicians and Mechanics in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$35,300	\$47,760	\$63,570
Hourly wage	\$16.97	\$22.96	\$30.56

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Automobile Services Assister	AER0014	300
Automotive Brake System Technician	AER0418	150
Automobile Suspension and Steering Technician	AER0453	150
Automotive Electrical/Electronic System Technician	AER0360	300
Engine Repair Technician	AER0110	150
Total		1050

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Master Automotive Service Technology 2
Offered at Main Campus

Program # T400800	CIP 0647.060412	Basic Skills Level
750 Clock Hours approximately 26 weeks	Certifications ASE	- Communications (Reading and Language Arts) 9 - Computation (Math) 10
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Pre-Admission Fees N/A. Regular registration fees apply.		

The Master Automotive Service Technology 2 program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

Source: Florida Department of Education, Division of Career and Adult Education. *Master Automotive Service Technology 2 Curriculum Framework*, Program #T400700, CIP 0647060412, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Automotive Service Technicians and Mechanics in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$35,300	\$47,760	\$63,570
Hourly wage	\$16.97	\$22.96	\$30.56

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Automotive Engine Performance Technician	AER0503	300
Automatic Transmission and Transaxle Technician	AER0257	150
Manual Drivetrain and Axle Technician	AER0274	150
Automotive Heating and Air Conditioning Technician	AER0172	150
Total		750

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Network Support Services
Offered at Main Campus

Program # B078000	CIP 0511.090102	Basic Skills Level
1050 Clock Hours approximately 36 weeks	Certification CompTIA Network +	- Communications (Reading and Language Arts) 9 - Computation (Math) 10
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A.		

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

Source: Florida Department of Education, Division of Career and Adult Education. *Network Support Services Curriculum Framework*, Program #B078000, CIP 0511090102, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Computer User Support Specialists in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$50,440	\$60,810	\$80,150
Hourly wage	\$24.25	\$29.23	\$38.54

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Information Technology Assistant	OTA0040	150
Computer Support Assistant	EEV0504	150
Network Support Help Desk Assistant	CTS0022	150
Network Support Administrator	CTS0023	150
Senior Network Administrator	CTS0024	150
Wireless Network Administrator	CTS0029	150
Data Communications Analyst	EEV0317	150
Total		1050

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Patient Care Technician
Offered at Main Campus

Program # H600700	CIP 0351.390208	Basic Skills Level
600 Clock Hours approximately 22 weeks	Certifications Certified Nursing Assistant (CNA); Certified Patient Care Technician (CPCT); Certified EKG Technician (CET); Certified Phlebotomy Technician (CPT)	- Communications (Reading and Language Arts) 10 - Computation (Math) 10
LIMITED ACCESS PROGRAM – A maximum of 15 students is accepted into each cohort. Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Applicants must be at least 16 years of age. After acceptance, students are required to complete a Walton County School District background check and fingerprinting, urine drug screen, physical examination (including TB screening), and provide required immunization records. Proof of Hepatitis B and annual influenza vaccinations is required. Students who are unable to meet clinical requirements based on background screening results should not enroll.		
Regular registration fees apply. Post-Registration Fees (Approximate/Estimated – Students should complete these examinations following acceptance into the program) - Background check/Fingerprinting (WCSD) \$75.00 - Physical (depends upon provider) - PPD/TB Skin Test \$15.00 - Urine Drug Screen \$40.00 - Other Immunizations (depends upon provider)		
<i>A current estimated, detailed price list for these services is available in the health sciences department.</i>		
Credit Articulation: Students who successfully complete the first 290 clock hours of the ECTC Patient Care Technician program and obtain CNA certification may receive 150 clock hours of articulated credit in the ECTC Practical Nursing program upon admission. Time limits and other restrictions apply. Contact Student Services for details.		

The Patient Care Technician Program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. This program is designed to prepare students for employment as patient care technicians and advanced cross-trained nursing assistants. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant for both acute and long-term care settings.

Source: Florida Department of Education, Division of Career and Adult Education. *Patient Care Technician Curriculum Framework*, Program #H700600, CIP 0351390208, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Nursing Assistants in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$36,200	\$36,970	\$38,600
Hourly wage	\$17.40	\$17.77	\$18.56

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

This program is eligible for in-house articulation to the ECTC Practical Nursing Program. Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Nurse Assistant	HCP0124	165
Accelerated Home Health Aide	HCP0333	25
Patient Care Assistant	HCP0021	45
Allied Health Assistant	HSC0012	100
Advanced Allied Health Assistant	MEA0585	200
Patient Care Technician	PRN0095	60
Total		600

Special Notes: Textbooks, supplies, and uniforms purchased for initial courses are used throughout the program.

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Pharmacy Technician
Offered at Main Campus

Program # H170500	CIP 0351.080506	Basic Skills Level
1050 Clock Hours approximately 36 weeks	Certification Certified Pharmacy Technician (CPHT)	- Communications (Reading and Language Arts) 10 - Computation (Math) 11
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Estimated Post-Registration Costs: Background Check/Fingerprinting (WCSD) \$75; Urine Drug Screen \$40.		

The Pharmacy Technician program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. The program is designed to prepare students for employment as pharmacy technicians.

The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 and USP 800 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.

Source: Florida Department of Education, Division of Career and Adult Education. *Pharmacy Technician Curriculum Framework*, Program #H170500, CIP 0351080506, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Pharmacy Technicians in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$37,890	\$44,270	\$47,780
Hourly wage	\$18.22	\$21.28	\$22.97

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Basic Healthcare Worker	HSC0003	90
Pharmacy Technician 1	PTN0084	360
Pharmacy Technician 2	PTN0085	300
Pharmacy Technician 3	PTN0086	300
Total		1050

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Phlebotomy
Offered at Main Campus

Program # H170302	CIP 0351.100901	Basic Skills Level
165 Clock Hours approximately 8 - 10 weeks	Certification Certified Phlebotomy Technician	NA
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Additional age requirement Must be 18 years of age or older.		
Regular registration fees apply.		

Special Notes

- This program is NOT eligible for federal financial aid (PELL) due to the short length.
- Students who present documentation of current healthcare credentials including, but not limited to C.N.A., L.P.N. R.N., CPhT, may be awarded credit for the foundation course HSC0003 (90 clock hours). Please see student services for more information.

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

The purpose of this program is to prepare students for employment as phlebotomists.

Source: Florida Department of Education, Division of Career and Adult Education. *Phlebotomy Curriculum Framework*, Program #H170302, CIP 0351100901, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Phlebotomists in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$36,750	\$39,670	\$45,280
Hourly wage	\$17.67	\$19.07	\$21.77

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study. Students who successfully complete this program and achieve the appropriate certification may be eligible for articulated credits in ECTC's Patient Care Technician program.

Course Name	Course Number	Clock Hours
Basic Healthcare Worker	HSC0003	90
Phlebotomist	MEA0520	75
Total		165

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Plumbing
Offered at Main Campus

Program # C500500	CIP 0646050312	Basic Skills Level
1080 Clock Hours approximately 30 weeks	Certifications NCCER	- Communications (Reading and Language Arts) 9 - Computation (Math) 9
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Regular registration fees apply. Pre-Registration Fees N/A		

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

Source: Florida Department of Education, Division of Career and Adult Education. *Plumbing Curriculum Framework*, Program #C500500, CIP 0646050312, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Florida (no data available for Walton County, FL) employed as Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$35,360	\$37,560	\$44,410
Hourly wage	\$17.00	\$18.06	\$21.35

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Helper, Plumber, Pipefitter	BCV0508	360
Residential Plumber	BCV0540	240
Commercial Plumber	BCV0562	240
Plumbing Applications	BCV0596	240
Total		1080

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study

Practical Nursing

Offered at Main Campus & Emerald Coast Technical College @ Magnet Innovation Center – Watersound

Program # H170607	CIP 0351.390101	Basic Skills Level
1350 Clock Hours Day program approximately 45 weeks Evening program approximately 60 weeks	Certifications NCLEX PN (LPN)	- Communications (Reading and Language Arts) 11 - Computation (Math) 11
THE PRACTICAL NURSING PROGRAM IS A COMPETITIVE, LIMITED ACCESS PROGRAM Two-day cohorts are admitted each year. One evening cohort is admitted every other year (odd numbered years).		
Admission Requirements: - High School Diploma/GED. - Student must be at least 18 years old before first scheduled class clinical. (Exception applies to CTE Dual Enrollment Students.) - A practical nursing program application is required in addition to the standard ECTC general application. - background check - fingerprinting (must be performed by Walton County School District) - physical, including PPD - TB skin test - TEAS (ATI) test - urine drug screen		
Forms and details are available in the health sciences department. Hepatitis B vaccination and student immunization records are required after acceptance. <i>Students must also provide proof of required flu vaccination each fall.</i> <i>Students whose background check/fingerprinting results indicate that the student will not be permitted to complete the clinical portion of the program should not enroll.</i> REQUIRED FORMS AVAILABLE IN HEALTH SCIENCES DEPARTMENT		
Regular registration fees apply. Pre-Registration Fees (Approximate/Estimated) TEAS (ATI) Test \$75.00 *Note: Students should complete the items below AFTER admission to the program. Background check/Fingerprinting (WCSD) \$ 75.00* Urine Drug Screen \$40.00* PPD/TB Skin Test \$ 15.00* Physical (depends upon provider) * Other Immunizations (depends upon provider) * A current estimated, detailed price list for these services is available in the health sciences department.		

SPECIAL NOTES: *This is a limited access, competitive program. Students must submit required test scores and complete program application with required documents before proceeding to the interview. Students are selected based on a competitive, comparative scoring report (rubric) that includes, but is not limited to TEAS (ATI) test score, prior education/GPA, previous health care experience, and interview. This program requires students successfully complete fingerprinting and background check before proceeding to any scheduled clinical experiences. Students whose background check/fingerprinting results indicate that the student will not be permitted to complete the required clinical portion of the program will be administratively withdrawn. Students are expected to register for and take the Florida Practical Nursing licensure examination upon successful completion of the program. Information regarding licensure may be found through the ECTC Health Sciences Department.*

The Practical Nursing Program

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

Source: Florida Department of Education, Division of Career and Adult Education. *Practical Nursing Curriculum Framework*, Program #H170607, CIP 0351390101, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Licensed Practical and Licensed Vocational Nurses in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$50,830	\$59,060	\$63,240
Hourly wage	\$24.44	\$28.40	\$30.41

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours	
		Theory	Clinical
Practical Nursing Foundations 1	PRN0098	226	74
Practical Nursing Foundations 2	PRN0099	192	108
Medical Surgical Nursing 1	PRN0290	112	188
Medical Surgical Nursing 2	PRN0291	75	225
Practical Nursing Transition to Practice	PRN0690	70	80
Total		675	675

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Professional Nursing (LPN-RN)
Offered at Main (DISTANCE EDUCATION PROGRAM)

Program # H170608	CIP 0351380102	Basic Skills Level
900 Clock Hours Day program approximately 52 weeks	Certifications NCLEX (RN)	- Communications (Reading and Language Arts) 11 - Computation (Math) 11
THE PROFESSIONAL NURSING (LPN-RN) PROGRAM IS A COMPETITIVE, LIMITED ACCESS PROGRAM Two day cohorts are being admitted this year.		
Admission Requirements: - High School Diploma/GED. - Students must be at least 18 years old before first scheduled class clinical. (Exception applies to CTE Dual Enrollment Students. - A Practical Nursing Licensure is required - An IV Therapy Certification is required - background check - fingerprinting (must be performed by Walton County School District) - physical, including PPD - TB skin test - TEAS (ATI) test - urine drug screen		
Forms and details are available in the health sciences department. Hepatitis B vaccination and student immunization records are required after acceptance. <i>Students must also provide proof of required flu vaccination each fall.</i> <i>Students whose background check/fingerprinting results indicate that the student will not be permitted to complete the clinical portion of the program should not enroll.</i> REQUIRED FORMS AVAILABLE IN HEALTH SCIENCES DEPARTMENT		
Regular registration fees apply. Pre-Registration Fees (Approximate/Estimated) TEAS (ATI) Test \$75.00 (must have been taken within the last 2 years prior to acceptance date.) *Note: Students should complete the items below AFTER admission to the program. Background check/Fingerprinting (WCSD) \$ 75.00* Urine Drug Screen \$40.00* PPD/TB Skin Test \$ 15.00* Physical (depends upon provider) * Other Immunizations (depends upon provider) * A current estimated, detailed price list for these services is available in the health sciences department.		

SPECIAL NOTES: *This is a limited access, competitive program. Students must submit required test scores and completed program application with required documents before proceeding to the interview. Students are selected based on a competitive, comparative scoring report (rubric) that includes, but is not limited to TEAS (ATI) test score, prior education/GPA, previous health care experience, and interview. This program requires students successfully complete fingerprinting and background check before proceeding to any scheduled clinical experiences. Students whose background check/fingerprinting results indicate that the student will not be permitted to complete the required clinical portion of the program will be administratively withdrawn. Students are expected to register for and take the Florida Registered Nursing licensure examination upon successful completion of the program. Information regarding licensure may be found through the ECTC Health Sciences Department.*

The Professional Nursing (LPN-RN) Program prepares students for employment as licensed registered nurses. The program includes elements such as theoretical instruction and clinical experience in the field of medical-surgical, pediatric, geriatric, and obstetric nursing; theoretical instruction and clinical experience in areas of long and short term facilities; theoretical instruction and clinical application of career education role and function; personal, family, and community health concepts; nutrition and human growth development over the life span; body structure and function; interpersonal relationship skills and mental health concepts; pharmacology and the administration and calculation of medications; legal aspects and current issues in nursing.

Source: Florida Department of Education, Division of Career and Adult Education. *Professional Nursing (LPN-RN) Curriculum Framework*, Program #H170608, CIP 0351380102, 2026–2027.

Employment Wage Statistics: This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Registered Nurses in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$75,840	\$81,260	\$96,680
Hourly wage	\$36.46	\$39.07	\$46.48

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours		
		Theory	Online	Clinical
Nursing Transitions	NSG0080	24	39	48
Concepts of Geriatrics and Pharmacology in Nursing	NSG0081	16	38	48
Psychiatric Nursing	NSG0082	16	38	48
Medical Nursing	NSG0083	16	38	48
Surgical Nursing	NSG0084	16	38	48
Pediatric Nursing	NSG0085	16	38	48
Obstetric Nursing	NSG0086	16	38	48
Professional Nursing	NSG0087	34	30	27
Senior Practicum Intensive	NSG0089		14	72
Total		154	311	435

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Specialized Career Instruction, Comprehensive
Offered at Main Campus

Program# S990007	CIP 13990007SN
900 Clock Hours/approximately 30 weeks	Certifications: Varies
Students are encouraged to contact Brook Spires, the PACE Transition Program Facilitator, brook.spires@walton.k12.fl.us for assistance in planning a personalized program of study and enrollment.	

Specialized Career Education, Comprehensive program is a Florida Department of Education CTE certification program that offers a sequence of courses that provide instruction on the academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Instructional Support Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the related career cluster.

Specialized Career Education, Comprehensive is intended for students with significant cognitive/learning disabilities* who, in addition to instructional accommodations, require modifications to the CTE program in order to meet individual interests, abilities, and learning needs. The goal is integrated competitive employment in the student's chosen field. The program is individualized for each student and documented in an individualized plan of study (IPS). Instruction is competency-based with integrated academic, technical, and problem-solving skills.

Source: Florida Department of Education, Division of Career and Adult Education. *Specialized Career Education, Comprehensive Curriculum Framework*, Program #S990007, CIP 13990007SN, 2026–2027.

Approximate Expected Salary Ranges **Varies**

Course Name	Course Number	Clock Hours
Specialized Career Education, Basic 1	SLS0460	150
Specialized Career Education, Basic 2	SLS0461	150
Specialized Career Education, Basic 3	SLS0462	150
Specialized Career Education, Advanced 1	SLS0463	150
Specialized Career Education, Advanced 2	SLS0464	150
Specialized Career Education Internship	SLS0944	150
Total		900

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Specialized Career Education, Extended
Offered at Main Campus

Program# R300001	CIP 1330000100
1800 Clock Hours/approximately 60 weeks	Certifications: Varies
Students are encouraged to contact Brook Spires, the PACE Transition Program Facilitator, brook.spires@walton.k12.fl.us for assistance in planning a personalized program of study and enrollment.	

Specialized Career Education, Extended program is a Florida Department of Education CTE certification program that offers a sequence of courses that provide instruction on the academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Instructional Support Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the related career cluster.

Specialized Career Education, Extended is intended for students with significant cognitive/learning disabilities* who, in addition to instructional accommodations, require modifications to the CTE program in order to meet individual interests, abilities, and learning needs. The goal is integrated competitive employment in the student's chosen field. The program is individualized for each student and documented in an individualized plan of study (IPS). Instruction is competency-based with integrated academic, technical, and problem-solving skills.

Source: Florida Department of Education, Division of Career and Adult Education. *Specialized Career Education, Extended Curriculum Framework*, Program #R300001, CIP 1330000100, 2026–2027.

Approximate Expected Salary Ranges Varies

Course Name	Course Number	Clock Hours
Specialized Career Education, Basic 1	SLS0460	150
Specialized Career Education, Basic 2	SLS0461	150
Specialized Career Education, Basic 3	SLS0462	150
Specialized Career Education, Advanced 1	SLS0463	150
Specialized Career Education, Advanced 2	SLS0464	150
Specialized Career Education Internship	SLS0944	150
Specialized Career Education, Extension 1	SLS0465	300
Specialized Career Education, Extension 2	SLS0466	300
Specialized Career Education, Extension 3	SLS0467	300
Total		1800

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Welding Technology
Offered at Main Campus

Program # J400400	CIP 0648.050805	Basic Skills Level
1050 Clock Hours approximately 36 weeks	Certification AWS – Certified Welder	- Communications (Reading and Language Arts) 9 - Computation (Math) 9
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Pre-Registration Fees N/A. Regular registration fees apply.		

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry. The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Source: Florida Department of Education, Division of Career and Adult Education. *Welding Technology Curriculum Framework*, Program #J400400, CIP 0648050805, 2026–2027.

Employment Wage Statistics

This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Welders, Cutters, Solderers, and Brazers in 2026.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$47,780	\$50,710	\$60,690
Hourly wage	\$22.97	\$24.38	\$29.18

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Welder Assistant 1	PMT0070	150
Welder Assistant 2	PMT0071	150
Welder, SMAW 1	PMT0072	150
Welder, SMAW 2	PMT0073	150
Welder	PMT0074	450
Total		1050

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Program of Study
Welding Technology – Advanced
 Offered at Main Campus

Program # J400410	IP 0648.050806	Basic Skills Level
750 Clock Hours approximately 45 weeks	Certifications AWS – Certified Welder	- Communications (Reading and Language Arts) 9 - Computation (Math) 9
Admission Requirements: Standard Emerald Coast Technical College admission requirements apply. Must be 16 years of age or older.		
Pre-Registration Fees N/A. Regular registration fees apply.		

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

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Source: Florida Department of Education, Division of Career and Adult Education. *Welding Technology – Advanced Curriculum Framework*, Program #J400410, CIP 0648050806, 2026–2027.

Rate Type / Statistical Type	Q1	Median	Q3
Annual wage or salary	\$47,780	\$50,710	\$60,690
Hourly wage	\$22.97	\$24.38	\$29.18

Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

Employment Wage Statistics

This section shows the estimated employment wage statistics for individuals in Crestview-Fort Walton Beach-Destin, FL Metropolitan Statistical Area, FL (which contains Walton County, FL - no data available for Walton County, FL) employed as Welders, Cutters, Solderers, and Brazers in 2026.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours
Advanced Welder 1	PMT0075	600
Advanced Welder 2	PMT0076	150
Total		750

This program of study is provided to assist students in planning for programs offered by Emerald Coast Technical College and does not constitute a legal or implied contract. Salary estimates are based on information available at the time of publication. Additional labor market information is available at www.employflorida.com.

Articulated Credits / Career Pathways / Career Mobility Programs

Students who successfully complete selected CTE programs at ECTC may be able to benefit from Florida statewide articulation agreements that apply (articulate) CTE program completion to Florida state college credits in specific AS/AAS programs. Appropriate industry certifications or other validation mechanisms may also be required. These agreements are subject to change without notice and additional programs may be added throughout the year. Students interested in pursuing specific career pathways should discuss their plans with the Student Services Dean. The following provides an example of articulations that are currently available to students. Additional articulations are available. Students who are interested in these articulation agreements to advance their career education training should discuss their needs with the Student Services Dean.

Secondary to CTE Credit Transfer/Articulation

CTE credits may be awarded for high school career education coursework when authorized by articulation agreements with the Walton County School District. Such articulation agreements define specific competency attainment and documented demonstration of skills at the postsecondary level of rigor in addition to general CTE program admission requirements. Students will usually be required to present the designated industry certification or credential to receive CTE credits. The Student Services Dean can provide additional information regarding available secondary to CTE articulation agreements and requirements.

Emerald Coast Technical College & Emerald Coast Technical College Career and Technical Education (CTE) Program	Industry Certification Code	Number of Credits Articulated	Associate Degree Program	College Savings
Applied Cybersecurity	COMPT008	3	Cybersecurity	\$320.46
Applied Cybersecurity	COMPT008	3	Cybersecurity Operations	\$320.46
Applied Cybersecurity	COMPT008	3	E-Business Technology	\$320.46
Applied Cybersecurity	COMPT008	3	IT Security	\$320.46
Applied Information Technology and Computer Systems & Information Technology (CSIT)	COMPT001	6	Computer Engineering Technology	\$640.92
Electricity & Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1&2	HVACE011	4	Air Conditioning, Refrigeration and Heating Systems Technology	\$427.28
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1&2	HVACE001	4	Air Conditioning, Refrigeration and Heating Systems Technology	\$427.28
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1&2	HVACE002	4	Air Conditioning, Refrigeration and Heating Systems Technology	\$427.28
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1&2	NCCER222	3	Air Conditioning, Refrigeration and Heating Systems Technology	\$320.46

Emerald Coast Technical College & Emerald Coast Technical College Career and Technical Education (CTE) Program	Industry Certification Code	Number of Credits Articulated	Associate Degree Program	College Savings
Master Automotive Service Technology 1&2	NIASE005	3	Automotive Service Management Technology	\$320.46
Master Automotive Service Technology 1&2	NIASE007	3	Automotive Service Management Technology	\$320.46
Master Automotive Service Technology 1&2	NIASE008	3	Automotive Service Management Technology	\$320.46
Master Automotive Service Technology 1&2	NIASE009	3	Automotive Service Management Technology	\$320.46
Master Automotive Service Technology 1&2	NIASE010	3	Automotive Service Management Technology	\$320.46
Master Automotive Service Technology 1&2	NIASE011	3	Automotive Service Management Technology	\$320.46
Master Automotive Service Technology 1&2	NIASE012	3	Automotive Service Management Technology	\$320.46
Master Automotive Service Technology 1&2	NIASE014	3	Automotive Service Management Technology	\$320.46
Master Automotive Service Technology 1&2	NIASE076	3	Automotive Service Management Technology	\$320.46
Network Support Services	COMPT006	3	Computer Engineering Technology	\$320.46
Patient Care Technician & Phlebotomy	NATHA007	1	Medical Laboratory Technology	\$106.82
Pharmacy Technician	PTCBD001	9	Pharmacy Management	\$961.38
Practical Nursing	NCSBN002	10	Nursing R.N.	\$1,068.20
Welding Technology and Welding Technology - Advanced	AWELD005	3	Marine Engineering, Management & Seamanship	\$320.46
Welding Technology and Welding Technology – Advanced	AWELD006	3	Marine Engineering, Management & Seamanship	\$320.46
Welding Technology and Welding Technology – Advanced	AWELD008	3	Marine Engineering, Management & Seamanship	\$320.46
Welding Technology and Welding Technology – Advanced	AWELD009	3	Marine Engineering, Management & Seamanship	\$320.46

Testing

The following testing services are provided through the ECTC Testing Center, located in building 300 on the main campus, and administered by the Testing Administrator CASAS, CompTIA, GED, NCCER, PERT, TABE, TEAS, NHA, CNA, ASE, and Wonderlic. ECTC is also a certified Pearson testing lab.

American College Testing (ACT)

Emerald Coast Technical College does not administer the ACT. The following is for information purposes only. Area high schools usually administer the ACT. However, a student may test at any test center in the United States that is giving the assessment on the National testing date. Students who require ACT scores should contact their guidance counselor or other college admissions department as ECTC does not require and does not administer the ACT. Registration may be accessed online at www.act.org. The ACT test is not administered on the ECTC campus. Test descriptions are made available for information purposes only. Student services can assist students in registering or in locating available test sites.

Assessment Technologies Institute Test of Essential Academic Skills (ATI) is required of all applicants to the Practical Nursing and Professional Nursing programs. This test is computerized, providing immediate score reporting. The fee for the TEAS test is \$70.00. This test is administered through a computerized testing base, providing immediate score reports. Testing dates and times may vary during the year in order to accommodate student enrollment and registration requirements. Scores for the exams are only valid for two (2) years prior to date of acceptance. Contact the secretary to register for this exam or for additional information.

Comprehensive Adult Student Assessment System (CASAS) is used to assist in placing students in the appropriate level in English Speakers of Other Languages (ESOL). CASAS is a two-part examination, consisting of reading and listening comprehension. CASAS scores are valid for a period of one year. The fee for CASAS testing is \$30.00.

Certification/Credential Fees are specific to each career education program. Career education programs at ECTC prepare students for entry into the workforce and skills upgrade and provide a foundation for continued education. Successful completion of these programs prepares students for appropriate licensure or industry certification/skills verification through independent third-party assessment. Specific testing fees for the first attempt at industry certification or licensure test may be included in many program/course fees. Students should be prepared to complete the appropriate application and test for certification/licensure when scheduled. Students who have questions about this service should discuss licensing /certification requirements and arrangements with a representative in Student Services.

Potential students must submit fingerprinting, background screening, and urine drug screen results to the health sciences department, at their expense, before enrollment. Licensure requirements may be found through the Florida Board of Nursing. Requirements for licensure as a cosmetologist in the State of Florida can be found at the Florida Department of Business and Professional Regulation. Licensure and certification fees vary by program. Most programs require that students test at approved and authorized testing centers. Any listed test fees may change without notice. Emerald Coast Technical College is an approved and authorized testing center for the following:

HVAC Excellence (HVACE) certification exams represent employment-readiness in heat pump, air-conditioning, and electrical technology.

North American Technician Excellence (NATE®) certification tests represent real working knowledge of HVACR systems and are designed to allow the test-taker to become certified in specific knowledge areas.

National Center for Construction Education and Research (NCCER) Certification

Students enrolled in Electricity may test for appropriate NCCER certifications throughout the program.

Pearson Vue Authorized Test Center

Emerald Coast Technical College Main Campus is an authorized Pearson Vue Test Center. Pearson Vue provides testing for a variety of certifications, including CompTIA certifications and the GED®. Students who are interested in registering

for the GED® should register directly with the GED® testing service at www.gedtesting.com. Students may also request official GED® transcripts through this web link.

PERT and TABE

Postsecondary Education Readiness Test (PERT) or Tests of Adult Basic Education (TABE) scores are required for all applicants that do not meet specified exemptions, listed below. The testing fee is \$30.00. For students who do not meet specified exceptions, testing is required within the first six (6) weeks of class for CTE/Career Certificate programs 450 clock hours or more.

Except for those students who meet specific exemptions, PERT or TABE testing is required for students enrolling in CTE programs over 450 clock hours in length. Specific grade level exit scores in reading, math, and language are noted for each career education program. See the programs of study section for additional information on these score levels. Students may enroll in developmental programs, such as Adult Basic Education (ABE), if exit scores are not attained in the first testing. Students may register for testing by calling 850-892-1240 ext. 5101 or 850-892-1241. Both the PERT and TABE are administered through computer-based testing in order to provide immediate score reports. Testing dates and times may vary during the year in order to accommodate increased student enrollment and registration periods. Students should present two forms of identification when registering for this test and should allow a minimum of three hours for initial testing.

The following students are exempt from taking a basic skills test for enrollment purposes into CTE programs:

Students who present official transcripts documenting an earned and awarded associate's or higher

Students who present with an official transcript documenting award of a standard high school diploma from an accredited high school in Florida, noting enrollment into ninth (9th) grade in a Florida public high school in the 2003-2004 school year, or any year thereafter

Students who are serving as active-duty members of any branch of the United States Armed Services.

Other exemptions may apply. Students enrolling in CTE programs should contact the Student Services Dean to determine if they meet an available exception prior to registering for this test. Students whose test scores indicate a need for improvement of basic skills may enroll in the appropriate developmental education program to help improve test scores.

Prometric regional testing center for the Florida CNA (Certified Nursing Assistant) exam. Fees for this exam vary depending on the type of test requested (written or clinical skills demonstration/English/Spanish/ and student residency for the past five years. Students must register directly with Prometric™ for this exam (www.prometric.com/NurseAide/FL.htm).

Scholastic Aptitude Test (SAT)

Emerald Coast Technical College does not administer the SAT. The following is for information purposes only. The SAT Reasoning Test is a measure of the critical thinking skills determined as needed for academic success in college. The SAT assesses how well the individual analyzes and solves problems—skills learned in school and needed in college. The SAT is typically taken by high school juniors and seniors. Each section of the SAT is scored on a scale of 200—800, with two writing sub-scores for multiple-choice and the essay. It is administered seven times a year in the U.S., Puerto Rico, and U.S. Territories, and six times a year overseas. The SAT Reasoning Test includes a Critical Reading, Mathematics, and Writing section, with a specific number of questions related to content. In addition, there is one 25-minute unscored section, known as the variable or equating section. This unscored section may be either a critical reading, mathematics, or writing multiple-choice section. This unscored section does not count toward the final score but is used to try out new questions for future editions of the SAT and to ensure that scores on new editions of the SAT are comparable to scores on earlier editions of the test. See your career or guidance counselor for more information if you are interested in taking the SAT. The ACT and SAT tests are not administered on the ECTC campus. Test descriptions are made available for information purposes only. Student services can assist students in registering or in locating available test sites.

Wonderlic (WBST) Wonderlic exam is required for all cosmetology applicants and the fee for the exam is \$15.00. Students can find more information on the ECTC website regarding this exam.

Program Outcomes / Graduation

COE Annual Report

The Project Specialist uses the OCP information from the Program Outcome Forms and other data elements to compile the institution's Annual Report. The Completion Rate of each program is calculated for the Annual Report. The Annual Report is made available to administration, faculty, and staff during the spring of each year.

Completion, Placement and Licensure (CPL) Rates

2025 ECTC Annual Report CPL Rates

Completion	94%
Placement	78%
Licensure	94%

Career Technical Education (CTE) Completion Certificates

As a non-degree-granting institution under the authority of the Florida Department of Education, Division of Career and Adult Education, Emerald Coast Technical College awards certificates of completion in Career Technical Education (CTE) programs. As provided in 6-A-14.030(6), (9), FAC (Florida Administrative Code), ECTC awards credit in clock hours. Students may earn certificates detailing competency attainment for each of the occupational completion points (OCPs) offered in a program. Occupational completion points correlate to specific standard occupational codes (SOCs) and titles and successful accomplishment may also prepare students for appropriate third-party skills verification through industry certification or licensure. Occupational completion points, as defined by the Florida Department of Education, indicate student readiness to enter the workforce at specific OCPs throughout a program. The OCP levels may indicate initial employment or career advancement in the field associated with the program of study. Occupational completion points are awarded upon satisfactory attainment of the following criteria:

1. Demonstrated mastery of OCP competencies
2. Documented attendance and participation of student (minimum hours required by licensure or regulatory agency and by ECTC)
3. Participation in an exit interview if the student is exiting the program
4. Attainment of designated academic skill levels
5. Satisfaction of all financial obligations

Competency-Based Program Completion Policy

Policy Statement

Emerald Coast Technical College (ECTC) provides competency-based instructional options in select programs to allow students to progress based on demonstrated mastery of required skills and knowledge. Competency-based completion ensures that students meet all established program learning outcomes and occupational standards regardless of the time required to achieve such competencies.

All programs are designed to maintain equivalency with Florida Department of Education (FLDOE) clock-hour requirements, ensuring that competency-based delivery is substantively comparable in instructional content, rigor, and outcomes to traditional clock-hour programs.

Purpose

The purpose of this policy is to define the standards and procedures governing competency-based program completion in accordance with Council on Occupational Education (COE) requirements, Florida Department of Education (FLDOE) clock-hour standards, and applicable state regulations. This policy ensures that all graduates have demonstrated the competencies necessary for entry-level employment in their field of training.

Scope

This policy applies to all programs and courses at ECTC that have been approved for competency-based delivery. It applies to all students enrolled in such programs, including self-pay students and those funded through approved third-party sources, where permitted.

Definitions

- Competency-Based Education (CBE): An instructional model in which student progression is based on the demonstration of mastery of clearly defined competencies rather than seat time alone.
- Competency: A measurable skill, knowledge set, or ability aligned with program outcomes and industry standards.
- Mastery: Demonstration of competency at or above the minimum proficiency level established by the program.
- Assessment: A method used to evaluate student mastery of a competency (e.g., performance tasks, written exams, practical demonstrations).
- Clock Hour (FLDOE Standard): A minimum of 50 minutes of supervised instruction or instructional activity within a 60-minute period, as defined by the Florida Department of Education for postsecondary vocational programs.

Policy Requirements

Program Eligibility

Only programs approved by ECTC administration and, where applicable, regulatory or accrediting agencies (including COE and FLDOE requirements), may offer competency-based completion pathways. Programs must:

- Define competencies aligned with industry standards and employer expectations;
- Establish measurable learning outcomes;
- Maintain documented assessment methods;
- Demonstrate equivalency between competencies and Florida DOE clock-hour program requirements in content and rigor.

Student Eligibility

Students may participate in competency-based completion if they:

- Are formally admitted into an approved program;
- Demonstrate the ability to progress independently;
- Meet any prerequisite requirements established by the program.

ECTC reserves the right to determine student readiness for competency-based progression.

Instruction and Progression

- Students may progress through program content at an individualized pace based on demonstrated mastery of competencies.
- Instruction may include a combination of direct instruction, guided learning, lab work, and independent study.
- Faculty provide oversight, instruction, and evaluation to ensure competency attainment.
- Although delivered in a competency-based format, instructional contact, lab participation, and learning activities are designed to be equivalent in educational value to Florida DOE clock-hour instructional standards.

Assessment of Competency

- Competency attainment must be verified through valid and reliable assessments aligned with program objectives.
- Students must achieve a minimum proficiency level as defined by the program (e.g., 70% or higher, or “competent” rating).
- Multiple assessment attempts may be permitted at the discretion of the instructor, with documented remediation.

Documentation and Recordkeeping

- All competency attainment must be documented in the student’s academic record.
- Programs must maintain records of assessments, grading criteria, and student performance.
- Completion of all required competencies must be verified prior to awarding a credential.
- Records must support equivalency between competency completion and required Florida DOE clock-hour instructional content for audit and compliance purposes.

Timeframe for Completion

- While competency-based programs allow for flexible pacing, all students must complete program requirements within the maximum timeframe established by ECTC and in compliance with COE standards.
- Programs must ensure that competency completion requirements remain consistent with the total instructional clock-hour equivalent established under Florida DOE standards.
- Failure to complete within the maximum timeframe may result in administrative withdrawal unless an extension is approved.

Attendance and Participation

- Students enrolled in competency-based programs are still subject to ECTC attendance and participation requirements, where applicable.
- Regular academic engagement must be demonstrated through ongoing participation, assessments, instructional activities, or documented learning engagement consistent with clock-hour equivalency expectations.

Financial Considerations

- Tuition and fees for competency-based programs will be assessed in accordance with ECTC's approved tuition structure.
- For self-pay students, accelerated completion does not reduce total program cost unless otherwise specified in writing.
- Eligibility for financial aid or third-party funding must comply with applicable regulations, which may limit the use of competency-based models.

Federal Financial Aid Limitation for CBE Completion

Students receiving federal financial aid who intend to complete a program through a competency-based education (CBE) pathway must formally declare their intent prior to the start of their anticipated payment period. Upon such declaration, the student will be considered enrolled in a competency-based completion status and will be ineligible to receive federal financial aid for that term.

This election cannot be made after federal aid has been disbursed for the payment period. Once a student transitions to a competency-based completion, no additional federal aid will be awarded. The student's last date of attendance will be determined and return to Title IV funds (R2T4) will be applied if required.

ECTC will provide written acknowledgment of this status change, and students are responsible for understanding the financial implications prior to electing competency-based completion.

Completion and Credential Awarding

- A student is eligible for program completion when all required competencies and program requirements have been successfully met.
- Credentials will be awarded only after verification of competency attainment and satisfaction of all institutional obligations.
- Completion documentation must support equivalency to Florida DOE-approved clock-hour program outcomes and requirements.

Compliance

ECTC ensures that all competency-based programs:

- Align with COE standards for program length, content, and outcomes;
- Maintain academic rigor equivalent to traditional clock-hour instructional formats;
- Maintain documentation demonstrating equivalency to Florida DOE clock-hour requirements;
- Are subject to regular review for effectiveness, completion rates, and employment outcomes.

Graduation and Pinning Ceremonies

Students who successfully complete CTE (Career Technical Education) and adult education/GED® program requirements are invited to participate in graduation ceremonies. Graduation ceremonies are scheduled on the calendar. Students must complete and submit the graduation application to participate in the ceremony according to the schedule. Students who successfully complete the health sciences program requirements at ECTC participate in the traditional pinning ceremony as the celebratory finishing point of each program. Family and friends are invited to share in recognizing each student's achievement.

Occupational Completion Points (OCPs)

As a non-degree-granting institution under the authority of the Florida Department of Education, Division of Career and Adult Education. As provided in 6-A-14.030(6), (9), FAC (Florida Administrative Code), each campus awards credit in clock hours. Occupational completion points correlate to specific standard occupational codes (SOCs) and titles and successful accomplishment may also prepare students for appropriate third-party skills verification through industry certification or licensure. OCPs are associated with courses in the Focus student management system. A specific data element for each OCP is noted in the Focus student management system after instructors enter final course grades for students.

Student Academic Progress (SAP)

Both the main campus and Emerald Coast Technical College @ Magnet Innovation Center - Watersound offer CTE programs. Students should refer to the program syllabus for program-specific grading scales. Students must maintain satisfactory academic progress (SAP) toward completion of their certificate to receive financial aid. The following is a non-exhaustive sample listing of areas in which a student in CTE career education programs may be graded: safety, work habits, projects, class participation, cooperation, attitude, punctuality, attendance (per general and program policy), completion of projects, objective tests, written and oral reports, comprehensive evaluations, skill proficiency/competency, skill demonstration, and professional ethics. Student grades may be reduced due to excessive absences, especially in specific licensure programs (e.g., cosmetology, practical nursing), failure to make up missed work, and academic dishonesty (cheating and/or plagiarism). Satisfactory academic progress is evaluated at least twice per year, usually on a course-by-course basis. Students should refer to the appropriate program syllabus for more detailed information regarding grading and satisfactory academic progress requirements.

The Director, the student's instructor, the student services dean, and the financial aid officer make up the Student Academic Progress Team, which oversees evaluating the progress of each student and deciding whether or not it is in that student's best interest to continue in the program, given their attendance and grades. The student is not required to be present for dismissal from a program. The Student Academic Progress Team will attempt to complete an exit interview with the student either in person or virtually. ***Students are subject to dismissal when they reach 4 SAPs in a program.***

The following satisfactory academic progress standards apply to students:

(1) A student must maintain a 2.0 cumulative grade point average on a 4.0 grading scale in all courses attempted in CTE programs, including any transfer credit. Satisfactory academic progress is calculated on a per-program basis and does not include any developmental program of coursework. Students who are unable to maintain satisfactory academic progress may be placed on academic probation for a minimum of one enrollment term.

The following numeric grading scale is used in calculating grade point average for all students who enroll in CTE programs at ECTC:

Health Sciences & Cosmetology			All Other CTE Programs		
94 - 100	A	4.0	93 - 100	A	4.0
85 - 93	B	3.0	84 - 92	B	3.0
77 - 84	C	2.0	70 - 83	C	2.0
0 - 76	F*	0.0	0 - 69	F	0.0
NG (No Grade) F			NG (No Grade) F		

(2) A student must maintain a successful completion rate on all CTE courses attempted. This rate must provide for the student to complete the program in a maximum of 150% of the time (clock hours) usually allocated for such successful program completion. This rate of completion is generally 66.67% of program hours for each enrollment period. For example, a student enrolled in a 900-clock-hour program must complete the program at a maximum of 1350 clock hours. Except for some health sciences programs and cosmetology, most programs provide a minimum of 150 clock hours to be earned in a course each semester, and a maximum of 600 clock hours to be earned in a program each semester. Practical nursing usually provides a maximum of 675 clock hours to be earned in a semester. **Students are reminded that additional time to complete a program may result in the assessment of additional tuition and fees that may not be covered by some financial aid sources.**

Students who are applying for or receiving financial aid should discuss their educational progress and plans with the financial aid office to help ensure that they will complete their programs promptly.

Attendance and Make-Up Policy

Attendance Requirement

Students are expected to attend 100% of all scheduled instructional hours.

Students must maintain a minimum of 90% attendance to remain in good standing.

This attendance policy applies to all students, regardless of financial aid status or funding source.

Make-Up Time

Students may complete up to 5% of program hours per course as make-up time. Make-up time is intended for limited, occasional absences and may not be used to replace scheduled attendance on a routine basis. All make-up hours must be supervised by instructional staff, equivalent in content to missed instruction, completed by the end of the month, and documented in FOCUS.

Attendance Monitoring

Attendance may be monitored at any time and must be formally reviewed at the end of each month to ensure consistency and compliance. The institution will implement intervention measures for students who fall below attendance thresholds or approach make-up limits. FOCUS alerts will be issued when a student reaches 95% and 92% attendance.

Failure to Meet Attendance Requirements

Students who fall below 90% attendance or exceed the 5% make-up allowance for the program may be subject to academic warning, probation, evaluation under Satisfactory Academic Progress (SAP), or administrative withdrawal.

Last Date of Attendance (LDA)

The Last Date of Attendance (LDA) is the last date the student engaged in an academically related activity, including approved make-up hours. Attendance must be recorded in a timely and consistent manner to ensure accurate determination of LDA.

Program-Specific Requirements

Programs leading to licensure or certification may have stricter attendance requirements based on state, accreditor, or regulatory guidelines. Students must comply with the more stringent standards where applicable.

Policy Review

This policy will be reviewed annually prior to the start of each academic year, with additional reviews conducted as needed based on regulatory updates, audit findings, or operational feedback.

School Closure

Hours missed due to school closures will not be counted against the student.

Health Science Programs

Attendance and SAP requirements for the Health Science programs will be managed and enforced by the Chief Nursing Officer.

Postsecondary students will be placed on financial aid probation if they miss more than 10% of their total clock hours during a payment period. This will result in delayed disbursement from all funding sources. This can also include dismissal from the program. The student may be required to repeat the course, at their own cost, if dismissed from a program. A student who has been dismissed for attendance reasons may apply for re-entry. With administrative approval, the student will be allowed to re-enroll at such time as deemed appropriate.

Students who are receiving veteran benefits may be withdrawn for failure to meet attendance requirements. Withdrawal may affect veterans' benefits. Students are encouraged to access all available resources through veterans' assistance and Student Services to assist them in meeting attendance requirements.

As noted previously, please be aware of the attendance policy and consequences for not meeting these requirements. Students using Veterans Benefits Administration who miss more than 10% of the scheduled hours in one month will be terminated for Veterans Benefits Administration. The student may be reinstated if able to show full attendance for one calendar month (without benefits) and the reinstatement is not retroactive. Specific policy is in the VA packet for financial aid that each eligible veteran is required to sign.

Students enrolled in developmental program/GED preparation will be administratively withdrawn following six (6) consecutive absences. The date of withdrawal will be reflected as the regularly scheduled class day following the last date of attendance. Students who are administratively withdrawn may face delays in re-enrolling if space is not available.

Grades

Instructors should also submit a SAP form to the Student Services Dean if a student is struggling academically or is having other problems, such as financial or transportation issues that are contributing to student absences or academic troubles.

The student may be required to repeat the course, at their own cost, if dismissed from a program. A student who has been dismissed for attendance reasons may apply for re-entry. With administrative approval, the student will be allowed to re-enroll at such times as deemed appropriate.

Appeals

Students who are unable to demonstrate satisfactory academic progress are referred to student services for counseling to determine if there is a reasonable possibility of successful program completion. Students who continue to be unable to demonstrate satisfactory academic / program progress may be placed on academic probation for a minimum of one enrollment term to resolve the unsatisfactory progress or may be recommended for dismissal from the program. Students may receive one replacement grade in a program; i.e., students may repeat a failed course and be awarded the higher grade if achieved. The higher grade is then used in calculating the student's cumulative GPA. ***Students who have left the program due to a lack of satisfactory academic progress may reapply up to two times to the same program, except for practical nursing. After two* unsuccessful attempts in a program in two years, the student must submit an appeal to the appeals committee to be considered for re-enrollment into a program.*** Students are responsible for reviewing the handbook of the specific program in which they enroll for additional information. *A sample appeals form is included in this catalog. See Forms Section.*

*The practical nursing and professional nursing (LPN-RN) programs permit only **ONE** re-enrollment attempt in the practical nursing program within the two-year period. Students may submit a written appeal. Appeals are reviewed by the program director along with the appeals committee.

Input and Evaluation

Input from students, administration, faculty, and staff is key to improving retention. The Annual Report, including completion rates, is reviewed during a faculty and staff meeting. The faculty and staff are asked for their input regarding

how to promote retention and improve completion rates. The ECTC director also reviews completion rate and retention information with program instructors during instructor evaluation. This information is provided to the ECTC Data Team and is used when annually revising the ECTC School Improvement Plan (SIP). The SIP targets completion rates in goals/objectives in an attempt to improve retention. Individual programs may require additional analysis or program improvement strategies as a result of the evaluation.

Annual climate surveys are distributed to students, instructors, advisory committee members, and staff. The results from these surveys are used to improve the climate and culture of ECTC, which in turn improves retention. The results are also disseminated to ECTC's faculty and staff during a faculty/staff meeting and analyzed by the administration as part of instructor evaluations. As stated earlier, the evaluation of these results is often used to revise the institution's plans.

Technical Dual Enrollment (High School Students)

The purpose of technical dual enrollment is to assist qualified students in achieving relevant industry certifications and postsecondary career technical education credits while also achieving high school credits. High school students may apply for admission to select technical dual-enrollment career education programs at either campus. The ECTC Student Services Dean can provide additional information regarding program specifics. For high school students who meet the rigorous eligibility requirements, the college makes acceleration options available through career/technical (CTE) dual enrollment in postsecondary career education programs that lead to qualifying industry certifications (F.S. 1008.44). Students eligible to participate in technical dual enrollment also benefit from the exemption of payment of tuition and fees for the CTE courses taken at ECTC (F.S. 1009.25).

High school students who meet requirements for technical dual enrollment are encouraged to discuss this possibility with their guidance counselor and with the Student Services Dean. Technical dual enrollment requires approval from a high school guidance counselor and a parent.

Students who are participating in technical dual enrollment courses must not be scheduled to graduate prior to completion of the dual enrollment course; i.e., high school seniors who wish to participate in technical dual enrollment may not be dual enrolled in a CTE course that extends beyond the senior's scheduled date of graduation.

Dual enrollment students are exempt from the payment of registration, matriculation, and lab fees. Students who participate in dual enrollment are provided books through the Walton County School District and must return them to the secretary at the main office upon completion of the program. Students may be required to purchase program supplies/tool kits and/or personal protective equipment that become the property of the student upon exit from the program. Industry certification and licensure fees that are not included in lab fees are the responsibility of the student.

Students who wish to be considered for participation in technical dual enrollment should meet eligibility requirements as detailed on the Emerald Coast Technical College CTE Dual Enrollment Admission Form. This form is used for dual enrollment at all campuses. Such eligibility requirements include

- Have a cumulative unweighted grade point average (GPA) of 2.0 or above
- Be at least 16 years old and currently enrolled in a Walton County District high school and/or registered home-educated students enrolled in a program that is in compliance with 1002.41 F.S.
- Be free of disciplinary action in the semester prior to enrollment, as well as continue to be free of disciplinary action(s) while enrolled in CTE dual enrollment
- Take and discuss postsecondary education readiness scores. Students may contact the secretary to arrange for testing.
- Be pursuing an approved industry certification. Students should contact the Student Services Dean for industry certifications that currently meet this requirement.
- Students and parents/guardians MUST attend a mandatory information session with the Student Services Dean to review ECTC satisfactory academic progress policies. Students are reminded that they must meet the grading and attendance policy of the program of enrollment to be awarded CTE credit. Students and parents should review the satisfactory academic progress policies of the specific program of enrollment prior to registration.
- Students must not be scheduled to graduate from high school prior to completion of the dual enrollment course in which they are enrolled.
- Parents/guardians, students, school counselor/home school administrative staff, and ECTC staff MUST sign the CTE Dual Enrollment Admission Form.

Strategic Planning

The ECTC Strategic Plan is a three-year tool to guide ECTC and its stakeholders toward a brighter future. The plan is reviewed, and progress is evaluated annually by ECTC administration, faculty and staff and the ECTC Institutional Advisory Committee.

Emerald Coast Technical College Assures:

- All students have equity, access, and opportunities.
- All work has dignity and is a valued tradition of the American way of life.
- Students learn in diverse ways and require a variety of teaching strategies.
- Technological advances in programs are required to meet the changing demands of business and industry.
- Basic skills and high-level academic skills are necessary for a student to compete successfully in the local and global economy.
- Career education should adequately prepare students to secure employment that provides for self-sufficiency or to successfully continue in postsecondary career training endeavors.
- ECTC's staff is the most vital resource in providing students with education and training.
- Professional development is fundamental to growth and on-going delivery of successful educational programs.

Emerald Coast Technical College's fundamental principles express the core values of its community and direct administrators, instructors and staff members in supporting a healthy learning environment where students can thrive.

Educational Resources: Student Responsibilities

Educational Resources

Educational Resources are available to ensure the achievement of desired outcomes and learning objectives and are provided to students on both campuses. Educational resources focus on the achievement of desired outcomes and learning objectives and are appropriate and inclusive of all methods of program delivery.

Instructional Equipment

All instructional equipment and supplies are relevant and up to date and are used to support programs offered by ECTC. Instructional Equipment and supplies meet the appropriate and required safety standards.

Orientation

ECTC provides an annual orientation on the use of educational resources, instructional equipment, and supplies. Student orientation is delivered by the Student Services Dean during the registration process. All students are also provided with a digital copy of the orientation.

Comprehensive and Current Educational Resources

ECTC's educational resources, including media services, technology, facilities, and materials, are comprehensive and current. Educational resources and instructional equipment and supplies can be found in each program classroom and are made accessible to faculty and students. See your instructor for additional information regarding accessing and proper use of all educational resources and instructional equipment and supplies.

Students may request additional resources through the Destiny Circulation Program; inquiries should be directed to the Student Services Dean. Additional computers and a copier are available in the Student Resource Room (Building 600), which also provides a quiet study space when not reserved. Students attending Emerald Coast Technical College @ Magnet Innovation Center – Watersound may also access media services on ECTC's main campus.

Safety Standards for Instructional Equipment and Supplies

All instructional equipment and supplies used in career and technical education programs comply with current safety standards. Instructors are responsible for routinely inspecting equipment to ensure student safety.

All equipment and materials meet applicable manufacturer and/or distributor safety requirements. Safety Data Sheets (SDS) are maintained and updated in each program area as new supplies are acquired.

Instructors provide safety training, including proper use of instructional equipment and supplies, and enforce safety procedures in the classroom. Required personal protective equipment (e.g., hard hats, safety goggles, gloves, masks) is provided as needed. Students must not use equipment without authorization, required training, or if it is in disrepair. Any unsafe condition or malfunctioning equipment must be reported immediately to the instructor.

Each program area is equipped with fire extinguishers and first aid kits, with additional units located throughout campus. AEDs are available in each campus's main office, and staff are trained in First Aid/CPR and AED use.

Institutional Infrastructure & School Safety

Operation and Maintenance Plan

The plan for the ongoing operation and maintenance on each campus includes physical facilities and technical infrastructure. The main campus offers a distance education program. Physical facilities on both campuses provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms and parking.

Distribution

The ECTC Operation and Maintenance Plan is made available to all employees and students on both campuses through the ECTC Student Handbook & Program Catalog. The plan, as part of the ECTC Student Handbook & Program Catalog, is also made available to all employees and students online at ECTC's website, <https://www.ECTC.edu/catalogplans.html>.

Federal and State Laws, Codes and Procedures

There are state and federal laws, codes and procedures that each campus must follow, especially when chemical and cleaning materials are used. Each campus is a public institution that is part of the Walton County School District. Therefore, each campus must adhere to local, state and federal regulations. Under Chapter 64E-13 School Sanitation, General Rule 64E-133.001 prescribes minimum requirements and standards of sanitation and safety for schools located within the state, regardless of the nature of the school, its ownership, or its organization. Standard 64E-13.004 goes into detail about the requirements and standards of sanitation and safety for schools. Each campus complies with these regulations. The maintenance and custodial staff at each campus attend annual training that includes relevant laws, codes, procedures and safety precautions.

Non-Instructional Equipment and Supplies

Safety Data Sheets (SDS) information is available for all cleaning supplies, and the custodians are trained in the use of the supplies and how to apply the SDS information. Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center - Watersound provide the materials and equipment needed to maintain the facilities. The Walton County School District Maintenance Department provides maintenance of the major building systems including heating ventilation air conditioning (HVAC) systems, electrical, plumbing, kitchen equipment and roofing. Records and work requests are kept electronically and can be accessed by the Emerald Coast Technical College's Director and Plant Manager.

Infrastructure

Emerald Coast Technical College (*Main Campus*)

761 North 20th Street, DeFuniak Springs, FL 32433

BUILDING 100			
ADMINISTRATION • Director • School Bookkeeper • Custodial Storage • Grant Writer & Public Relations Specialist • School Plant Manager • Restrooms • School Secretary • School Resource Deputy • Staff Lounge	STUDENT SERVICES • Data Control Specialist • Financial Aid • Project Specialist • Student Accounts • Student Services Dean • Health Services Administrator	PROGRAMS • Applied Cybersecurity, Computer Systems & Information Technology (CSIT), and Network Support Services Classroom, Lab, technology equipment, and program storage • Master Automotive Service Technology 1 & 2 Classroom, Lab, Laundry Room, Instructor Office, and Storage • Electricity Classroom, Labs, and Instructor Office • Plumbing Classroom, Lab, Instructor Office, and storage	CareerSource® Workforce Development
BUILDING 200		BUILDING 300	
PROGRAM • Cosmetology Appointment Desk • Cosmetology Labs • Instructor Office Restrooms		PROGRAM • ABE/GED Classroom	TESTING CENTER • Testing Lab • Test Administrator Office Restrooms
BUILDING 400		BUILDING 500	
PROGRAMS • Patient Care Technician / Phlebotomy Classroom, Lab, and Instructor Office • Practical Nursing Classrooms, Labs, and Instructors Offices	STUDENT RESOURCES • Lounge • Resource Room Restrooms	PROGRAMS • Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2 Classroom and Labs • Computer Equipment Room (CER) • Welding Technology and Welding Technology – Advanced Classroom and Labs • Restrooms • Storage	
BUILDING 600		PORTABLE 1	
PROGRAMS • Chief Nursing Officer, Office • Professional Nursing (LPN-RN) Classroom • Instructor Offices • Pharmacy Technician Classroom • Staff Restroom • Technology Equipment Room Custodial Office and Storage		PROGRAM • Specialized Career Instruction – Comprehensive Classroom • Kitchen Restroom	
PORTABLE 2		PORTABLE 3	
• Meeting Room • English Speakers for Other Languages (ESOL) • Restroom Storage		Community Education Classroom	

Emerald Coast Technical College @ Magnet Innovation Center – Watersound
(Instructional Service Center)
 133 S. Watersound Parkway, Inlet Beach, FL 32461

BUILDING 1		
Administration • On-Site Administrator's Office • School Secretary • School Resource Deputy • Student Success Coach		
BUILDING 5		
PROGRAMS • Applied Cybersecurity and Applied Information Technology Classroom • Practical Nursing Lab Restrooms	STUDENT RESOURCES • Lounge / Resource Room	STUDENT SERVICES • Financial Aid • Student Services Dean
PORTABLE 1		
PROGRAM • Practical Nursing Classroom		

School Safety

The ECTC Health and Safety Plan, as described here, is used to ensure the safety of employees, students, and guests on both campuses. Equipment such as hard hats, safety goggles, gloves, masks, etc. are provided to students, as necessary. Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation - Watersound strives to create safe, high-quality educational environments where students can gain the skills and knowledge necessary to achieve family and personal goals.

Recognizing that a safe environment contributes significantly to the learning process. Semi-annual safety inspections are performed on both campuses. Campus security cameras are positioned at appropriate locations to record activities on each campus. Security camera recordings are made available to law enforcement as needed.

Exits are clearly marked and exit routes are displayed near office and classroom doorways. Security and safety drills are conducted throughout the year and students and staff participate in regular, scheduled emergency drill exercises to effectively respond to crisis and potential disaster situations, including inclement weather, tornado, fire, and ALICE intruder drills.

Students who witness or are hurt in an accident should notify and/or seek assistance from staff immediately. Students who experience an accident or emergency requiring medical intervention should report to their instructor, the administrator, or the school secretary to facilitate notification of 911 emergency services. When such reporting would cause a delay in needed medical attention, students are reminded to contact 911 emergency services directly.

Input and Plan Revision

Employees and students may submit plan changes and recommendations to the director at any time. Changes and recommendations can be emailed to the director at Michael.Smithart@walton.k12.fl.us or submitted in written form and dropped off with the secretary or on-site administrator. This plan is revised annually when the ECTC Student Handbook & Program Catalog is revised, prior to the start of a new school year. At the end of each school year, instructors are provided the opportunity to report any faulty equipment through the use of the end-of-the-year check-off sheet. Safety questions are asked on the climate survey that is provided to students, faculty and staff. Administration, along with faculty and staff members from both locations, use the data from the survey to make improvements in the area of safety for the upcoming school year.

Abuse Hotline Phone (800) 962-2873

Students may call the Abuse Hotline 24 hours a day.

Accidents

Staff or students who witness or are hurt in an accident should notify and/or seek assistance immediately. Students who experience an accident or emergency requiring medical intervention should report to their instructor, the director, the on-site administrator, the school resource deputy or the school secretary, located in the main office of each campus, to facilitate notification of 911 emergency services. When such reporting causes a delay in medical attention needed, students and staff are reminded to contact 911 emergency services directly. Instructors should submit a student accident claim form to the school secretary as soon as possible following an accident. Administration and other personnel, as needed, will investigate all accidents.

Alcohol, Drugs, and Illegal Substances

All campuses are committed to providing a safe, effective learning environment. Illegal drugs, alcohol, and other illegal substances are prohibited and not permitted on campus. Students should refer to the Walton County School District Student Code of Conduct for additional information and disciplinary procedures regarding possession and/or participation in school activities while under the influence of alcohol, drugs, or illegal substances. Violation of drug policy can result in loss of eligibility for any grant, loan, or work study assistance because of penalties under 484 (r) (1) of the Higher Education Act.

Drug-Free Schools and Communities Act

The use, possession, or distribution of drugs and alcohol by students or school employees on school property or as part of any school activities is strictly prohibited. Students and employees should be aware that certain health risks are associated with drug and alcohol use and abuse. Student Services is available to provide referrals for students and employees who may be able to benefit from drug or alcohol counseling or treatment programs. Such services are available through community agencies in the local area. A listing of community resources is available in student services. In addition to legal sanctions and penalties as prescribed under federal, state and local law for the unlawful possession or distribution of illicit drugs and alcohol, students or employees who violate the controlled substances policy will be subject to appropriate disciplinary actions and sanctions, up to and including expulsion or termination of employment. *All school personnel must report to the Director any suspected unlawful use, possession, or sale of controlled substances, counterfeit controlled substances, alcoholic beverages, or inhalants by a student.*

Badges

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound have incorporated an Identification Badge Policy to enhance the safety and security of all students. All school personnel and students must always wear badges in a conspicuous place while on campus. Student badges must have the Emerald Coast Technical College Student ID number on the badge and a current clear picture. Badges are used to access the entrance into exterior doors which are to always remain locked. Individuals may be delayed and questioned regarding their business on campus if no student badge is displayed. To maintain campus security, all students are required to use their own badge when entering secured areas. Entering through a door opened by another person without using your badge, commonly referred to as tailgating, is not permitted. If the badge is determined to be a safety issue during a lab, the badge can be removed and reattached upon completion of the lab. *As a reminder, replacement badges are \$15.00 through Student Services.*

Students, faculty, and staff badges should be displayed prominently while on campus. Individuals may be delayed and questioned regarding their business on campus if no student badge is displayed. Students should be issued the required badge when registering for classes. Students will also be issued a badge when enrolling in a new program.

Call Stations

Emergency Call Stations are in both of ECTC's main campus parking lots. The emergency call stations are a direct line to 911 emergency services.

Computer Usage/Acceptable Use Policy

Emerald Coast Technical College provides computer usage and Internet access to students through the Walton County School District. Students who wish to benefit from these technology resources must sign the acceptable use policy as a condition of receiving computer use privileges. AUP forms are available in the main office or in admissions. Students who are scheduled for computer-based testing must also comply with the acceptable use policy.

Custodial Services

ECTC buildings, classrooms and offices provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, and parking areas. ECTC has onsite custodial services in the form of a Plant Manager, a full-time custodian, and a part-time custodian. The custodial staff is scheduled to clean each building and portable on a regular basis. Contact the Plant Manager for custodial needs or safety issues related to cleanliness.

Drills

Safety drills are conducted throughout the school year on both campuses. Students and staff participate in regular, scheduled emergency drill exercises in order to effectively respond to crisis and potential disaster situations, including inclement weather, tornado, fire and active shooter alerts. All instructors who have students at the time of these drills are required to report the number of students involved and any occurrences that are out of the ordinary to administration upon completion of the drill. These results are then reported to the Walton School District School Safety Specialist.

Emergency Exits

Exits are clearly marked and exit routes are displayed near office and classroom doorways.

Emergency Health Care Needs

Students with emergency health care needs should notify and/or seek assistance from staff immediately. Students requiring medical intervention should report to their instructor, the administrator, the school resource deputy or the school secretary to facilitate notification of 911 emergency services. When such reporting would cause a delay in needed medical attention, students are reminded to contact 911 emergency services directly. Designated first responder staff members have been trained in CPR. There are automated external defibrillator (AED) units available on each campus in case of cardiac arrest. Periodic safety sweeps are conducted to check the status of each area's compliance with safety standards. Both campuses have staff who are certified in First Aid/CPR and the use of AED units. Instructors should notify the administration as soon as possible following an emergency healthcare situation. Administration and other personnel, as needed, will investigate the situation.

Equity/Equal Rights

Emerald Coast Technical College is committed to the concepts of equal opportunity and equity and complies with Florida Statutes regarding non-discrimination. No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability, be denied receipt of services, participation in school activities, or access to programs if qualified to receive such services. Any student who believes that he or she has been discriminated against may file a complaint in accordance with the Student Grievance Procedure described in this handbook to the Equity Officer, Walton County Schools, 145 Park Street, DeFuniak Springs, Florida 32435. Emerald Coast Technical College will provide equitable access to workforce education programs to ensure that impediments related to gender, race, national origin, color, disability, or age do not prevent access for students who wish to participate. Students presenting with disabilities through self-report or through the IEP (Individual Education Plan) process will be provided with accommodations as appropriate to help the student achieve success.

Fire Safety

Fire extinguishers are located and maintained throughout both campuses. All students are instructed in fire safety. Students should familiarize themselves with the program syllabi and follow all prescribed safety measures.

First Aid Supplies

Each classroom has a first aid kit that is readily available and clearly marked. Instructors are responsible for notifying the main campus school bookkeeper when first aid supplies need to be replenished. Students receive instruction for their program on the proper safety precautions for each program of study. The plant manager conducts a semi-annual safety sweep to check on the status of each area's compliance with safety standards, including the availability of first aid supplies. Safety sweeps at Emerald Coast Technical College @ Magnet Innovation Center - Watersound are conducted by onsite administration and the school plant manager.

Parking

Parking permits provide an additional campus safety measure. Students who drive a vehicle on campus should register the vehicle (including motorcycles) with the school secretary. In automobiles, the parking pass should be visible at all times. Students who operate a vehicle, including a motorcycle, on campus must observe the following rules:

- All vehicles and motorcycles must have a parking permit prominently displayed. Students should contact the school secretary concerning the proper placement of the permit.
- Students must purchase a parking permit and present their driver's license along with the required \$10.00 parking permit fee and completed parking permit request form.
- Students must obey all posted rules and speed limits.
- Blocking traffic flow, parking areas, sidewalks, or entrances

- Students must park in spaces designated for student parking. Vehicles/motorcycles may be towed if parked in unauthorized areas. Overnight parking is not permitted.
- To provide for student safety, students are not permitted to loiter in parking areas.
- Students should observe all safety precautions, including locking vehicles.
- Students should refrain from excessive noise coming from vehicle.
- Student vehicles/motorcycles may be subject to search by law enforcement officials.
- Students are expected to keep the parking areas clean. Do not throw garbage in the parking areas.

Students must comply with all posted traffic signs, parking instructions, and directions from school personnel.

Violations may result in disciplinary action, loss of parking privileges, and/or referral to the School Resource Deputy (SRD). The SRD may address violations in accordance with applicable laws, district policies, and campus safety procedures.

Reporting Prohibited Conduct

All prohibited conduct allegations will be fully investigated. Students are encouraged to report violations to a staff member. ***If you see something, say something!***

We are a tobacco and smoke-free campus. Smoking (including e-cigarettes), tobacco products and smokeless devices, such as vapes, are not permitted on the campus, in parking lots, or in any building.

Safety Equipment and Gear

Each program area provides appropriate safety equipment and gear. Students should familiarize themselves with the program syllabi and follow all prescribed safety measures.

Safety Instruction

While the education of students in a chosen career path is of utmost importance, both campuses realize that each student should also possess the knowledge and skills needed to perform his/her chosen career in a safe and efficient manner, and in a safe and efficient environment. To this end, each program has implemented guided lesson plans to address safety in the work environment.

Safety Report

The annual safety report is available in the plant manager's office. The summary below is made available through the ECTC website, www.ECTC.edu.

Summary of Reported Crimes

This annual security report is prepared as part of the Student Handbook & Program Catalog and in compliance with the Federal Student Right-to-Know and Campus Security Act. Crime statistical data is based on information obtained through local police agencies. Reports concerning criminal actions or other emergencies should be directed to the onsite administrator.

— Criminal Offenses - On campus

Criminal Offense	2022	2023	2024
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	1	1	0
k. Arson	0	0	0

— Hate Crimes - On campus

Criminal Offense	Category of Bias for crimes reported in 2024								
	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense	Category of Bias for crimes reported in 2023								
	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense	Category of Bias for crimes reported in 2022								
	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Federal and Florida laws require that a person designated as a “*sexual predator or offender*” register with the Florida Department of Law Enforcement. The Florida Department of Law Enforcement (FDLE) is then required to notify the appropriate local law enforcement agency where the predator/offender registrant resides or *attends an institution of higher learning*. Information regarding sexual predators or sexual offenders attending such institutions may be accessed from local law enforcement agencies, by calling the FDLE hotline (1-888-357-7332), or through the FDLE website posted on the student services information board.

Campus Sexual Violence Elimination Act (Campus SaVE 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. Among other crimes, the Clery Act requires that colleges and universities report forcible sex offenses including sexual assault and rape. These crime statistics are reported in this catalog. The Clery Act was most recently amended by the Violence Against Women Reauthorization Act of 2013.

Student Services can provide information detailing how to report prohibited conduct, relevant definitions (including “prohibited conduct” and “consent”), recognizing abusive behavior, and tips for escaping a potentially dangerous situation.

This policy addresses student-related concerns of intimate partner and dating violence, stalking, sexual assault, sexual misconduct, and sexual harassment, which are all prohibited on this campus. This policy is intended to address instances of prohibited conduct while respecting the rights of all involved; to comply with the Title IX, Clery Act, and the Campus SaVE Act; and to ensure student and staff safety.

The prohibited conduct refers to incidents that occur on the institute’s premises, during the institute’s sponsored activity, or off-campus when conduct adversely affects the Institute and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual completion and/or graduation of his/her program or course. Confidential services are available for students through the Student Services department. Off-campus services are also available.

Safety Sweeps

Recognizing that a safe environment contributes significantly to the learning process, both campuses conduct semi-annual safety inspections of school facilities and grounds.

School Resource Deputy

Both campuses have an on-campus school resource deputy (SRD). The School Resource Deputy (SRD) is a member of the Walton County Sheriff’s Office. The SRD’s office is in the main office in Building 100. Campus crimes should be promptly reported to the administration and the school resource deputy.

Security Cameras

Campus security cameras are positioned at appropriate locations on each campus to record activities. Security camera recordings are made available to law enforcement as needed.

Sickness

Students who become sick while on campus should report to their instructor. The decision on whether the student will leave campus or remain in class will be determined by the student and the instructor. In the case of a serious sickness, the protocols for emergency health care needs will be initiated.

Student Code of Conduct

Students are expected to conduct themselves at all times in accordance with this catalog. Dress and behavior of students should reflect that of the mature student seeking career preparation and industry credentialing. Students choosing not to follow rules and regulations as described in this catalog and detailed in the Walton County School District Student Code of Conduct, will receive appropriate disciplinary action in accordance with established policies and expectations.

The following situations are provided as a broad, non-specific guide for student behavior that may result in disciplinary action

- Student refusal to follow established rules and regulations (program/institution/district)
- Student conduct that negatively impacts students, staff, programs or safety
- Student lack of proper adjustment / response to correction

Students should review the Walton County School District Student Code of Conduct. The Code of Conduct is available online at www.walton.k12.fl.us or in Student Services.

Code of Conduct General Rules and Regulations

Disciplinary action may result from the following non-exhaustive list of behaviors/offenses

- Academic dishonesty
- Knowingly furnishing false information
- Violation of Walton County School District Acceptable Use Policy regarding computer and technology usage
- Violation of regulations relating to driving or safety on campus
- Attendance kiosk violations
- Harassment or physical or verbal abuse on campus or at supervised or sponsored events
- Theft, willful destruction or damage of property
- Use or sale of unlawful drugs on campus
- Use of alcohol on campus
- Intentional disruption or obstruction of the learning environment
- Failure to comply with duly authorized and identified staff acting in the performance of their official duties

Students who commit any of the above offenses may receive verbal admonition or warning, written admonition or warning, probation, suspension, administrative withdrawal/expulsion, or report and complaint to appropriate civil authorities.

As required in 1006.147, F.S., all campuses prohibit bullying and harassment, including “the use of data or computer software that is accessed at a non-school-related location, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the school district, if the bullying substantially interferes with or limits the victim’s ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school.”

The following reminders have been especially noted in the Walton County School District Code of Conduct:

1.4 Civility in Schools “To ensure the safety of students and staff, security and surveillance systems have been installed on school campuses and on school buses to video record and/or audio record activities occurring on school property. These recordings may be utilized by school officials for disciplinary purposes. However, please note these recordings are subject to the same confidentiality requirements under FERPA as other student records.”

4.14 Notice of Parent/Guardian/Student Rights Afforded by Section 504 of the Rehabilitation Act of 1973 information added...” Recording of meetings F.S. 934.03 states it is a crime to record a conversation with another person without first obtaining their consent to do so. Therefore, any request to record meetings should be made in writing to the school principal or designee.....”

6.9 Offenses Requiring Severe Consequences

“ However, any student bringing a firearm or weapon to school, or any student who makes a threat or false report will be referred to mental health services identified by the school district....”

Due Process

Students should consult the Walton County Student Code of Conduct for additional information. The Code of Conduct is available in Student Services and is available online at www.walton.k12.fl.us. A step-by-step procedure for students wishing to file a grievance is located in this catalog. Filed grievances are maintained for a period of seven (7) years from the date of the director/principal’s decision.

“A basic ingredient of due process of law is that one who is not satisfied with a decision may appeal it to a higher authority. Thus, the student may appeal a decision of a teacher to the principal, and the principal’s decision to the Superintendent. Before any punishment is issued for a disciplinary referral, the school administrator MUST afford all students involved in the incident the right to be heard. The decision for the appropriate punishment will be made by the administrator only after gathering all information regarding the incident. The administrator will document that due process was conducted in writing on the referral form and in the notice to the parent/guardian (if applicable).

The Walton County School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. The Walton County plan for ensuring that these requirements are met has been developed and implemented and approved by the State Department of Education. – Walton County School District Student Code of Conduct.

The Walton County School District Equity Officer may be contacted at Tivoli Complex, 145 Park Street, Suite 5, DeFuniak Springs, Florida 32435, phone (850) 892-1100.

Student Grievance Procedure

The purpose of the student grievance procedure is to provide a means to a fair and equitable resolution of any complaint that a student may have with regard to policy, procedure, rules, or regulations of Emerald Coast Technical College Main Campus and Emerald Coast Technical College @ Magnet Innovation Center - Watersound. Students are reminded that Emerald Coast Technical College is a public school operated by the Walton County School District and that Walton County School District publishes a Student Code of Conduct each year. Student Grievance procedures are outlined in the Walton County School District Student Code of Conduct and are restated here

1. Informal: The student should first take a complaint to the person(s) involved and try to solve the problem.
2. If left unresolved, the student/parent must give the principal/director a written and signed grievance. This should describe the problem and give all facts and suggested solutions. This must be given to the principal not more than ten (10) days after the incident occurred. The principal will then render his/her response within three (3) school days when feasible.
3. If the student/parent does not agree with the principal's decision, the grievance, as described in Step 2, may be sent to the Walton County School District Superintendent. This has to be done within three (3) days after the principal's decision. The Superintendent's decision is considered final and will be rendered to the complainant within five (5) days.
4. Filed Student Grievances will be maintained for a period of seven (7) years from the date of the principal's decision.

No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age or disability be denied receipt of services, participation in school activities or access to programs if qualified to receive such services. Any student who believes that he or she has been discriminated against may file a complaint with the Student Grievance Procedure described in this Code of Conduct to the Equity Officer, Walton County Schools, 145 Park Street, DeFuniak Springs, Florida 32435.

--Walton County School District Student Code of Conduct

Emerald Coast Technical College is approved for postsecondary public education programs through the Florida Department of Education. The following is current contact information for the Florida Department of Education, Division of Career and Adult Education [httpwww.fldoe.org/workforce](http://www.fldoe.org/workforce). Emerald Coast Technical College provides programs approved through the Florida Board of Nursing. The following is contact information for the Florida Board of Nursing <http://floridasnursing.gov>. Information regarding these approvals may be provided through the administrative offices at ECTC.

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center are accredited by the Commission of the Council on Occupational Education. For grievances not settled at the institutional level, the Commission's contact information is

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone 770-396-3898
FAX 770-396-3790
www.council.org



FOR ECTC OFFICE STAFF USE ONLY	
Student Enrollment Date:	
Date Form Received:	
Received by:	

Student Appeal Form

Emerald Coast Technical College (Main Campus) and Emerald Coast Technical College @ Magnet Innovation Center – Watersound

This written appeal must be filed within 90 calendar days after the decision or action occurred and for which the student is making the appeal unless making appeal to re-enroll in program following maximum attempts within a two-year period. This form should be completed and returned to the Emerald Coast Technical College Student Services Department within 90 calendar days of the action that the student is appealing (ex. desire to re-enroll in program following academic dismissal, etc.). Students should complete the entire form (front and back). *Incomplete forms will not be considered and will be returned to the student.* **Students will be notified in writing of the decision of the Appeals Committee.**

STUDENT DEMOGRAPHIC INFORMATION

Name	
Student Number	
Program of Enrollment	
Mailing Address	
Phone	
Email Address	

Please read this entire form carefully and follow the procedures in the order they are listed. Incomplete forms will not be considered and will be returned to the student. *All appeals **must** be accompanied by full documentation (e.g., schedule, billing statement, physician's note, employer letter, etc.) justifying the student's request.*

Type of Appeal Being Submitted: *Please check the request preference.*

- ☐ Academic Appeal: Related to instructor, classmates, grades, course content and/or delivery method, etc.
Complete Steps 1 through 6. Complete item #7 if applicable.
- ☐ Administrative Appeal: Related to administration, registration, late withdrawals due to medical problems or other extenuating circumstances (documentation required).
Complete steps 3-6. Complete item #7 if applicable.

Submission Steps: *For all appeals, please submit this form with full documentation to Student Services for review.*

1	Meet with the instructor and attempt to resolve the issue.	Approved	☐	Denied	☐
2	Meet with Student Services on the ECTC campus.	Approved	☐	Denied	☐
3	Financial Aid Verified.	Verified	☐	Needs Review	☐
Resolution					
4	What is the situation or action for need of requesting an appeal? <i>For example, if student is desiring to re-enroll after dismissal, please state "Re-Enroll in program after dismissal," if student wishes to have financial aid reviewed or re-instated, please state "Financial aid reviewed/ reinstated."</i>				
5	Please provide an explanation of the corrective action needed/seeking. <i>For example, if re-enrollment in the program, state "Re-enrollment in Program."</i>				
6	Please provide an explanation of any previous attempts to resolve this matter. <i>Please reference #1, 2, and 3 if appropriate.</i>				
7	Please submit any supplementary information for the appeals committee's consideration. <i>Attach additional paper, if needed.</i>				

Student Signature _____

Signature Date _____

APPEALS COMMITTEE FINAL DECISION

Date of Committee Proposed Action _____

Action Recommended by Committee

Approved ☐

Denied ☐

Probational Approval ☐

Comments



ECTC Mission Statement: We prepare and empower today's students to meet the demands of an evolving and competitive workforce.

WCSD School Safety and Security Initiatives:

- All classroom doors and gates must be locked and secured.
- All visitors enter school through the secure lobby entrance. (Parents, contractors, bus drivers, maintenance workers, district employees, etc.)
- Raptor license verification check for all school visitors (Raptor Badge displayed at all times while visitor is on campus)
- See Something Say Something Initiative
- Students can report suspicious activity to teacher, parent/guardian, administration, guidance, school resource deputy (SRD), or school staff.
- Emerald Coast Crime Stoppers – Anonymous Tip Reporting (Crime Watch Program)
- Toll free number - (850)863-TIPS
- Mobile App - P3 Tips Mobile App
- Web tips – www.emeraldcoastcrimestoppers.com
- Students can report suspicious activity to the Walton County School District Safe School department e-mail safeschools@walton.k12.fl.us
- FortifyFL App – Suspicious Activity Reporting App – Created by the Office of Safe Schools
- ALICE response used for all active threats at the school level. (A-Alert, L-Lockdown, I-Inform, C-Counter, E-Evacuate) ALICE does not need to be followed sequentially. You can go straight from A-Alert to E-Evacuate.
- If an intercom (or walkie-talkie) announcement is made to implement ALICE and gives information about the location of the incident the incident is a real incident. All ALICE drills will be announced with the words this is a drill.
- Pull station fire alarm alerts (All students will remain in classes until pull station area is investigated by SRD or custodial staff. Once pull station area has been investigated directions will be given by intercom about the next steps for students and staff).
- Each school will create a school level threat assessment (SLTAT) team which will include persons with expertise in counseling, instruction, administration, and law enforcement. The team's duties include the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of the school staff and students. (SLTAT teams will meet each month)
- Ongoing Social Media threat monitoring (Social Sentinel)
- Walton County School District School Safety Webpage - www.walton.k12.fl.us/school-safety

ALICE

response used for all active threats at the school level.

A-Alert

L-Lockdown

I-Inform

C-Counter

E-Evacuate

ALICE does not need to be followed sequentially. You can go straight from A-Alert to E-Evacuate.

Visitors

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound welcome visitors having legitimate business on campus. To help ensure a safe and orderly learning environment, ALL authorized visitors to the campus MUST report to the reception area and sign in upon arrival. Visitors will be provided with the appropriate visitor pass to visit the campus. Visitors should also return to the reception area and sign out when their business on campus is completed. School rules prohibit unauthorized persons (without a visitor's pass) on campus. Unauthorized person(s) are subject to arrest for trespassing by the Walton County Sheriff's Department.

Financial Resources

The financial aid policies for all campuses of Emerald Coast Technical College are established using federal and state guidelines and are approved by the Walton County School Board.

Students who are interested in pursuing career education goals are encouraged to discuss their financial aid needs with the financial aid. Grants and scholarship funds from a variety of resources can help make it possible for a student to attend courses and complete programs by addressing the student's demonstrated financial need. Many of these resources are available only after submitting complete and accurate Free Application for Federal Student Aid (FAFSA). Some funds may be available only during specific application periods, some funds may be limited, and some funds may have specific non-discriminatory requirements. Some financial aid awards do not include fees that are required in addition to the basic tuition rate. These required fees become the responsibility of the student. The Office of Financial Aid can provide additional information regarding financial aid and scholarship opportunities.

Students interested in applying for financial assistance should contact the Office of Financial Aid. The primary responsibility for meeting educational costs is that of the student and the student's family.

Students are encouraged to apply as early as possible and to submit accurate, complete, and error-free applications to meet published deadlines. Financial aid is the term applied to the difference between the total cost of the ECTC education program and the Student Aid Index (SAI) to the student's education as determined by the FAFSA (Free Application for Federal Student Aid) Student Aid Report (SAR). Household size, number attending college/postsecondary education, income and assets, and residency are among the factors that are considered in establishing the SAI. Students should submit an accurate, complete and accurate FAFSA as soon as possible. The FAFSA application is available online at www.StudentAid.gov Students should note that this application is consideration of most federal and certain state financial aid programs.

After submitting the FAFSA, students should review their FAFSA Submission Summary (FSS) for accuracy. Students should review the report for accuracy as soon as it is received. Any revisions or corrections should be made promptly. Students should complete the financial aid packet and ensure that stated timelines are followed. During the verification process, students selected for verification may be required to provide the Financial Aid Office with a variety of documentation, such as income tax returns or tax forms, VA or social security statements confirming benefits, and other relevant information. Students who are applying as non-resident aliens will be required to provide copies of their Alien Registration Cards.

Should a student's financial circumstances change significantly after applying for financial aid, the student should contact the Financial Aid Office. Such changes as separation or divorce, death of a major wage-earner, uninsured medical expenses, or a substantial reduction in income may result in a re-evaluation of the student's financial need. Students experiencing special or unusual circumstances may request a review by the Financial Aid Office in accordance with federal regulations.

Federal and state financial aid regulations, eligibility requirements, award amounts, and institutional policies are subject to change without notice due to changes in federal or state law, regulations, or guidance.

Students' Rights and Responsibilities for Financial Aid

As a student consumer, you have the RIGHT to:

- Be informed of the correct procedures for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined, and what you must do to continue receiving aid.
- Be informed of the type and amount of assistance you will receive, how much of your need has been met, and how and when you will receive your benefits.
- Appeal any decision of the Financial Aid Office regarding your application.
- View the content in your financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the job description and rate of pay for any student job you accept.
- Withdrawal Responsibility

- Attendance Responsibility
- Schedule change reporting

Notify the Financial Aid Office of any withdrawal, attendance issue, schedule change, transfer, or outside financial assistance that may affect eligibility.

It is your RESPONSIBILITY to:

- Complete all application materials correctly and submit them on time.
- Read all materials sent to you from the Financial Aid Office.
- Know and comply with rules governing the aid you receive.
- Provide additional documentation, verification, corrections, and/or added information requested by the Financial Aid Office
- Use financial aid only for expenses related to attending postsecondary education.
- Maintain satisfactory academic progress.
- Notify the Financial Aid Office of any resources not considered during your original need analysis and aid not listed the student's award notification. Failure to notify the Financial Aid Office can jeopardize your future financial aid.
- Keep your local and permanent addresses current.

Emerald Coast Technical College's main campus administers the following financial aid:

Federal

- Federal Pell Grant

State

- Florida Student Assistance Grant (FSAG-CE)
- Florida Work Experience (FWEP)
- Bright Futures
- Rosewood Family Scholarship Program
- Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members

Institutional

- ECTC Opportunity Scholarship

Workforce/External

- Segal AmeriCorps Education Award
- Vocational Rehabilitation
- Florida Pre-Paid College Fund
- Tri-County Community Council
- CareerSource® Florida
- Individual Business Sponsorships

ECTC does not participate in the Federal Direct Loan Program and does not administer federal student loan.

Grants / Scholarships

CareerSource Okaloosa Walton

Florida residents can access a variety of employment services through www.employflorida.com. Students who reside in Region 2 (Walton and Okaloosa counties) may also be eligible for help in securing information or referral for additional scholarship or grant opportunities for occupational skills training or job search assistance. Students who are interested in these services should contact a CareerSource representative for more information at 850-520-5990.

ECTC Opportunity Scholarship

A limited number of postsecondary institutional scholarships are made available to eligible career education students each year. Award amounts vary based on funding availability and student eligibility. Students interested in applying for this scholarship should complete the FAFSA at www.StudentAid.gov and the ECTC Institutional Scholarship

Application. The ECTC Opportunity Scholarship is available only to students who enroll in career preparatory programs with the goal of employment. Additional information and application forms can be requested from the Financial Aid Officer.

Florida Bright Futures Scholarship Program

Emerald Coast Technical College is an eligible institution participating in the Florida Bright Futures scholarship program. Bright Futures Scholarship Awards may not be used for any required fees (e.g., technology fees). Initial awards are made through the student's high school and are based on academic scholarship with specific grade point average, SAT/ACT/PERT, and community service hour requirements. The initial award also requires that the student earn a Florida high school diploma or equivalent and be free of any felony convictions (unless the student's civil rights have been restored by the Florida Governor and Cabinet sitting on the Executive Board of Clemency). Continued awards require maintenance of specified GPA requirements. Students receiving the Bright Futures Scholarship Awards should discuss the specific terms and requirements of these scholarships with the Financial Aid Officer.

Florida Student Assistance Grant - Career Education (FSAG-CE)

Emerald Coast Technical College participates in special state financial assistance grant funding for students. Students must submit a completed, completed FAFSA, be a Florida resident, and meet other requirements. Please see the financial aid officer for additional information or to apply for this grant. Award amounts vary based on eligibility and available state funding.

Local Private Scholarships

Local business and industry and community organizations may provide tuition, books, supplies or other support for eligible postsecondary students enrolled in career education programs. Specific requirements and application deadlines may apply. Please see the Financial Aid Officer for more information.

Federal Financial Aid – Title IV

To qualify as an eligible student for federal financial aid, a student must have a high school diploma or its recognized equivalent or be beyond the age of compulsory attendance and meet the criteria for homeschooled students. Students enrolled in high school and college are not eligible for federal financial aid funds.

Federal financial aid at ECTC currently consists of the Federal Pell Grant Program. Students interested in applying for financial aid should complete the Free Application for Federal Student Aid (FAFSA). This application can be accessed online at www.studentaid.gov.

*Emerald Coast Technical College participates in the Federal Pell Grant Program and other approved state and institutional aid programs. ECTC does not participate in the Federal Direct Loan Program.

Students and contributors required to provide information on the FAFSA must provide consent and approval for the exchange of Federal Tax Information (FTI) as part of the federal financial aid application process. Failure to provide required consent may result in loss of federal financial aid eligibility.

The institution may request additional documentation whenever conflicting information exists, regardless of whether the student is selected for federal verification.

Federal Pell Grant disbursements at Emerald Coast Technical College are based on scheduled clock hours and weeks of instructional time within defined payment periods. Students must successfully complete both clock hours and instructional time requirements, as applicable, before subsequent Pell Grant disbursements may be released.

Pell Grant eligibility and disbursement amounts may be adjusted due to changes in attendance, withdrawal, failure to begin attendance, unofficial withdrawal, schedule changes, transfer between programs, crossover payment period considerations, or failure to maintain satisfactory academic progress.

Financial aid awards are considered estimated until all federal eligibility requirements have been reviewed and verified. Awards are subject to adjustment or cancellation based on federal regulations, verification results, enrollment changes, attendance, receipt of additional information, or institutional review.

Tuition and fee charges may still apply for clock hours attended or attempted during a payment period, even if a student is not eligible to receive additional Pell Grant funding for that period or award year.

Students who begin a new payment period, course, or enrollment period near the end of an award year may incur tuition and fee charges for scheduled or attended clock hours even when additional Pell Grant eligibility is unavailable due to crossover payment period rules, annual award limits, or remaining eligibility restrictions.

Tuition and fees are assessed based on enrollment, scheduled instructional hours, and attendance within the applicable enrollment or payment period, regardless of whether federal financial aid, grants, or other funding sources fully cover those charges.

Copyright Information and Higher Education Funding

Title IV of the Higher Education Opportunity Act (HEOA) legislation addresses Federal Student Assistance, including Pell Grants, the Family Education Loan Program, the Work-Study program, Direct Student Loans, and Perkins Loans. However, the reporting requirements of 26 HEOA Title IV also stipulate that all US colleges and universities must provide

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- A plan to “effectively combat the unauthorized distribution of copyrighted materials” by users of its network, including “the use of one or more technology-based deterrents.”
- A plan to “offer alternatives to illegal downloading.”

Return to Title IV Funds Policy (R2T4)

When students who have been awarded Title IV financial aid withdraw, are administratively withdrawn, or otherwise discontinue attendance before completing more than 60% of the payment period in which they were enrolled and charged, a Return to Title IV Funds (R2T4) calculation is required to determine the amount of earned and unearned Title IV aid. Unearned funds may be required to be returned by the institution and/or the student to the appropriate Title IV program. Students are responsible for any resulting balance owed to the institution.

The percentage of Title IV aid earned is determined by dividing the clock hours the student was scheduled to complete as of the withdrawal date by the total clock hours in the payment period. Students who complete more than 60% of the payment period are considered to have earned 100% of the Title IV aid scheduled for that payment period.

In the event that earned Title IV funds have not been disbursed as of the withdrawal date, Emerald Coast Technical College may process a post-withdrawal disbursement (PWD) in accordance with federal regulations. The institution may apply a PWD toward outstanding institutional charges for current educationally related expenses remaining on the student’s account as of the withdrawal date. Prior-year charges applied to a PWD cannot exceed \$100.00. Any remaining eligible funds will be disbursed to the student in accordance with federal requirements. Student overage checks less than \$1.00 will not be issued.

Emerald Coast Technical College currently participates in the Federal Pell Grant Program only. Therefore, Federal Pell Grant funds are the only Title IV funds included in the Return to Title IV calculation process.

Students who owe a repayment of unearned Title IV funds will be notified by the Student Accounts Department. Students who fail to repay the required funds within the required timeframe or fail to make satisfactory repayment arrangements with the U.S. Department of Education may lose eligibility for future Title IV financial aid.

For Return to Title IV calculation purposes, the withdrawal date is determined based on the student’s last date of attendance in an approved and eligible Career and Technical Education (CTE) course at the main campus, as documented by attendance records. Continuing Workforce Education, Community Education, and Adult General Education/Developmental courses are not eligible for Title IV financial aid and are not included in this determination.

Students receiving Title IV financial aid are encouraged to contact the Office of Financial Aid prior to withdrawing or discontinuing attendance. Support services are available to assist students in achieving successful program completion.

Verification

Federal regulations governing Title IV student financial aid programs require the institution to verify applicant-reported information in certain circumstances. If a student fails to submit all requested verification documentation within 30 days of notification, the institution may delay, reduce, cancel, or refuse to originate or disburse Federal Pell Grant funds until all verification requirements have been satisfied. Students may also remain responsible for any tuition and fees owed to the institution. Pell Grant funds will not be disbursed until verification is complete and all required documentation has been received and reviewed by the Office of Financial Aid. See the Financial Aid Policy and Procedures Manual for additional information.

The institution may request additional documentation whenever conflicting information exists, regardless of whether the student is selected for federal verification. Failure to provide requested documentation or resolve conflicting information may result in delays, reductions, cancellation, or loss of financial aid eligibility.

Students and contributors required to provide information on the FAFSA must provide consent and approval for the exchange of Federal Tax Information (FTI) as part of the federal financial aid application process. Failure to provide the required consent and approval may result in loss of federal financial aid eligibility.

Financial aid awards are considered estimated until all federal eligibility requirements have been reviewed and verified. Awards are subject to adjustment or cancellation based on federal regulations, verification results, enrollment changes, attendance, receipt of additional information, or institutional review.

Submission of false, misleading, altered, or intentionally incomplete information or documentation may result in cancellation of financial aid, repayment obligations, referral to the U.S. Department of Education Office of Inspector General (OIG), student disciplinary action, and/or referral to law enforcement authorities.

Fee Waivers/Exemptions/Deferrals

Tuition and fee exemptions, waivers, and deferments may be available for qualifying students in accordance with federal and state regulations. In general, exemptions and waivers apply to tuition charges only and may not cover all institutional fees or other educational expenses. Documentation of eligibility is required.

Eligible students may qualify for tuition and fee exemptions, waivers, or deferments under applicable Florida Statutes and federal regulations, including eligible veterans and dependents receiving educational benefits under Chapters 30, 31, 32, 33, or 35 of Title 38, United States Code, or Chapter 106 of Title 10, United States Code. Students receiving VA educational benefits may be eligible for a deferment while awaiting payment of approved VA benefits. Eligible students may receive one deferment each academic year and additional deferments when delays in benefit payments occur.

Exemptions, waivers, and deferments are subject to applicable eligibility requirements, restrictions, and limitations. Students should contact Student Services or the Financial Aid Office prior to registration for additional information regarding eligibility and required documentation.

Emerald Coast Technical College complies with federal requirements regarding the readmission of service members. Students who are members of the Armed Forces, including reserve components and the National Guard, and who must temporarily suspend enrollment due to military service, may be eligible for readmission following completion of qualifying service in accordance with applicable federal regulations. The institution will also reasonably accommodate short-term absences related to military service obligations.

Crossover Payment Period Policy

When a payment period for a clock-hour program spans two award years (crosses July 1), Emerald Coast Technical College will assign the entire payment period to the award year in which the majority of the scheduled clock hours and instructional weeks occur.

If the hours/weeks are evenly split, the payment period will be assigned to the upcoming award year to maximize student eligibility, provided the student is eligible for Pell Grant funds in that year. This policy is applied consistently to all students and documented in the student's file.

Payment Plans

ECTC offers payment plan options for students enrolled in programs consisting of 600 clock hours or more who may be unable to pay tuition and fees in full at the beginning of each billing term. Payment plans divide tuition and fee charges into three to five payments per term, depending on the length of the billing period. The first payment is due on the first day of class, with subsequent payments generally due on a monthly basis. Students should contact the Student Accounts Office in Student Services for program-specific payment plan information.

Any outstanding balance must be paid before the end of the applicable billing term. Payment plans apply to tuition and fee charges only and may not be used to cover books, uniforms, supplies, testing fees, or other educational expenses. Students who fail to make the initial payment within the drop/add period or fail to satisfy payment plan obligations by the end of the billing term may be withdrawn from the program for non-payment. Approval of payment plans is at the discretion of the Director or designee. Payment plans are not financial aid.

Tuition and fees are assessed based on enrollment, scheduled instructional hours, and attendance within the applicable enrollment or payment period, regardless of whether federal financial aid, grants, scholarships, waivers, or other funding sources fully cover those charges.

Students who begin a new payment period, course, or enrollment period near the end of an award year may incur tuition and fee charges for scheduled or attended clock hours even when additional Pell Grant eligibility is unavailable due to crossover payment period rules, annual award limits, remaining eligibility restrictions, or other federal aid limitations.

Institutional charges may be adjusted based on withdrawal date, scheduled instructional hours, attendance, enrollment activity, payment period progression, administrative corrections, or award year eligibility determinations.

Gainful Employment Disclosures

ECTC complies with U.S. Department of Education Gainful Employment regulations. Disclosures include:

- Program name and credential level
- Normal completion time
- Tuition, fees, books, and supplies cost
- Job placement rates (if required)
- Median loan debt (not applicable for ECTC; no federal loans offered)

Gainful Employment data is available on the ECTC website at: www.ECTC.edu

Professional Judgment

Professional Judgment refers to the authority granted to the Financial Aid Office to review special or unusual circumstances on a case-by-case basis in accordance with federal regulations. Such reviews may include adjustments to FAFSA data elements, cost of attendance, dependency status, or other financial aid eligibility factors. The Financial Aid Office does not have the authority to directly change the federal formula used to calculate the Student Aid Index (SAI).

Students experiencing unusual family circumstances, homelessness, abandonment, abuse, estrangement, human trafficking, refugee or asylee status, or other extenuating circumstances may contact the Financial Aid Office regarding possible professional judgment review, dependency override consideration, or independent status determination.

The professional judgment process requires a thorough review by the Office of Financial Aid to determine whether adjustments may be appropriate based on the student's individual circumstances and supporting documentation. Additional documentation may be required, and students will be notified by email if further information is needed. Submission of documentation does not guarantee approval of a professional judgment request.

If approved, appropriate FAFSA corrections or adjustments will be submitted to the U.S. Department of Education for reprocessing, which may result in changes to the student's Student Aid Index (SAI) and financial aid eligibility. If denied, the student will be notified by email.

Financial aid eligibility may increase, decrease, or remain unchanged as a result of the professional judgment review process. The Office of Financial Aid reserves the right to deny requests that do not meet federal or institutional criteria. All professional judgment determinations made by the institution are final and cannot be appealed to the U.S. Department of Education.

Special circumstances refer to financial situations that may differentiate a family's current financial condition from the information reported on the FAFSA. Examples of special circumstances may include, but are not limited to:

- High medical or dental expenses
- Loss or reduction of income
- Divorce or separation
- Death of a parent or wage earner
- One-time or unusual income
- Dependent care expenses

Unusual circumstances refer to conditions that may justify a dependency override or independent status determination. Examples may include, but are not limited to:

- Unsafe family environments
- Parental abandonment
- Estrangement from parent(s)
- Inability to contact a parent
- Human trafficking
- Refugee or asylee status
- Incarceration of parent(s)
- Homelessness or risk of homelessness

Professional judgment determinations are made on a case-by-case basis in accordance with federal regulations and institutional policy. The use of professional judgment is neither limited to nor required for the situations listed above. Submission of documentation does not guarantee approval of a professional judgment request.

The following situations, by themselves, are generally not considered sufficient to support a professional judgment adjustment or dependency override determination:

- Vacation expenses
- Tithing or charitable contributions
- Standard living expenses (utilities, credit card payments, children's allowances, etc.)
- Mortgage payments
- Vehicle payments
- Lawn care or home maintenance expenses
- Personal debt obligations or discretionary spending

Students requesting consideration of special or unusual circumstances should contact the Financial Aid Office for additional information regarding the required documentation and review process. Forms and additional information may be available through the Financial Aid Office or on the ECTC website.

Students are required to notify the Financial Aid Office if additional scholarships or outside resources are received. Adjustments to the student's financial aid package may be necessary to ensure compliance with federal, state, and institutional financial aid regulations and policies.

Money-back Guarantee Program

Programs Eligible for Money-back Guarantee:

Cosmetology – CIP: 0612040200

Welding Technologies – CIP: 0615030307

Practical Nursing – CIP: 1315030200

Electricity – CIP: 0646.030202

Pharmacy Technician – CIP: 0351.080506

Phlebotomy – CIP: 0351.10090

Senate Bill 240 (2023) amended section (s.) 1011.803, Florida Statutes (F.S.), and modified the Money-back Guarantee Program, providing more flexibility for school districts and Florida College System institutions on what programs are eligible to be refunded. The program requires each educational entity to refund the cost of tuition to students who are not able to find a job in the field in which the student was trained within six months of successful completion of select workforce education programs that prepare students for in-demand, middle-level to high-level wage occupations.

Each educational entity shall establish a money-back guarantee for at least three programs. Each identified program must establish eligibility criteria for the program, including but not limited to: student attendance, student program performance, Career Service or Career Day attendance, participation in internship or work-study programs, job search documentation, and the development of a student career plan with the institution's career services department.

The above-listed Programs offered at Emerald Coast Technical College will be offered the Money-Back Guarantee Program with the following eligibility criteria:

- Student must have been self-paid and not received federal/state grants, scholarships, or third-party/employer funding.
- Student must have completed an eligible program and been unable to obtain employment in their field within six (6) months of completion.
 - Completion includes:
 1. Receiving a program certificate
 2. Passing the required industry credential or licensure exam within three (3) months of completion
- Student must meet attendance requirements per the ECTC Student Handbook (90% or higher).
- Student must meet program performance and conduct standards as outlined in the Student Handbook.
- Student must provide job search documentation showing at least 25 applications and 10 good-faith interviews in their field.
- Student must register with Employ Florida and provide proof of registration.

All criteria must be met when submitting a request for a tuition refund.

Refund Policy

A full refund of appropriate tuition and lab fees for persons who fail to enter a CTE program will be made within 45 days (about 1 and a half months) of the student's failure to enter the program/period start date. Withdrawals after three class meetings or five calendar days following the initial class meeting for the term will result in no refund of tuition. No refund is available for payments related to books, registration, and testing fees. No refunds will be issued for continuing workforce education or community education programs after two class meetings. Retention of tuition and fees collected in advance for a student who does not commence class will not exceed \$100.00.

In general, students will not be charged tuition and fees for classes officially dropped before the published drop deadline each term/period. Students who completely withdraw from all classes before the start of classes or after the first official day and before the fifth official day of class will be issued a complete refund of tuition, unused lab fees, and unused supply fees. Students whose classes are cancelled will be issued a complete refund of tuition and any paid lab, unused supply fees, and books that are in original packaging/new condition. Registration and testing fees are not refundable.

Refunds are issued without requiring a request from the student after all their financial obligations to Emerald Coast Technical College are cleared. For students who have received scholarships or other financial aid (e.g., community-based scholarships, institutional scholarships), approved refunds will be made in accordance with the wishes of the institution initially awarding the financial aid. Refunds will be processed by the business office of ECTC and the Walton County School District within 45 days (about 1 and a half months) of the last day of attendance if written notification has been provided by the student, or from the date ECTC terminates the student or determines the student to be withdrawn. Any credit balances from a period resulting from a change in course scheduled before the last day to drop a course will be applied to the current registration term. For example, a student who enrolls in patient care technician and then enrolls in practical nursing may withdraw from patient care technician within the prescribed drop period and have the tuition and fees previously credited to patient care technician subsequently credited to practical nursing.

NOTE Any student who wishes to withdraw from a class must do so officially through a formal process which includes a meeting with the Student Services Dean to sign the appropriate paperwork. Refunds, if applicable, will be processed in accordance with the institutional Refund Policy

Social Security Numbers

A student is not *required* to provide his/her social security number as a condition of enrollment or graduation. Social Security Numbers may be required for federal financial aid processing, licensure testing, reporting, or other authorized educational purposes

Tuition

Tuition fees are based on guidelines established by the Florida Legislature. All fees are subject to change without notice. Contact the Admissions and Enrollment office for additional information.

Alabama Border State Tuition

Florida Statute 1009.22(4) allows school districts to implement a differential tuition out-of-state fee for residents in service areas of a bordering state in place of the higher out-of-state tuition rate. For Alabama residents in ECTC's service area, this tuition differential for 2026-2027 is \$.05 per clock hour, or \$7.50 per 150-hour course, for a total clock hour fee of \$2.97/clock hour. Alabama residents should present appropriate identification as Alabama state residents to benefit from this provision. Such identification can include, but is not limited to, a valid State of Alabama driver's license or voter registration. Students should contact student services to review additional required documents indicating Alabama residency.

Career Technical Education (CTE)

Emerald Coast Technical College provides postsecondary career education on a clock-hour schedule. CTE programs may vary in length to a maximum of 1800 clock hours. Full-time enrollment in a period may range from 450 /525 clock hours to over 675 clock hours in limited-access, cohort-based programs (e.g., practical nursing). CTE rates for the school year 2026-2027 are \$2.92/clock hour for Florida residents. This fee includes basic tuition (\$2.44), a student financial aid fee of 10% (\$.24), a capital improvement fee of 5% (\$.12), and a technology fee of 5% (\$.12). Out-of-state tuition rates are \$11.71/clock hour.

Special Note for Bright Futures Scholarship Recipients: The technology fee shall not be included in any award under the Florida Bright Futures Scholarship Program. (s1009.22) Students who anticipate using their Bright Futures Scholarship award to pay a portion of their education costs should discuss alternate ways of paying this required fee when reviewing their financial aid award.

Lab / Supply Fees

These fees are implemented to offset the costs associated with career skills training in CTE, Community Education, and CWE (Continuing Workforce Education) programs. Fees vary by program and are subject to change. Required lab fees are noted on the student's course schedule. Fee exemptions for tuition and lab fees are provided for technical dual enrollment of students and for students enrolled in approved apprenticeship programs. (F.S. 1009.25(2) (a) (b); F.S. 1007.27; F.S. 446.021). Such fee exemptions are not applicable for required purchases that become the property of the

student, e.g., uniforms, personal supply kits, and personal protective equipment. Fees are subject to increase based on the current cost of supplies, materials, and fuel.

Other Costs

Listed fees and costs are provided to assist the student in planning for the financial investment in their career education program. Fees and other costs are subject to change without notice and do not represent an all-inclusive list. Students should consult Student Services, the current course schedule, the individual program instructor, the handbook, or the syllabus for current costs and requirements related to individual programs.

Program Kits/Protective Gear/Uniforms

Program kits, protective gear, and uniforms may be required of students enrolled in many career education programs. Program kits or sets may be purchased in the ECTC reception. These kits may include required small tools or program-specific gear or items for the individual student to use in skills demonstration courses. Uniforms are mandatory for students who participate in clinical rotations. Uniforms are clothing that readily identifies the student as an Emerald Coast Technical College student at the clinical site. These uniforms and program kits become the property of the student upon purchase.

Registration Fees

A registration fee of \$60.00 is assessed *for **each new program** of enrollment during the school year*. The registration fee must be paid before the student can complete the registration process and enroll in the program. The registration fee is non-refundable and is not eligible for deferment or waiver except as provided for in statute and rule. Students returning to the same program during the 2026-2027 school year will be assessed a \$30.00 returning student registration fee. Dual enrollment and adult general education program students are exempt from payment of registration fees.

Returned Check Fee

A dishonored check fee of 10% of the face value of the check, not to exceed \$25.00, may be charged for returned checks to cover processing and handling in the business office. Students who do not decide on the successful resolution of returned checks within three days of notification may be administratively withdrawn from class for non-payment when tuition charges are involved.

Transcript Fees

Emerald Coast Technical College assesses a \$5.00 fee for each official transcript requested by the student. Students should complete the transcript request form (available on the website or at the secretary's desk) and submit the required fee. Transcripts are generally processed within ten business days.

Estimate of Tuition and Supplies for Student Enrollment

Some programs, like those in the health sciences, may require much higher investment in hours per term, books, supplies, uniforms, professional credentials, and other costs. The following is listed as an **estimate only** for a 900-clock-hour program. Individual student costs will vary.

Tuition	
Florida residents for 900 clock hours	\$2,628
Books, supplies, and lab fees	\$2,775
Tuition	
Alabama border state resident for 900 clock hours	\$2,673
Books, supplies, and lab fees	\$2,775
Tuition	
Out-of-state resident for 900 clock hours	\$10,539
Books, supplies, and lab fees	\$2,775

Recap /Summary of Fees (Note: These fees may change.)

Registration Fee	\$60.00 (per program of enrollment per school year)
Renewal Registration Fee	\$30.00 Program continuation in a subsequent school year
CTE Tuition	
FL Resident Tuition	\$2.92/clock hour
AL Resident Tuition	\$2.97/clock hour
Out-of-State Tuition	\$11.71/clock hour
Adult Education / Developmental Programs Block Tuition	\$45.00 per term; maximum \$90.00/year
Community Education	Varies/Determined by offering
CWE	Varies – Full Cost of Instruction
GED®	Charged, determined by the testing agency
Lab Fees	\$2.25/clock hour
Parking Fee	\$10.00
Returned Check Fee	10% of face value not to exceed \$25.00
Supplies	Varies/Determined by program
Textbooks	Varies/Determined by program
Uniforms	Varies/Determined by program
Testing Fees	Varies/Determined by program
TEAS	\$70.00
PERT, TABE & CASAS	\$45.00
Wonderlic	\$15.00
CNA – Prometric	Charged, determined by the testing agency
Exam Fee/Exam Prep Fee	\$820.00
Industry certifications/licensure	Check with the program instructor to see if the cost of the exams is covered by fees



Emerald Coast Technical College
761 North 20th Street
DeFuniak Springs, FL 32433

Cost of Attendance (2026-2027)

Estimated costs for attending ECTC are the sum of the tuition and fees, books and supplies, room and board, commuting expenses and an allowance for personal expenses. These budgets are established by research found online from other schools and reviews. Students are expected to budget themselves and live in a fiscally responsible manner.

Category	In-State Independent	In-State Dependent	Non-Florida Resident Independent <i>Out-of-State Tuition</i>	Non-Florida Resident Dependent <i>Out-of-State</i>
Tuition & Fees	\$4,653	\$4,653	\$12,564	\$12,564
Living Expenses	\$14,539	\$7,377	\$14,994	\$7,377
Miscellaneous Personal Expenses	\$5,738	\$5,831	\$5,273	\$5,831
Transportation	\$7,168	\$3,006	\$9,557	\$3,006
Books, Course Materials, Supplies, and First Professional Credential	\$2,000	\$2,000	\$2,000	\$2,000
900 Clock Hours	\$34,097	\$22,867	\$44,388	\$30,778
750 hour Programs	\$28,414	\$19,055	\$36,990	\$25,648

Tuition and Fees

The amount for Tuition & Fees are based on 900 clock hours a year \$2.92 per clock hour, \$2.25 Lab Fees

Books and Supplies

The cost of books and supplies was obtained by adding all the program's booklist and equipment costs, professional credential

Food and Housing

Rent is based on \$1216.00 per month for 9 months. Based on Living wage calculation website

Miscellaneous Personal Expenses

Included in this category are estimated costs for Utilities, laundry, entertainment, health insurance, clothing, haircuts, dental checkups, Internet, mobile ,civic and misc.

Transportation Expenses

The cost of transportation is based on \$976.00. Based on the transportation Living wage calculation website

NOTE: Amounts are rounded

Student Worksheet for Planning Educational Investment

My Goal _____

When I plan to enroll _____

Item	Estimated Cost	How I plan to pay...	Notes/Reminders
Pre-Registration Fees			Submit FAFSA
Pre-Registration Testing Fees			Meet with ECTC financial aid
Registration Fee			
Parking Pass			
Tuition			
Lab Fees			
Supplies			
Books			
Uniforms			
Other			

Students may request a more detailed budget planning sheet available in student services.

A program net cost calculator is available on the school website <http://www.ECTC.edu/net-price-calculator.htm>.

Veterans Services

Emerald Coast Technical College's main campus is approved for VA education benefits by the Florida State Approving Agency (SAA). Students who plan to attend Emerald Coast Technical College using VA education benefits should contact the Financial Aid Office/VA Certifying Official for assistance in obtaining and submitting the required Department of Veterans Affairs (VA) documentation. Veterans and eligible dependents are encouraged to take advantage of the educational counseling services offered by the U.S. Department of Veterans Affairs. Information regarding these services is available at <https://www.va.gov/education/>.

Emerald Coast Technical College is committed to providing quality support services to veterans and eligible dependents and complies with all applicable federal and state laws governing VA education benefits.

Students receiving VA education benefits are expected to maintain satisfactory academic progress in their coursework. This performance standard allows students to complete training requirements within the number of hours approved by the State Approving Agency. Students who do not meet the required basic skills levels and are not eligible for testing exemptions may receive additional developmental or remedial instruction. Students requiring this assistance should contact Student Services to discuss available payment options.

A student who is unable to maintain satisfactory academic progress will be placed on academic probation and may have VA education benefits terminated for pay purposes. Satisfactory academic progress includes maintaining a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale. Students should be aware that some programs may require a higher GPA to remain enrolled. Students who accumulate more than three absences during a monthly reporting period may be placed on probation. Students who have been dismissed or administratively withdrawn for unsatisfactory academic progress may petition for readmission during the next available enrollment period. Except for the Practical Nursing Program, a student may petition for readmission two times. The Practical Nursing Program permits one readmission only. A student receiving VA education benefits may be recertified if there is a reasonable likelihood that satisfactory academic progress can be maintained. Student Services is available to assist students experiencing academic difficulties.

Adequate records are maintained to document each student's academic progress. Students who present appropriate documentation demonstrating previous education and/or training applicable to a postsecondary career and technical education (CTE) program will be awarded appropriate credit. The length of the training program will be reduced accordingly, and the Department of Veterans Affairs will be notified.

The Department of Veterans Affairs has specific attendance requirements for students receiving VA education benefits. Please be aware of the College attendance policy and the consequences for failing to meet these requirements. Veterans who miss more than 10% of the scheduled hours in one month will be terminated from VA education benefits. The student may be reinstated if he or she demonstrates full attendance for one calendar month without benefits; reinstatement is not retroactive. Specific attendance requirements are outlined in the VA certification materials provided to each eligible student. Students receiving VA education benefits may also be required to complete monthly enrollment verification as required by the U.S. Department of Veterans Affairs.

Emerald Coast Technical College prohibits the automatic renewal of enrollment for a covered individual in any course or program. Students wishing to continue their education beyond the approved enrollment period are responsible for contacting the VA Certifying Official and the Registrar to complete all required enrollment and certification procedures.

Tuition waivers and exemptions may be available for veterans who meet specific eligibility requirements. Effective July 1, 2014, an out-of-state fee waiver is available for honorably discharged veterans of the United States Armed Forces, Reserve Forces, or National Guard who physically reside in Florida while enrolled. The waiver applies to 110 percent of the required clock hours of the certificate program in which the student is enrolled. Students seeking this waiver must

provide documentation of their honorable discharge, typically a DD Form 214. Students who may qualify for this or other veterans' education benefits are encouraged to contact the Financial Aid Office for additional information.

In-State Tuition for Covered Individuals

Emerald Coast Technical College complies with 38 U.S.C. § 3679(c). Covered individuals using educational assistance under Chapter 30, Chapter 31, Chapter 33, or Chapter 35 of Title 38, U.S. Code, or Chapter 1606 of Title 10, U.S. Code, who meet the requirements of federal law, will be charged no more than the in-state tuition rate while enrolled at Emerald Coast Technical College.

Effective July 1, 2014, a tuition waiver is available for recipients of a Purple Heart or another combat decoration superior in precedence. This tuition waiver is provided to recipients who meet the following conditions:

- Enrolled full-time or part-time in a career certificate program.
- Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or another combat decoration superior in precedence, a resident of Florida.
- Submit a DD Form 214 issued at the time of separation from service documenting receipt of the Purple Heart or another qualifying combat decoration.

Veterans Benefits

Most postsecondary programs are approved for veterans' education benefits by the State Approving Agency. Eligible veterans and dependents may be certified for VA education benefits through the VA Certifying Official. Veterans are reminded that satisfactory attendance and academic progress are required to maintain eligibility for VA education benefits.

Any student who is entitled to educational assistance under Chapter 31, Veteran Readiness and Employment (VR&E); Chapter 33, Post-9/11 GI Bill®; Chapter 35, Survivors' and Dependents' Educational Assistance (DEA); or Chapter 1606 of Title 10, U.S. Code, Montgomery GI Bill®–Selected Reserve (MGIB-SR), is permitted to attend or participate in a program of education during the period beginning on the date the student provides a Certificate of Eligibility (COE), a Statement of Benefits, VA Form 28-1905 (for Chapter 31), or other documentation establishing eligibility for VA education benefits and ending on the earlier of:

- The date on which payment from the U.S. Department of Veterans Affairs is received; or
- Ninety (90) days after Emerald Coast Technical College certifies the student's tuition and fees to the U.S. Department of Veterans Affairs.

In accordance with 38 U.S.C. § 3679(e), Emerald Coast Technical College will not impose any penalty on a covered individual using educational assistance under Chapter 31, Chapter 33, Chapter 35, or Chapter 1606 of Title 10, U.S. Code because of a delay in payment from the U.S. Department of Veterans Affairs. While payment is pending, Emerald Coast Technical College will not:

- Prevent the student's enrollment.
- Assess late fees.
- Require the student to secure alternative or additional funding.
- Deny access to classes, libraries, or other institutional facilities available to other students.

To receive these protections, the student must:

- Provide a Certificate of Eligibility (COE), Statement of Benefits, VA Form 28-1905 (for Chapter 31), or other documentation establishing eligibility for VA education benefits.
- Submit a written request to use VA educational benefits at Emerald Coast Technical College.
- Provide any additional information necessary for the VA Certifying Official to certify the student's enrollment.

Students seeking to use VA education benefits should contact the Financial Aid Office/VA Certifying Official for assistance with certification procedures and eligibility requirements.

Post-9/11 GI Bill® Overpayment and Debt Management

On January 5, 2021, the President signed into law the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (Public Law 116-315). Under Section 1019, this law changed the way education overpayments and debts are handled by the U.S. Department of Veterans Affairs (VA).

The law requires Emerald Coast Technical College, rather than the student, to return certain tuition and fee overpayments made under the Post-9/11 GI Bill®, including the Edith Nourse Rogers STEM Scholarship and the Yellow Ribbon Program. Once the College returns the required funds to the VA, any resulting balance remaining on the student's account with Emerald Coast Technical College becomes the student's responsibility.

An institutional debt may result when:

- The student withdraws from a course.
- The student receives a non-punitive grade (such as a W).
- The student's enrollment is reduced or otherwise adjusted, requiring a return of VA funds.

Students remain responsible for any housing allowance or book stipend overpayments established directly by the U.S. Department of Veterans Affairs. Students affected by an overpayment will receive notification from the VA explaining the amount owed and available repayment options. Students with questions regarding VA overpayments should contact the U.S. Department of Veterans Affairs at 1-888-442-4551.

Vocational Rehabilitation

The Florida Department of Education Division of Vocational Rehabilitation may assist eligible students who require occupational training or retraining as part of rehabilitation to secure suitable employment. For additional information, please call 850-833-9114.

Voter Registration

Students are encouraged to register and vote in all elections <https://registertovoteflorida.gov/en/Registration/Index>.

Consumer Information

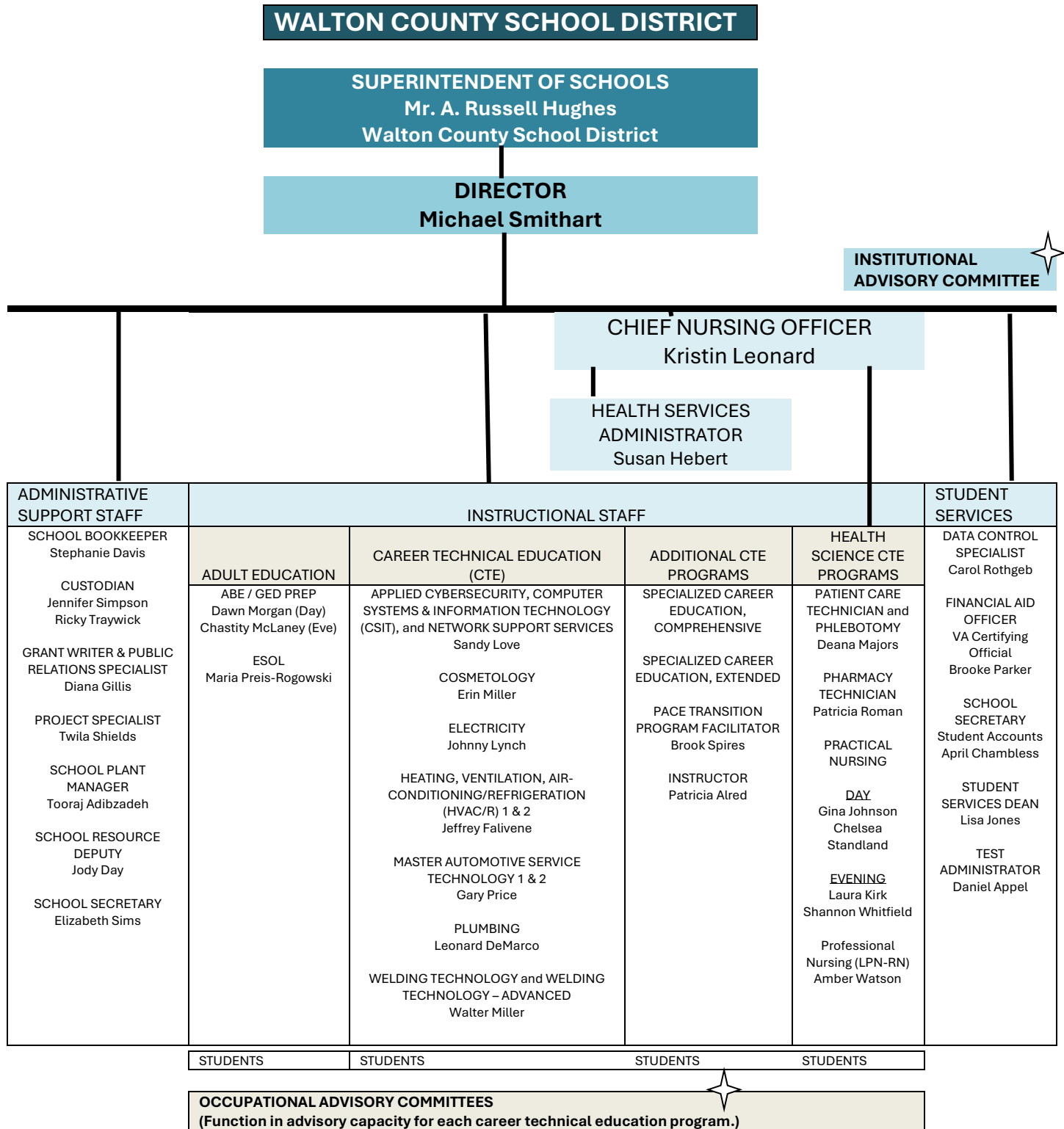
ECTC complies with federal and state consumer information regulations. Students have access to:

- **Institutional Information** – accreditation, program offerings, tuition, fees.
- **Cost of Attendance** – estimated program expenses.
- **Refund Policy** – procedures for tuition and fee refunds.
- **Financial Aid Policies** – available aid programs, SAP requirements, and withdrawal impacts.
- **FERPA** – privacy of student records.
- **Drug and Alcohol Prevention** – policies and counseling resources.
- **Campus Security** – safety policies and annual security data (if applicable).
- **Vaccination Policy** – current recommendations or requirements.
- **Complaint Procedures** – grievance process with ECTC and the Florida Department of Education.
- **Voter Registration** – information available for Florida residents.
- **Constitution Day** – annual educational program on September 17.

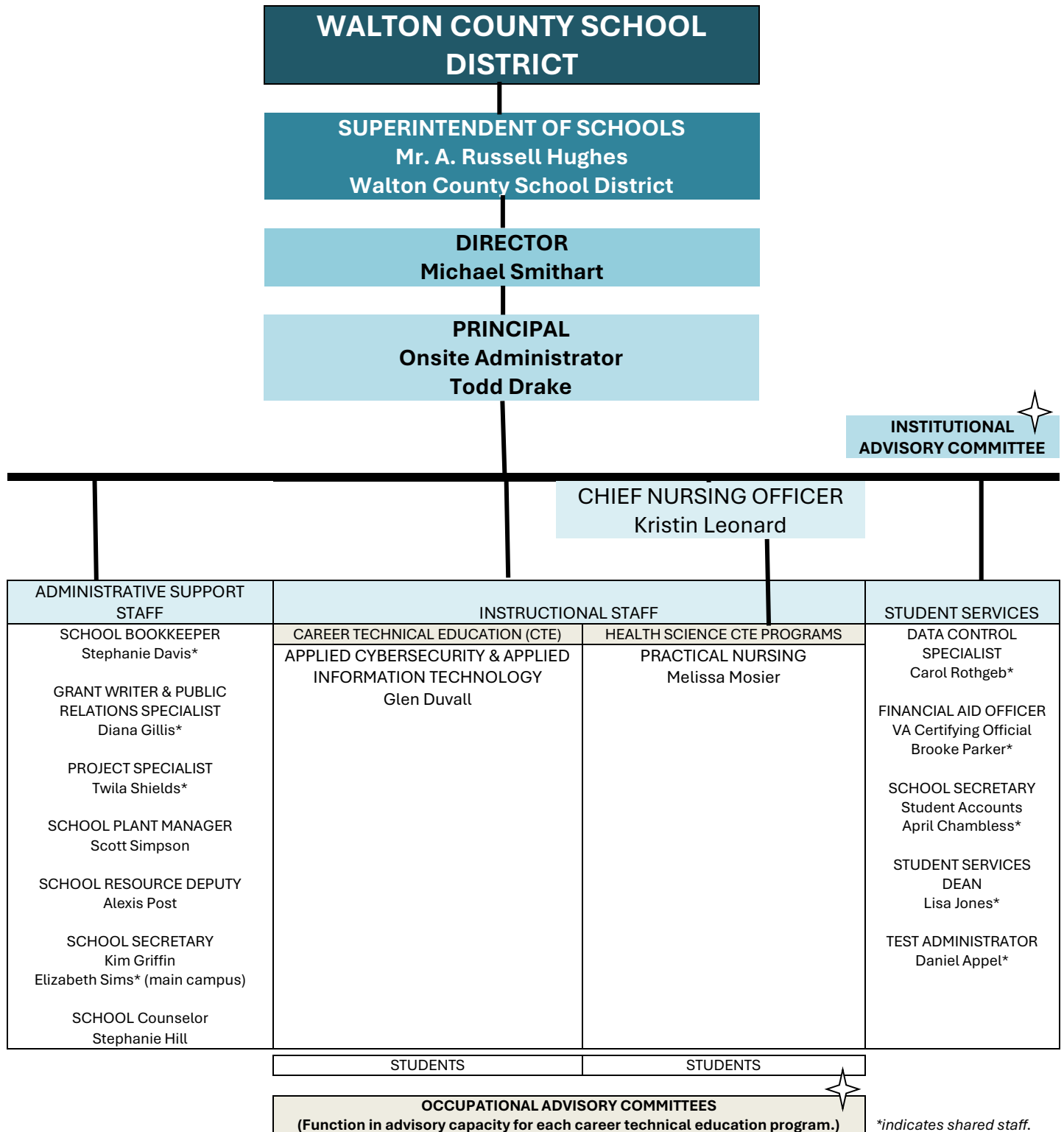
Students may use the Net Price Calculator on the ECTC website to estimate educational costs.

Organizational Structure

Emerald Coast Technical College (Main Campus)
2026-2027



*Emerald Coast Technical College @ Magnet Innovation Center - Watersound
(Instructional Service Center)
2026-2027*



Administration, Faculty and Staff Directory

Emerald Coast Technical College (Main Campus)

761 N. 20th Street, DeFuniak Springs, FL 32433

ADMINISTRATION

NAME	TITLE	EMAIL ADDRESS	EXT.
Smithart, Michael	Director	Michael.Smithart@walton.k12.fl.us	5110
Hebert, Susan	Health Services Administrator	HebertS@walton.k12.fl.us	5177
Leonard, Kristin	Chief Nursing Officer	Kristin.Leonard@walton.k12.fl.us	5183

ADMINISTRATIVE SUPPORT

NAME	TITLE	EMAIL ADDRESS	EXT.
Adibzadeh, Tooraj	School Plant Manager	AdibzadehT@walton.k12.fl.us	5170
Davis, Stephanie	School Bookkeeper	DavisS@walton.k12.fl.us	5102
Day, Jody	School Resource Deputy	Jody.Day@walton.k12.fl.us	5108
Gillis, Diana	Grant Writer & Public Relations Specialist	GillisD@walton.k12.fl.us	5163
Shields, Twila	Project Specialist	ShieldsT@walton.k12.fl.us	5162
Simpson, Jennifer	Custodian	Jennifer.Simpson@walton.k12.fl.us	5170
Sims, Elizabeth	School Secretary	Elizabeth.Sims@walton.k12.fl.us	5101
Traywick, Ricky	Custodian	Ricky.Traywick@walton.k12.fl.us	5170

STUDENT SERVICES

NAME	TITLE	EMAIL ADDRESS	EXT.
Appel, Daniel	Test Administrator	AppelD@walton.k12.fl.us	5168
Chambless, April	Student Secretary (Students Accounts)	April.Chambless@walton.k12.fl.us	5111
Jones, Lisa	Student Services Dean	JonesL@walton.k12.fl.us	5163
Parker, Brooke	Financial Aid Officer (VA Certifying Official)	Brooke.Parker@walton.k12.fl.us	5185
Rothgeb, Carol	Data Control Specialist	RothgebC@walton.k12.fl.us	5112

INSTRUCTORS

NAME	PROGRAM(S)	EMAIL ADDRESS	EXT.
Alred, Patricia	Specialized Career Education, Comprehensive	Patricia.Alred@walton.k12.fl.us	5174
DeMarco, Leonard	Plumbing	Leonard.Demarco@walton.k12.fl.us	5148
Falivene, Jeffrey	Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2	Jeffrey.Falivene@walton.k12.fl.us	5165
Johnson, Gina	Practical Nursing (Day)	Gina.Johnson@walton.k12.fl.us	5159
Kirk, Laura	Practical Nursing (Evening)	Laura.Kirk@walton.k12.fl.us	5158
Love, Sandy	Applied Cybersecurity, Computer Systems & Information Technology (CSIT), and Network Support Services	LoveS@walton.k12.fl.us	5161
Lynch, Johnny	Electricity	Johnny.Lynch@walton.k12.fl.us	5151
Majors, Deana	Patient Care Technician / Phlebotomy	MajorsD@walton.k12.fl.us	5172
Miller, Erin	Cosmetology	MillerE@walton.k12.fl.us	5155
McLaney, Chastity	Adult General Education (Evening)	McLaneyC@walton.k12.fl.us	5175
Miller, Walter	Welding Technology and Welding Technology – Advanced	Walter.Miller@walton.k12.fl.us	5152
Morgan, Dawn	Adult General Education (Day)	MorganD@walton.k12.fl.us	5175
Pres-Rogowski, Maria	English Speakers of Other Languages (ESOL)	Maria.Pres-Rogowski@walton.k12.fl.us	5169
Price, Gary	Master Automotive Service Technology 1 & 2	PriceG@walton.k12.fl.us	5160
Roman, Patricia	Pharmacy Technician	Patricia.Roman@walton.k12.fl.us	5147
Spires, Brook	PACE Transition Program Facilitator	Brook.Spires@walton.k12.fl.us	5109
Standland, Chelsea	Practical Nursing (Day)	Chelsea.Standland@walton.k12.fl.us	5141
Watson, Amber	Professional Nursing (LPN-RN)	Amber.Watson@walton.k12.fl.us	5453
Whitfield, Shannon	Practical Nursing (Evening)	Shannon.Whitfield@walton.k12.fl.us	5149

Administration, Faculty and Staff Directory

Emerald Coast Technical College @ Magnet Innovation Center – Watersound

133 S. Watersound Parkway, Inlet Beach, FL 32461

ADMINISTRATION

NAME	TITLE	EMAIL ADDRESS	EXT.
Smithart, Michael	Director*	Michael.Smithart@walton.k12.fl.us	5110
Drake, Todd	Principal, On-Site Administrator	Todd.Drake@Walton.k12.fl.us	5410
Leonard, Kristin	Chief Nursing Officer*	Kristin.Leonard@walton.k12.fl.us	5183

ADMINISTRATIVE SUPPORT

NAME	TITLE	EMAIL ADDRESS	EXT.
Davis, Stephanie	School Bookkeeper*	DavisS@walton.k12.fl.us	5102
Post, Alexis	School Resource Deputy	PosAlexis@walton.so.org	5427
Gillis, Diana	Grant Writer & Public Relations Specialist*	GillisD@walton.k12.fl.us	5163
Griffin, Kim	School Secretary (on site)	GriffinK@walton.k12.fl.us	
Hill, Stephanie	Student Success Coach	Stephanie.Hill@walton.k12.fl.us	5428
Post, Alexis	School Resource Deputy	PosAlexis@walton.so.org	5427
Shields, Twila	Project Specialist*	ShieldsT@walton.k12.fl.us	5162
Simpson, Scott	School Plant Manager	SimpsonS@walton.k12.fl.us	5419
Sims, Elizabeth	School Secretary*	Elizabeth.Sims@walton.k12.fl.us	5101

STUDENT SERVICES

NAME	TITLE	EMAIL ADDRESS	EXT.
Appel, Daniel	Test Administrator*	AppelD@walton.k12.fl.us	5168
Chambless, April	Student Secretary (Student Accounts)*	April.Chambless@walton.k12.fl.us	5111
Jones, Lisa	Student Services Dean*	JonesL@walton.k12.fl.us	5163
Parker, Brooke	Financial Aid Officer (VA Certifying Official)*	Brooke.Parker@walton.k12.fl.us	5185
Rothgeb, Carol	Data Control Specialist*	RothgebC@walton.k12.fl.us	5112

INSTRUCTORS

NAME	PROGRAM(S)	EMAIL ADDRESS	EXT.
Duvall, Glen	Applied Cybersecurity & Applied Information Technology	Glen.Duvall@walton.k12.fl.us	5450
Mosier, Melissa	Practical Nursing	Melissa.Mosier@walton.k12.fl.us	5454

**Denotes shared staff for Main Campus and Instructional Service Center*

Student Services and Activities

The full range of student services, including but not limited to academic and career counseling, financial aid, services for students with disabilities, admissions, registration, and testing, are made available to students on both campuses.

Academic Dishonesty

Students are expected to be responsible for their own work and to uphold principles of personal and professional integrity. Academic dishonesty damages the reputation and ethical principles of the student, the student's career preparation program, and the institution. Academic dishonesty will not be tolerated. Cheating, collusion in dishonest behaviors or acts (including obtaining an unfair advantage), plagiarism, and forgery undercut and weaken the mission, beliefs, and values that the institution is committed to upholding and maintaining. Students who compromise or attempt to compromise the principle of academic honesty may be subject to oral admonition, oral or written warning, or disciplinary action including a grade assignment of "F" (failure) in related work; e.g. test, project, skills demonstration, or in the course. Students may also be placed on probation following the incident of academic dishonesty or be dismissed from the career education program entirely.

Use of Artificial Intelligence (AI) Policy

Academic Integrity AI-generated content must never replace a student's own work, thinking, or competencies. Copying and pasting unmodified AI output and presenting it as your own is considered academic dishonesty.

Transparency

Students must disclose when and how they used AI in coursework, assignments, or projects—following their instructor's required format. Faculty may require a brief statement describing AI use, citations of prompts or tools utilized, and submission of both AI-assisted and student-edited versions.

Accuracy and Critical Evaluation AI-generated content can be incomplete, biased, or incorrect. Students are responsible for verifying accuracy, using professional judgment, and ensuring alignment with course expectations.

Ethical and Respectful Use AI must be used responsibly and must not be used to create deceptive, harmful, or discriminatory content, manipulate or impersonate individuals, violate copyright or intellectual-property standards, or circumvent required assignments, competencies, or licensure skills.

Admissions

Students who have reached the age of 16 years, are beyond the age of compulsory school attendance, and who meet one or more of the following requirements may enroll in most CTE programs:

- Valid Standard High School Diploma*
- GED® or other recognized equivalent of a high school diploma (34 CFR 600.2 GEN-14-06) *
- Special Diploma (Specific provisions and restrictions apply.)
- Special Admission Provisions for persons with disabilities 1007.264 F. S, 1007.265 F.S. (see a counselor for additional details)
- Home-educated student who presents an affidavit signed by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of F.S. 1002.41
- Students who present with previously demonstrated competency in college credit/postsecondary coursework (e.g., A.A. degree)
- Dual-enrolled students admitted under F.S. 1007.271

Note: Students wishing to benefit from CTE to AAS/AS degree articulation agreements must have achieved a standard high school diploma or equivalent and must meet specified college requirements.

*Students must provide documentation of the award of a valid standard high school diploma, GED®, or other recognized equivalent of a high school diploma through official transcripts. Until official transcripts are received indicating the award of the standard high school diploma, GED®, or other recognized equivalent of a high school diploma, the student is admitted on a provisional/conditional basis pending receipt of these transcripts. No financial aid will be disbursed until official transcripts of a valid high school diploma, GED®, or other recognized equivalent of a high school diploma are received.

**Students provisionally admitted may enroll in the first course of their CTE program; however, no federal financial aid will be disbursed to the student until all requirements for admissions and qualifications to receive financial aid are met. Tuition waivers, exemptions, and/or deferrals are not available to students who are admitted under this provision until the student meets the regular admission requirements. Special diplomas and certificates of completion may be accepted for admission into certain CTE programs. The special diploma does not meet the requirements of the standard high school diploma. In general, students must have achieved a standard high school diploma/GED® or be beyond the age of compulsory attendance and meet the criteria for homeschooled students to access federal financial aid. Students who do not meet the criteria for admissions to postsecondary programs or financial aid may wish to enroll in ECTC adult education/developmental programs to earn a GED®. Students are reminded that some CTE programs at ECTC require the standard high school diploma or GED®/other recognized equivalent of the high school diploma. Students enrolling in the practical nursing program MUST have achieved a standard high school diploma or GED® and must be 18 years old at the time of the first scheduled clinical rotation.

Students who are enrolling in CTE programs over 450 hours in length and who do not meet certain exemption requirements should present current TABE scores (less than one year old). Students are required to attain appropriate exit scores before a certificate of program completion can be awarded. Students who are required to take the basic skills exam and who do not attain the program exit scores are encouraged to enroll in the appropriate adult education/ developmental program to help in achieving required exit scores.

Students may be exempt from the requirement of basic skills testing. Please see a representative in Student Services to see if an exemption may apply. The following exemptions apply to *general* enrollment at ECTC:

- Official transcript of award of a standard high school diploma from an accredited *Florida* high school, reflecting enrollment into ninth grade in an accredited *Florida* high school 2003-2004 school year or later.
- Official transcript of award of an associate's or higher degree from an accredited college/ postsecondary education institution
- Official documentation verifying achievement of FLDOE-approved and specified industry certifications/ licensure. See a representative in Student Services for additional information.
- Other exemptions may apply.

General Admissions Procedures CTE Programs

- Complete Online Orientation
- Complete Online *general* application. There is no cost for submitting the general application. This application informs Admissions that you are interested in attending.
- Request official transcripts from accredited educational institutions
- Complete appropriate testing (e.g., PERT or TABE if no exemption applies; Nurse Entrance Test (TEAS/ATI for practical nursing programs); Wonderlic for Cosmetology
- Meet with counselor/advisor for career counseling *if needed*
- Meet with financial aid *if needed*
- Complete registration for classes; pay registration fees; pay parking fee if needed
- Pay tuition & fees and purchase textbooks and supplies

Limited access programs, including Applied Cybersecurity, Computer Systems & Information Technology (CSIT), Cosmetology, Network Support Services Patient Care Technician, and Practical Nursing, require a student interview with career program staff *prior* to admission to the program. Waiting lists are maintained for some limited-access programs and students may register and enroll only after receiving the appropriate program acceptance letter.

Students are encouraged to contact program instructors prior to first-class attendance. The Student Services Dean can advise students regarding the “best match” with career education programs and individual student interest and aptitude profile and personal goals. The Student Services Dean and program instructors assist students in evaluating job placement possibilities.

Student Rights and Responsibilities

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound are public postsecondary educational institutions. A school of choice, both campuses reserve the right to deny admission to any program. Students who apply for admission agree to comply with current school district and campus policies, procedures, and regulations as published in the ECTC Student Handbook & Program Catalog, school district code of conduct, and any policy statements and manuals. Instructors take a primary role in reviewing and detailing classroom expectations and requirements. Students are expected to demonstrate conduct appropriate to the mature student who is seeking to achieve skills in a selected trade or profession.

Students who are enrolled in any program or course are expected to take on full accountability and liability for their actions. Willful destruction of property, violence, harassment and/or intimidation, or disruption of any activity is not permitted and can result in appropriate civil, criminal, and/or financial penalties.

The following topics provide general information regarding policies, procedures, and expectations for student conduct. Students who are accepted into career education programs should familiarize themselves with their program syllabus as various industries, industry organizations and licensing and credentialing authorities may impose specific requirements for licensure and credentialing.

Students are reminded that the Walton County School District Code of Conduct provides for *minimal* acceptable standards of conduct.

Change of Address/Student Information

Students are responsible for notifying Emerald Coast Technical College of any changes to their address, contact information, or identifying information (e.g., change of name). Change of information forms can be obtained in Student Services.

Florida Residency

Determination of resident status for tuition purposes is made at the time of initial enrollment. For purposes of establishing residency, initial enrollment means the first day of class. (FS 1009.21(b)). Residency determination criteria are established by Florida statute along with the Florida Board of Education Administrative Rules. Specific criteria are applied in the determination of designation of students as Florida residents, Border state residents, or non-Florida residents for the purpose of fee assessment. In general, the student or his/her parents if student is classified as a dependent, must have established and maintained legal residence in Florida for a minimum period of 12 months immediately preceding the initial date of enrollment. Special provisions regarding residency apply to military personnel. The Student Services Dean can provide students with additional information on establishing residency and/or out-of-state fee waivers. Students are reminded that providing false information regarding residency is a violation of Florida law and could result in disciplinary action as well as increased tuition assessment.

Food Services

Emerald Coast Technical College Main Campus does not provide a campus-based food service program. Vending machines are located inside building 400 in the student lounge. Through the school secretary, students may also place orders for lunches, during the day only, provided through the Walton High School lunchroom on district-scheduled days. Please see the secretary for more information regarding food service questions.

Emerald Coast Technical College at the Magnet Innovation Center – Watersound does not currently provide on-site food services for students. However, a refrigerator and microwave are available for student use in the Student Resource Room located in Portable 5. Students are encouraged to plan accordingly for their meal and snack needs during the school day.

Grades

Instructors enter grades and attendance in the Focus student management system for each course in which the student is enrolled. Students earn a final grade upon completion of a course. Students have logins to check grades and attendance in Focus, allowing them to track their progress. Instructions on how to use Focus are provided to students on the USB flash drives they receive during the admissions/registration process.

Instructor Responsibilities

Instructors' office hours and contact information are noted on program syllabi. Students can contact instructors and staff in a variety of ways, including email and telephone. Many instructors use the ROOMS app or provide students with their cell numbers so students can contact them after hours if necessary.

Instructors are required to counsel students when they are absent. The discussion includes the reasons why the student was absent and how future absences can be avoided. Instructors are required to counsel students who are having difficulty in class. Many resources are available to assist students. Instructors inform students that counseling services are available, as outlined in the ECTC Student Handbook & Program Catalog. Instructors can refer the student to the Student Services Dean if necessary.

Job Placement and Employment Support Services

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound provide students with access to many job search resources, including Internet-based job search tools. Student services and instructional staff offer assistance with employability skills, including job application completion, resume writing, interview skills, and job referral/job placement. In addition to placement assistance offered by student services and faculty, assistance is also available free of charge through CareerSource®/Regional Workforce personnel located on the main campus in Building #100. Students may also access a variety of labor market and referral services online. The website to access these services is available to access here: <https://careersourceokaloosawalton.com/career-seekers/>. Additionally, students are encouraged to check the student services job board at each location for employment opportunities.

To facilitate continuous improvement in achieving its mission to prepare students for successful employment, ECTC surveys students and relevant employers upon exit and/or program completion. The ECTC student services department coordinates the collection of student information that includes instructor interviews with both students and employers. Along with wage-related information, follow-up surveys include remarks related to the type and level of satisfaction with the training preparation the student received for employment. This information is integral to the school's commitment to both students and employers. ECTC appreciates the participation of both students and employers in this vital process.

Leave of Absence

A leave of absence may be granted for a legitimate unforeseen circumstance during which the student is not considered withdrawn.

The following conditions must be met:

- The student meets with the instructor and completes a Leave of Absence (LOA) Request form. Completed LOA Request forms are submitted to the Student Services Dean and the Financial Aid office for review. Requests should be submitted a minimum of 2 weeks prior to the requested leave, when possible.
- Valid reasons may include emergency health conditions, family emergencies, death in the family, etc. and must include documentation. The Student Services Dean will review the request with the instructor and the Financial Aid Officer. The Student Services Dean or Administration will make the final decision as to the leave of absence request and submit approved requests to the Data Control Specialist.
- The LOA may not exceed 180 calendar days in twelve months.

- The leave of absence must be completed within the same academic year. The student is required to contact the ECTC by the estimated return date listed on the LOA. If the student fails to return or does not communicate their intention to return, the student will be administratively withdrawn as of the date scheduled on the LOA form. The student may return the following school year pending approval from the instructor, financial aid, and the Student Services Dean. In most situations, the school will grant only one leave of absence to the student in any twelve months. Any combination of leave or extension of a leave of absence will not exceed a total of 180 days (about 6 months) in any twelve months. Additional subsequent leave may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993. The director will have discretion over all leaves of absence.



Leave Request Form

**** No leave of absence is granted without student meeting with Student Services Dean. ****

A postsecondary student in good standing who is making satisfactory academic progress at Emerald Coast Technical College (ECTC) may request a leave of absence when planning a short-term withdrawal from an ECTC program. In general, a student may request a leave of absence for a minimum of 7 days not to exceed 60 calendar days. Students needing to withdraw for a period exceeding 60 calendar days should discuss re-enrollment procedures with student services. Students who are requesting a leave of absence from a limited access program (e.g., health sciences, human services) must coordinate their expected return date with the department chair or instructor.

Students who are receiving financial aid and who are approved for a leave of absence should discuss their situation with the financial aid department, as some benefits may be affected.

Student Initials

A student who is approved for a leave of absence may continue to access student services, including student counseling and Career services, referral to other agency services, tutoring labs, and other campus facilities. In addition, the student's file is maintained in active status in student records and school application fees are waived upon the student's return. Students approved for a leave of absence should maintain at least monthly contact with the instructor **and** student services in order to facilitate their return to the program.

Students who do not return within the approved time period will be officially withdrawn from classes and must complete regular re-enrollment procedures in order to return to Career Technical Education (CTE) offerings at ECTC. Students who have not cleared/made arrangements to clear accounts upon return must receive approval for re-enrollment from finance and enrollment services.

Student Initials

1) Student Name:		2) Date Request to Begin:																																																			
3) Permanent Mailing Address (Street/City/State/Zip)		4) Phone Number:																																																			
		Current Program of Enrollment:																																																			
		Current Course Code/Number:																																																			
5) Email Address:		6) Expected Date of Return:																																																			
7) Reason for Request (Check all that apply) ☐ Personal/Family ☐ Financial ☐ Medical (Includes Pregnancy) ☐ Other _____		8) Please explain briefly. Your comments remain confidential.																																																			
9) I plan to temporarily withdraw from ECTC and am requesting a leave of absence for the reasons noted. I have read the information regarding requests made for leave of absence and understand my responsibilities to maintain my status as a student.																																																					
Student Signature _____		Date _____																																																			
<table border="0"><tr><td>_____/</td><td>_____</td><td>☐ Approved</td><td>☐ Denied</td><td>_____</td></tr><tr><td>Instructor/Department Chair</td><td>Comments</td><td></td><td></td><td>Date</td></tr><tr><td>_____/</td><td>_____</td><td>☐ Approved</td><td>☐ Denied</td><td>_____</td></tr><tr><td>Student Services Dean</td><td>Comments</td><td></td><td></td><td>Date</td></tr><tr><td>_____/</td><td>_____</td><td>☐ Approved</td><td>☐ Denied</td><td>_____</td></tr><tr><td>Data Control Specialist</td><td>Comments</td><td></td><td></td><td>Date</td></tr><tr><td>_____/</td><td>_____</td><td>☐ Approved</td><td>☐ Denied</td><td>_____</td></tr><tr><td>Financial Aid Advisor</td><td>Comments</td><td></td><td></td><td>Date</td></tr><tr><td>_____/</td><td>_____</td><td>☐ Approved</td><td>☐ Denied</td><td>_____</td></tr><tr><td>Student Accounts/Billing</td><td>Comments</td><td></td><td></td><td>Date</td></tr></table>				_____/	_____	☐ Approved	☐ Denied	_____	Instructor/Department Chair	Comments			Date	_____/	_____	☐ Approved	☐ Denied	_____	Student Services Dean	Comments			Date	_____/	_____	☐ Approved	☐ Denied	_____	Data Control Specialist	Comments			Date	_____/	_____	☐ Approved	☐ Denied	_____	Financial Aid Advisor	Comments			Date	_____/	_____	☐ Approved	☐ Denied	_____	Student Accounts/Billing	Comments			Date
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Student Accounts/Billing	Comments			Date																																																	

Instructor completes the request form, sign it and then have the student initial and sign. Be sure there is an EXPECTED date of return. Students may return sooner than the date, but after the date listed, the student is withdrawn. Leave of absence form along with the withdrawal form is submitted to Student Services for approvals.

Instructor initiates/sends to Student Services Dean

Revised: 1/12/2024

Lost and Found

Emerald Coast Technical College and the Walton County School District assume no responsibility for lost or stolen articles. Students finding articles should take these to the secretary. Students who have lost an article should report the loss to the secretary. Items not claimed by the end of the term may be donated to charitable organizations.

Record of Expulsion and Conviction

Applicants should be familiar with the rules governing proper conduct and behavior. Section 1006.07 (1) (b), Florida Statutes (District school board duties relating to student discipline and school safety), requires each district school board to adopt rules that require each student at initial registration for school enrollment in the district to report any previous school expulsions, arrests resulting in a charge, and juvenile justice actions the student has had. Each ECTC campus will require a written statement as to the specifics of the disclosed incident. This section also provides authority for the receiving school board to waive or honor the final order of expulsion or dismissal of a student by any in-state or out-of-state public district school board or private school for an act that would have been grounds for expulsion according to the receiving district school board's code of student conduct.

Release of Information

The rights of students and their parents with respect to education records created, maintained, or used by Emerald Coast Technical College shall be protected in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and the implementing regulations issued pursuant thereto. As a postsecondary institution, with respect to disclosure of a student's personally identifiable information, Emerald Coast Technical College makes every effort to balance the interests of safety and privacy for individual students.

Except for directory information, Emerald Coast Technical College will not release a student's records without written consent of the student (parent if the student is under 18 years of age and is *not* enrolled as a postsecondary/adult student only) except in those situations provided by law.

As referenced in the 2026-2027 Code of Student Conduct, Walton County School District and Emerald Coast Technical College have designated the following as directory information

- Student name, address, email, and telephone listing
- Date and place of birth
- Dates of attendance
- Student participation in officially recognized activities
- Most recent educational institution or agency attended
- Photograph
- Major field of study
- Grade level
- Certificates, degrees, honors, and awards received

Students who do NOT consent to the release of the listed directory information should notify Student Services when registering for classes.

Postsecondary students may authorize other individuals to receive information by completing the Authorization for Release of Information form. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the administration a written request that identifies the record(s) the student wishes to inspect. The ECTC records custodian will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask ECTC to amend a record should write to the ECTC administrator, clearly identify the part of the record the student wants changed

and specify why it should be changed. If ECTC decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before Emerald Coast Technical College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Emerald Coast Technical College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or Walton County School District in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the ECTC or the Walton County School District has contracted as its agent to provide a service instead of using ECTC or school district employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Walton County School Board, or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school or the Walton County School District.

Upon request, ECTC may also disclose and/or forward any and all education records, including disciplinary records, without consent, to officials of another school in which a student seeks or intends to enroll. Upon request, ECTC will provide the student with a copy of the information disclosed and an opportunity for a hearing. (see above #2.)

ECTC will also disclose student information without consent in the following situations

- Informing parents if a technical dual enrollment student has violated any law or ECTC's or Walton County School District's policy concerning the use or possession of alcohol or a controlled substance.
- Disclosure to parents if a health or safety emergency involves a technical dual enrollment student.
- Disclosure to protect the health or safety of students or other individuals. This information may be released to appropriate parties such as law enforcement, public health officials, and trained medical personnel. The period for disclosure is limited to the period of an identified emergency and generally does not provide for a blanket release of personally identifiable information.

Students should be aware that the following list provides a non-exhaustive review of situations that may result in student records being disclosed without permission

- To comply with requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirement of the Student and Exchange Visitor Information System
- To comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act
- To comply with authorized law enforcement units. Investigative reports and other records created and maintained by these law enforcement units are not considered education records subject to FERPA

Students may wish to review the Walton County School District Code of Student Conduct with a representative in student services.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20222-8520

Retention Plan

Purpose

The ECTC Retention Plan establishes a structured, equitable process to support student persistence, academic success, and program completion. The plan ensures consistent monitoring of student progress, early identification of barriers, and timely remediation interventions. The plan is reviewed annually. Students, faculty, and staff may submit written recommendations for improvements to Administration no later than April 30.

The Retention Plan applies to all students enrolled in Career and Technical Education (CTE) and Adult Education programs at ECTC. Individual programs may have additional requirements outlined in program syllabi.

Satisfactory Academic Progress (SAP)

SAP is evaluated at least twice per year, or more frequently depending on program structure. SAP includes both qualitative and quantitative measures, such as grades, competencies, attendance, and pace of progress.

Basic Skills Deficiency & Registration Remediation

During registration, the Student Services Dean will create a SAP Form for any student who does not achieve the minimum Basic Skills Test score required for a CTE program. Students must enroll in the Adult Education remediation program and attend weekly meetings with an instructor until requirements are met. Post-testing is administered as needed.

Early Alert & Referral

Students showing signs of academic difficulty are identified through the Early Alert system, including attendance issues, low grades, or skill deficiencies. Alerts must be addressed by the CTE program instructor within 3 physical school days.

Remediation Steps

- Step 1: Notification and Initial Meeting.
- Step 2: Student Academic Progress Report (SAP) Form Completed.
- Step 3: Progress Monitoring.
- Step 4: Academic Warning or Probation.
- Step 5: Progress Monitoring.
- Step 6: Return to Good Standing or Program Exit.

Roles & Responsibilities

Students, Faculty, Student Services Dean, Adult Education Instructors, the Advisory Committee, and Administration each play a defined role in supporting student success.

Annual Review

Retention Plan, included in the handbook, is made publicly available on the ECTC website and is evaluated and revised annually. Input from the Institutional Advisory Committee is noted in meeting minutes.

Key Timelines

Early alert: 3 business days.

SAP duration: 4–8 weeks.

SAP reviews: as deemed necessary by remediation instructor.

Student Appeals: within 5 business days.

Annual feedback deadline: April 30.

Documentation & Privacy

All SAP and remediation documentation is maintained securely and in compliance with FERPA.

Satisfactory academic progress is evaluated at least twice per year, usually on a course-by-course basis. Students should refer to the appropriate program syllabus for more detailed information regarding grading and satisfactory academic progress requirements.

ROOMS: Instructor & Student Communication

Instructors' office hours and contact information are noted on program syllabi. Students can contact instructors and staff in a variety of ways, including email and telephone. Instructors provide students with their cell numbers so students can contact them after hours if necessary. ROOMS is the new district approved student/teacher; student/parent communication platform. To use ROOMS, you can download the mobile app from the Apple App Store or Google Play Store using the QR codes below.



iPhone



Google Play

You can also use ROOMS on a desktop device by visiting www.thrillshare.com to login. You will receive a text message to authenticate your account and establish the connection between you and your students' teachers.

In order to ensure a seamless experience, it is highly recommended you visit or create a FOCUS Parent Portal account to ensure your contact information is up to date.

Instructors are required to counsel students when they are absent. The discussion includes the reasons why the student was absent and how future absences can be avoided. Instructors are required to counsel students that are having difficulty in class. Many resources are available to assist the student. Instructors inform students that counseling services are available, as outlined in the ECTC Student Handbook & Program Catalog. Instructors can refer the student to the Student Services Dean if necessary.

Services for Students with Disabilities

Student Services is available to assist students with disabilities who self-identify or are identified as requiring accommodations through the 504 (Section 504 of the Rehabilitation Act) process. Disabilities must be documented in order to secure specific accommodations. Such accommodations may not impact the level of instruction or constitute a fundamental alteration in the nature of the program but are intended to assist with the delivery of such instruction to facilitate student success. Students may also be referred to the Office of Vocational Rehabilitation or other agencies for collateral support services. As Walton County School District educational institutions, all campuses comply with all applicable local, state, and federal laws in serving the needs of persons with disabilities. Contact the Student Services Dean for an appointment regarding disability counseling.

Student Ambassador Program

The Student Ambassador Program is a leadership opportunity for students dedicated to serving and representing Emerald Coast Technical College. Student Ambassadors provide campus tours, serve as ECTC representatives, and perform duties at campus and community events. The mission of the Student Ambassador Program is to cultivate student leaders who will share the ECTC's experience with prospective students, their families, and community members and represent the college at special events. Interested students should review the qualifications of the program on the website at www.ECTC.edu.

Student Orientation

All students are required to complete online orientation, available at <https://www.ECTC.edu>. The orientation provides information to acquaint students with general policies, procedures, functions, and personnel. The orientation presentation includes financial aid, admissions, registration, and program offerings. Face-to-face orientations are provided on an as needed basis.

Orientation to Technology

Orientation to technology is provided at the beginning of each scheduled term. This orientation includes instruction on accessing the student's school account to review grades, financial accounts, etc. and setting up and accessing Microsoft® 365. This service is provided at no cost to the student while enrolled. In addition, the orientation makes available training opportunities to better acquaint students with these and other resources to help facilitate student success. The Orientation to Technology concludes with an overview of security measures that students should exercise to protect personal information while using computers. The Orientation to Technology is available online at <https://www.ECTC.edu>. It is also included in the student flash drives.

Students are encouraged to participate in the online orientation available at www.ECTC.edu.

Program Orientation

Program orientations are provided by instructors during the first few days of scheduled classes. Orientations help advise the students regarding specific program requirements and expectations and include discussion of policies, procedures, and general and emergency safety provisions.

Some programs require student attendance at scheduled program orientation sessions. Health sciences programs require that students attend a scheduled orientation session at the beginning of each cohort-based program offering as a condition for program enrollment. The cosmetology program also requires that students participate in a scheduled orientation as a condition of enrollment into the program.

Student Schedules

Students receive their schedules from Student Services during the registration process. The schedule reflects each course the student will complete as they progress through their chosen program of study. The Data Control Specialist enters schedules in the Focus student management system. The student moves from one course to the next after a final grade has been posted in Focus by the student's instructor. The schedules reflect a reasonable timeframe for program completion. Student schedules are uploaded to the shared drive and are available for review by instructors and other staff members.

Cancelled Classes

Students who have enrolled in a class that is subsequently cancelled during the drop/add period will be notified as soon as possible. Schedules will be updated as cancellation information becomes available. Students whose classes are cancelled may transfer to another class during the drop/add period or may withdraw without penalty or charge during the drop/add period.

Students **may not** be required to make up hours missed due to an Executive Order by the Governor, WCSO Superintendent, or the Director of ECTC.

Dropping/Adding Courses

Students enrolled in CTE programs may drop or add programs without penalty during the scheduled first five days of class. Students should discuss their schedule change needs with the instructor and the Student Services Dean to ensure that class space is available and that the schedule change is appropriate for the student's program of study. Students who are receiving financial aid must discuss schedule changes with the Financial Aid Officer before making any changes to determine the impact of such changes on the student's financial aid award(s). A full refund of tuition will be made for completed withdrawals within the scheduled drop/add period. No refund will be made for testing, registration fees, lab fees that have been used, or books or supplies that are not sealed in the original package. Schedule adjustments made after the drop/add period may result in additional fees and in forfeiture and /or repayment of any financial aid award.

Frequency of Course Offerings

Emerald Coast Technical College makes every effort to offer courses in a manner that will facilitate completion of the student's program within established timeframes. Practical nursing programs are offered in cohort format and provide two or more entry points for students within a 12-month period. Short-term programs are sequenced to maximize the student's opportunity for completion within six to twelve months and are offered at least once per school year. The nature of most

career programs and career education instruction at ECTC provides opportunities for full-time students to complete the required sequence of coursework within a one to two-year period. Students who elect to attend fewer than 900 clock hours per year may find that the timeframe for program completion is lengthened accordingly. Curriculum for career education programs is updated a minimum of every two years. As programs become designated for deletion and discontinued support by the State of Florida Department of Education, ECTC provides for a maximum teach-out period of one year so that currently enrolled students may complete their program certificates.

Most program offerings require a minimum number of student enrollments in order for ECTC to provide the program that term. Insufficient enrollment for new program offerings may result in the program not being offered, being inactivated, or being discontinued.

Student Organizations

Emerald Coast Technical College supports student engagement through participation in career-related student organizations. The Practical Nursing program offers a student organization that provides opportunities for leadership development, professional growth, community involvement, and collaboration with peers and industry professionals. Participation in these activities helps students become more engaged in their chosen field, develop valuable workplace and leadership skills, and build professional networks that can support future employment and career advancement. Students interested in learning more about participation opportunities should contact their instructor or the Student Services Dean, Program Instructor, or School Director.

Student Records

Student enrollment, financial, academic, attendance and educational progress records are available in Student Services on the main. ECTC preserves and protects student records by the use of storage devices, duplicate physical and/or digital records, and security files, which ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions. Hard copy permanent student records are securely stored in locked, fire-resistant vaults. Since 1988, duplicate digital student records have been maintained electronically. Hard copy student records include but are not limited to course information, testing information, student demographics, financial aid and admissions/registration documents. Access to hard copy records is achieved through a sign-in procedure in Student Services. Only authorized administration, faculty and staff, wearing ECTC ID badges, are allowed to access student records. Upon request and retrieval, adult students and parents/guardians of dual enrollment students have the right to access, inspect, and review their individual student educational record. Adult students are defined as those students 18 years and older OR those students enrolled *only* in postsecondary/adult courses and programs. Such access is available while the records are in the direct custody of an approved school records custodian.

The Focus student management system is currently used to maintain digital records and is backed up on a regular schedule by Walton County School District MIS personnel. The Focus system contains student records for both campuses. Digital student records can be accessed from both locations. The Focus student management system consists of a database that includes, but is not limited to student demographics, schedules, occupational completion points, program completion, grades, attendance, course dates and withdrawals. The Focus student management system ensures privacy and confidentiality by requiring valid staff and student login credentials to be entered prior to accessing student data. This process ensures only authorized individuals have the ability to access student records. Faculty members only have access to the digital records of their students. They cannot access the digital student records of students in other programs.

Student Transcripts

Student transcripts are maintained digitally and /or filed in individual student record files. Upon request and retrieval, adult students and parents/guardians of dual enrollment students have the right to access, inspect, and review their individual student educational record. Adult students are defined as those students 18 years and older OR those students enrolled *only* in postsecondary/adult courses and programs. Such access is available while the records are under the direct custody of an approved school records custodian.

Students may request official transcripts online at <https://www.ectc.edu/transcript-request-form.html>. The online transcript form is used for both campuses. Transcripts require a payment of \$5.00 per ordered transcript and are usually processed within ten business days. At a minimum, transcripts include grades, attendance, program of study, courses, period of enrollment, and certifications if applicable.

Transfer Students/Credits

Students who wish to transfer in from other educational institutions should follow the admissions checklist. Transferring students should meet with the Student Services Dean to help facilitate the transfer process and to help ensure that possible transfer credits are discussed. Students should request official transcripts from the school from which he/she is transferring and submit any required testing results. Students whose transcripts indicate that the student was *not* making satisfactory academic progress, whose grade point average was *below* 2.0, and/or whose transcripts indicate that the student was *not* in good standing should discuss their situation with the Student Services Dean. In such cases, the student *may* be placed on academic probation during the first term of enrollment while working toward achieving satisfactory academic progress. Academic probation status may affect student access to some forms of financial aid.

Students who enroll in CTE programs at Emerald Coast Technical College may be awarded creditable clock hours toward program completion based on evaluation of official transcripts from educational institutions and/or through competency testing. Career/technical related transfer credit from regionally/nationally accredited institutions may be awarded based on corresponding course numbers/course content from Florida educational institutions, course content from out-of-state regionally/nationally accredited institutions or demonstrated competency through recognized testing agencies or industry certification. In general, students may receive credit **ONLY** for courses that **COMPLETELY** fulfill the requirements of the course for which credit is to be granted; i.e., no partial course credits are granted. Industry certifications/licensures should meet the recency requirement for the student to receive credit.

International students may be requested to submit transcripts and documents from foreign institutions to international credential evaluation agencies or organizations for appropriate evaluation to facilitate appropriate credit transfer or documentation of the award of the high school diploma. The Student Services Dean can assist students in locating these agencies/organizations, if needed.

Students wishing to transfer between programs, regardless of campus location, must meet the requirements of the receiving program; e.g., a student wishing to transfer from the Patient Care Technician program to the Practical Nursing program must submit appropriate testing results (PERT/TABE, ATI TEAS), program application, and complete an interview with a Practical Nursing Department staff member. Students who wish to transfer between programs should discuss their intent with the Student Services Dean and the Financial Aid Officer. Transfers are contingent upon space available as well as meeting the requirements of the receiving program.

Students wishing to transfer between programs offered at Emerald Coast Technical College may transfer a *minimum* of one successfully completed course, provided the course numbers are identical. Exceptions may apply; e.g., partial credit may be awarded to students enrolling in the first course of the Practical Nursing program (H170607) provided the student has successfully completed a minimum of 290 clock hours of the Patient Care Technician program (H170694) and holds current certification as a C.N.A. in Florida. Other restrictions may apply. Transferred coursework must be at the same level and competency attainment to receive credit in the receiving program. These exceptions apply **ONLY** to students wishing to transfer between programs offered on Emerald Coast Technical College Main Campus and Emerald Coast Technical College @ Magnet Innovation Center - Watersound. Please see the Student Services Dean to discuss the situation if this provision applies to you.

Withdrawing from ECTC

Students who withdraw prior to completion of the term of enrollment or prior to completion of scheduled classes, should notify the instructor, who will submit the withdrawal form to the Student Services Dean and the Financial Aid Officer. Students must meet with the financial aid officer to discuss possible repayment of financial aid, as awarded. Students should complete withdrawal requirements, including settling of any financial responsibilities and review of student information to facilitate subsequent requests for student records/transcripts.

Student Handbook & Program Catalog Signature Page

This page is to be signed by the student after receiving and reading the 2026-2027 ECTC Student Handbook & Program Catalog.

The Student Handbook & Program Catalog is published annually. It is the guide for both campuses. A digital copy is publicly available at www.ECTC.edu. Hard copy can be obtained from Student Services on the Emerald Coast Technical College Main Campus. A digital copy is provided to all students, on both campuses, during registration when they receive their ECTC student flash drives.

I realize it is my responsibility to read the 2026-2027 ECTC Student Handbook & Program Catalog and clarify any questions or concerns with the administrator. My signature indicates that I have read, understand and agree to adhere to the requirements as stated in the policies and procedures published in the ECTC Student Handbook & Program Catalog.

Name of Student (Print)

Signature of Student

Date Signed



Mission Statement: We prepare and empower today's students to meet the demands of an evolving and competitive workforce.

Main Campus
Emerald Coast Technical College
761 North 20th Street
DeFuniak Springs, Florida 32433

Emerald Coast Technical College @ Magnet
Innovation Center - Watersound
133 S. Watersound Parkway
Inlet Beach, FL 32461

PHONE: 850.892.1240 or 850.892.1241 FAX: 850.892.1249

www.ECTC.edu

Acronyms

A.A.	Associate in Arts Degree
AAS	Associate of Applied Science Degree
AS	Associate of Science Degree
ABE	Adult Basic Education
A/C	Air Conditioning
ACT	American College Testing
AED	Automated External Defibrillator
ALICE	Alert, Lockdown, Inform, Counter, Evacuate
APP	Application
ASE	Automotive Service Excellence
ATEF	Automotive Testing Efficiency Framework
ATI TEAS	Assessment Technologies Institute Test of Essential Academic Skills
AUP	Acceptable Use Policy
AWS	American Welding Society
BYOD	Bring Your Own Device
CASAS	Comprehensive Adult Student Assessment Systems
CER	Computer Equipment Room
CET	Certified EKG Technician
CNA	Certified Nursing Assistant
COE	Council on Occupational Education
CPCT	Certified Patient Care Technician
CPhT	Certified Pharmacy Technician
CPL	Completion, Placement, Licensure
CPT	Certified Phlebotomy Technician
CSIT	Computer Systems & Information Technology
CTE	Career Technical Education
CTSO	Career Technical Student Organization
CWE	Continuing Workforce Education
DBPR	Department of Business and Professional Regulation
DCAE	Division of Career and Adult Education
DHS	Department of Homeland Security
DMC	Debt Management Center
ECTC	Emerald Coast Technical College
ELL	English Language Learners
EPA	Environment Protection Agency
ESOL	English for Speakers of Other Languages
FAFSA	Free Application for Federal Student Aid
FDLE	Florida Department of Law Enforcement
FERPA	Family Educational Rights and Privacy Act
F.S.	Florida Statute
FSAG-CE	Florida Assistance Grant – Career Education
FWEP	Florida Work Experience Program
GED	General Education Development

GPA	Grade Point Average
IAC	Institutional Advisory Committee
ICE	Immigration and Customs Enforcement Bureau
HVACE	Heating, Ventilation, Air-Conditioning of Excellence
HVAC/R	Heating, Ventilation, Air-Conditioning/Refrigeration
LOA	Leave of Absence
L.P.N.	Licensed Practical Nurse
N/A	Not Applicable
NATE	North American Technician Excellence
NCCER	National Center for Construction Education and Research
NHA	National Healthcareer Association
OAC	Occupational Advisory Committee
OCP	Occupational Completion Point
PELL	Federal Financial Aid
PERT	Postsecondary Education Readiness Test
R2T4	Return to Title IV
R.N.	Registered Nurse
SAI	Student Aid Index
SAP	Student Academic Progress
SAR	Student Aid Report
SAT	Scholastic Aptitude Test
SAVE	Sexual Violence Elimination Act
SIP	School Improvement Plan
SLTAT	School-Level Threat Assessment Team
SOC	Standard Occupation Classification
SRD	School Resource Deputy
TABE	Test of Adult Basic Education
TEAS	Test of Essential Academic Skills
U.S.	United States
U.S.C.	United States Code
VA	Veterans Affairs
WCSB	Walton County School Board
WCSD	Walton County School District