RIVEROAK TECHNICAL COLLEGE

2026
2027

RIVEROAK TECHNICAL COLLEGE











RIVEROAK Technical College offers 20 postsecondary career certificate programs leading to industry credentials. Scan QR code to learn more!

#GrowYourFutureHere

386-647-4200

www.riveroakcollege.com

415 Pinewood Dr SW
Live Oak, Florida 32064

We Grow
FUTURES HERE!

Available Programs:

- Adult Education/English Language Learning
- Advanced Manufacturing and Production Technology
- Applied Cybersecurity
- Automotive Collision Technology Technician
- Certified Nursing Assistant (Workforce Education)
- Cosmetology
- Electricity
- Facials Specialty
- Heating, Ventilation, Air-Conditioning/Refrigeration 1
- Master Automotive Service Technology 1
- Master Automotive Service Technology 2
- Nails Specialty
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy (Workforce Education)
- Practical Nursing
- Professional Nursing (LPN - RN)
- Professional Culinary Arts & Hospitality
- Surgical Technology
- Welding Technology
- Welding Technology - Advanced

COUNCIL ON OCCUPATIONAL EDUCATION

ACCREDITED BY
COUNCIL ON OCCUPATIONAL EDUCATION, INC.
7840 Roswell Road, BLDG. 300, Suite 325
Atlanta Georgia 30350
(770) 396-3898, (800) 917-2081

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

Administered By
Suwannee County School District

Ronnie Gray, Superintendent

Clay Tomlinson, RIVEROAK Principal &
Director of Career, Technical & Adult Education

Suwannee County School Board Members

Lesley Fry, District 1
Norman Crawford, District 2
Tim Alcorn, District 3
Ed da Silva, District 4
Ronald White, District 5

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Directory

Office Hours (Day School)
Monday – Friday 8:00 AM – 4:30 PM
Office Hours (Night School)
Monday – Thursday 5:00 PM – 8:00 PM

RIVEROAK Technical College Office **(386) 647-4200**	Electricity (386) 647-4217
Principal/Director-Career & Technical Education (386) 647-4230	Facials Specialty (386) 647-4228
RTC Student Services (386) 647-4210	Nails Specialty (386) 647-4228
Coordinator of Career Technical Education (386) 647-4231	Heating, Ventilation, Air-Conditioning 1 (386) 647-4217
RTC Bookkeeper (386) 647-4201	Practical Nursing (386) 647-4238
RTC Financial Aid & Veteran's Benefits (386) 647-4211	Patient Care Technician (386) 647-4216
RTC Registrar (386) 647-4214	Pharmacy Technician (386) 647-4209
RTC Pearson Testing Center (386) 647-4219	Professional Culinary Arts & Hospitality (386) 647-4204
Basic Skills Assessment Test Registration (386) 647-4210	Surgical Technology (386) 647-4221
GED® Inquiries and Adult Basic Education (386) 647-4206	Welding Technology & Welding- Advanced (386) 647-4215
Applied Cybersecurity (386) 647-4218	Suwannee County Superintendent of Schools (386) 647-4600
Automotive Collision Technology Technician (386) 647-4220	Suwannee Director of Career and Technical (386) 647-4200
Master Automotive Service Technology 1 (386) 647-4222	Suwannee Director Curriculum/Instruction (386) 647-4635
Master Automotive Service Technology 2 (386) 647-4222	Suwannee Personnel Department (386) 647-4641
Advanced Manufacturing (386) 647-4236	Director of Exceptional Education and Student Services (386) 647-4630
Cosmetology (386) 647-4205	Suwannee Director of Finance (386) 647-4609
English as a Second Language (386) 647-4229	

RIVEROAK
TECHNICAL COLLEGE

Welcome to RIVEROAK!

RIVEROAK Technical College offers career and technical education programs that lead to industry-recognized credentials. RTC offers high quality instruction, academic and financial advisement, mentoring, and coaching to ensure success in its programs.

RTC serves adults and dual enrolled high school students. Admission is open to adult students who are at least 16 years of age. Dual enrolled students must have a 2.0 GPA or higher for entry.

RTC provides basic skills remediation, GED® preparation, English as a Second Language classes, and community education. Continuing Workforce Education courses are available for individuals who are already employed and need technical updating or advanced training.

Students have access to personal and career counseling, financial aid, employability skills, and job placement assistance. Targeted populations, such as disabled, single parents, veterans, and academically and/or economically disadvantaged, receive support from special programs located on campus and through collaboration with Department of Veteran Affairs, Bright Futures, and local agencies including, CareerSource North Florida and Vocational Rehabilitation.

Visit www.riveroakcollege.com and follow RTC on Facebook and Instagram for up-to-date information. Also, download the Suwannee County School District App on Google Play® or Apple Store®.



415 Pinewood Drive SW, Live Oak, FL 32064
Phone: 386-647-4200
Fax: 386-364-4698

#GrowYourFutureWithUs

RIVEROAK TECHNICAL COLLEGE

Vision

RIVEROAK Technical College provides technical training at the highest industry credential including national and state certification so students may work at grade level in all core subject areas, complete occupational training programs, and seek employment in high skill/high wage jobs.

Mission

Our mission at RIVEROAK Technical College is to provide opportunities for the development of qualified workers for the job market; to upgrade occupational skills to re-enter, maintain, or advance employment opportunities; and to enable students to become self-sufficient and self-confident, and to encourage students to become highly productive citizens with positive values and a strong work ethic.

Suwannee County School District Vision & Mission

Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success.

Suwannee County Schools will educate all students in a safe and supportive learning environment.

Title IX

RIVEROAK Technical College will not tolerate any harassment, discrimination, or sexual misconduct, and will take steps and measures to address such behavior. Victims are encouraged to report or file a complaint of sex/gender discrimination or sexual misconduct immediately in order to maximize the School District's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation into the report or complaint. Failure to promptly report alleged sex/gender discrimination or sexual misconduct may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the School District's ability to carry out these procedures. The School District and Title IX Coordinator have jurisdiction to receive, investigate, hear and resolve reports and/or formal complaints brought by RTC faculty, staff, students and other members of the RTC Community that involve or invoke Title IX. RIVEROAK Technical College's Title IX Representative may be contacted as follows: Julie Ulmer Title IX Contact, Student Services Coordinator, RIVEROAK Technical College, 415 Pinewood Drive SW, Live Oak, Florida 32064, 386-647-4231, julia.ulmer@suwannee.k12. fl.us.

Non-Discrimination Policy

The Suwannee County School Board advises that all career and technical education (CTE) opportunities will be offered without regard to race, color, national origin, sex, and disability. The lack of English language skills will not be a barrier to admission and participation in CTE programs. Program offerings include Adult Education; Community Education; Health Sciences; Information Technology; Human Services; Manufacturing; Architecture and Construction Education; Transportation, Distribution and Logistics; and Hospitality and Tourism. RIVEROAK Technical College serves adults, high school students, and dual enrollment students. Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school. Admission is also open to secondary students, grades 9-12, as part of a regular secondary credit earning program. Equity Coordinator contact information: Amy Boggus, Equity Coordinator. 1740 Ohio Avenue South Live Oak, FL 32064 (386) 647-4633. Elizabeth Kelley, 504 Coordinator 1740 Ohio Ave. South, Live Oak, FL 32064 (386) 647-4631. Carl Manna Title IX Coordinator. 1740 Ohio Avenue South Live Oak, FL 32064 (386) 647-4644.

Calendar

RIVEROAK TECHNICAL COLLEGE

Registration Dates

Fall Registration - January 5, 2026 - August 3, 2026
Fall Term - August 10, 2026 - December 18, 2026
Spring Registration - August 17, 2026 - December 11, 2026
Spring Term - January 5, 2027 - May 27, 2027

Professional Development Days

*No school for students.
August 24, 2026
September 28, 2026
October 26, 2026
January 25, 2027
February 22, 2027
March 29, 2027
April 26, 2027

Student Holidays

September 7
October 12
November 11
November 21 - 29
December 19 - 27
December 28 - 31
January 1
January 4
January 18
February 15
March 15
March 26
April 10 - 18

RIVEROAK Graduation & Awards Program: May 20, 2027

2026 - 2027 Dual Enrollment Grading Periods

1st 9-weeks: Aug. 10 - Oct. 9, 2026
2nd 9-weeks: Oct. 13 - Dec. 18, 2026
3rd 9-weeks: Jan. 5 - Mar. 12, 2027
4th 9-weeks: Mar. 16 - May 27, 2027

SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2026-2027

MY CHOICE for High Quality Education!

JULY 2026					
July 1-31: Summer Hours			1	2	3
July 2: Holiday (Observed)	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

AUGUST 2026					
Aug 3-7: Pre-Planning Days	3	4	5	6	7
Aug 10: First Student Day	**10**	11	12	13	14
Aug 10: Early Release/Students	17	18	19	20	21
Aug 24: PD Day	~~24~~	25	26	27	28
	31				

SEPTEMBER 2026					
Sept 7: Labor Day Holiday		1	2	3	4
Sept 28: PD Day	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	~~28~~	29	30		

OCTOBER 2026					
Oct 9: End of Q1 (42 Days)				1	2
Oct 12: Teacher Work Day	5	6	7	8	9
Oct 26: PD Day	~~12~~	13	14	15	16
	19	20	21	22	23
	~~26~~	27	28	29	30

NOVEMBER 2026					
Nov 11: Veteran's Day Holiday	2	3	4	5	6
Nov 21-29: Thanksgiving Break	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

DECEMBER 2026					
Dec 18: Student Early Release		1	2	3	4
Dec 18: End of Q2 (42 Days)	7	8	9	10	11
Dec 19-31: Christmas Break	14	15	16	17	18
	21	22	23	24	25
	28	~~29~~	~~30~~	~~31~~	

JANUARY 2027					
Jan 1: New Year's Day Holiday					1
Jan 4: Teacher Work Day	~~4~~	5	6	7	8
Jan 5: Students Return	11	12	13	14	15
Jan 18: MLK Day Holiday	18	19	20	21	22
Jan 25: PD Day	~~25~~	26	27	28	29

FEBRUARY 2027					
Feb 15: President's Day Holiday	1	2	3	4	5
Feb 22: PD Day	8	9	10	11	12
	15	16	17	18	19
	~~22~~	23	24	25	26

MARCH 2027					
March 12: End of Q3 (45 Days)	1	2	3	4	5
March 15: Teacher Work Day	8	9	10	11	12
March 26: Good Friday Holiday	~~15~~	16	17	18	19
March 29: PD Day	22	23	24	25	26
	~~29~~	30	31		

APRIL 2027					
April 10-18: Spring Break				1	2
April 26: PD Day	5	6	7	8	9
	12	13	14	~~15~~	~~16~~
	19	20	21	22	23
	~~26~~	27	28	29	30

MAY 2027					
May 27: End of Q4 (45 Days)	3	4	5	6	7
May 27: Last Day for Students/	10	11	12	13	14
Student Early Release Day	17	18	19	20	21
May 28: Post Planning Day	24	25	26	27	28
May 31: Memorial Day Holiday	31				

JUNE 2027					
June 1-30: Summer Hours		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

PD Day - Holiday for students

Teacher Work Day - Holiday for students, bus drivers, food service workers and paraprofessionals (as assigned)

Holiday for students, 10/11 month teachers, bus drivers, food service workers, and paraprofessionals

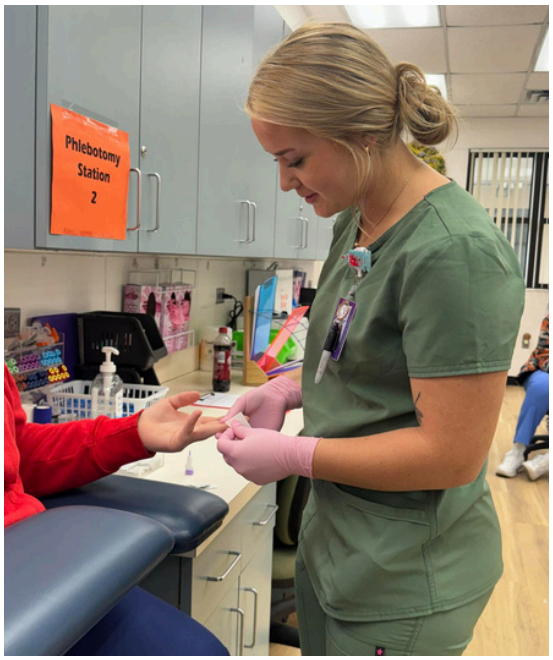
Holiday for all employees and students

*Early Release days may be subject to change with prior notice

*PD Days may be converted to student days if needed for storm make-up days

SCSB Approved 8/12/2025

Admission Policy



Florida Residency

To obtain in-state tuition and/or financial aid, two proofs of Florida residency must be provided. The following documents may be used: voter's registration, driver's license, automobile registration, bank accounts, rent receipts, tax returns, home mortgages, financial aid and admission documents from previous years, employment documents, student loan notes, need analysis documents, utility receipts, or Florida state identification. Documents must be dated 12 months prior to enrollment. As of July 1, 2015 all dependents receiving GI benefits will receive in-state tuition as long as they reside in Florida while attending RTC. For further information contact the Financial Aid Specialist at (386) 647-4211.

Transfer of Students Not Enrolled at RIVEROAK Technical College

Students, including veterans, must report all previous post-secondary education courses and/or programs. Upon receipt of a transcript from an accredited institution, occupational completion points or credits earned will be evaluated and applied to the course/program of enrollment, if comparable. Competence checks, not included in an occupational completion points, are also available for previously learned knowledge and skills. Students must contact Student Services for questions or assistance with transfers.

Transfer of Students from Within RIVEROAK Technical College

Students may drop a class and enroll in any other class or program on a space available basis. Competencies earned prior to withdrawal are used to determine if the student has reached an occupational completion point. Competencies may be transferred to the new course/program, if appropriate. Attendance records will also transfer to the new course/program. Students must contact Student Services for assistance.

High School Admissions

Public high school students may dual enroll at RTC. Tuition, fees, and textbooks are free for district students. Industrial programs may have equipment and/or uniform costs. Industrial programs require a minimum of two periods per day. Practical Nursing is not available to high school students. Patient Care Technician is available for full-time dual enrollment to Seniors in the Spring Term. Home school students may dual enroll with tuition waived. Private school students may enroll per articulation agreement between their school & RTC.

High School Students Must:

1. Consult with a high school counselor regarding enrolling at RIVEROAK Technical College (RTC) and obtain approval
2. Have a GPA of 2.0 or higher and completed a RTC application

Admission Policy

Enrollment

Programs require students to enter at the beginning of each term or at specified times during the year.

Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school.

Career dual enrollment is available to secondary students enrolled in post-secondary programs with the permission of the home school, private, or charter school, and RTC.

Adult Career Admission Check List

1. Complete an application/schedule form in the Student Services office.
2. Bring in social security card and high school or GED® diploma to Student Services.
3. Complete basic skills assessment test (if applicable and within first six weeks) or signed exemption form.
4. Schedule a conference with student services to discuss test results and class schedule.
5. Documentation of Florida Residency for in-state tuition (2 proofs).
6. Pay application fees.
7. Apply for FAFSA®. Financial aid students must complete all paperwork before entry into a program.
8. Obtain class schedule from student services.

Diploma Policy

High school diplomas issued by any public funded state or government agency will be accepted for admission. High school diplomas issued by private schools must be accredited and recognized by the Florida Department of Independent Schools and Colleges. High school graduates that do not meet this criteria must pass the GED® test.

Associate in Science (AS) degree or higher may be presented in lieu of basic skills test requirements. Recognized Associate in Science (AS) degrees or higher must be issued by a public institution or an accredited private institution. ***Students are required to provide transcripts of their high school diploma.***

Basic Skills Exemption

SB1720 Exempt Students

Florida Statutes (Senate Bill 1720) exempt certain students from placement testing. Students who entered 9th grade in a Florida public school in the 2003-2004 school year or after and earned a Florida standard high school diploma, or students who are serving as active duty members of any branch of the United States armed services are no longer required – but are strongly encouraged – to complete mandatory placement testing to ensure success. Students must provide official high school transcripts or documentation of military status to be exempt from placement testing.

Students, who enroll in a Career and Technical Education (CTE) program for 450 clock hours or more, must complete a basic skills entry-level examination within the first six weeks of admission into the RIVEROAK program.

Additional exemptions include students who have achieve minimum scores on the following tests:

- 2014 GED®- Mathematics and the Reading Language Arts (RLA) sections - 145 (within 2 years)
- SAT® Verbal - 440 and Math - 440 or Reading - 24 Writing - 25 and Math - 24
- ACT® Reading - 19, English - 17, and Math - 19 sections
- PERT® Reading - 106, Writing - 103, Math - 114 sections

Tuition and Fees

Tuition and Fees

In accordance with the Florida Legislature and Suwannee County School Board, fees are charged for RTC attendance. Fees vary according to program length and include a tuition fee, financial aid fee, capital improvement fee, and technology fee. Student financial aid and capital improvement fees are set by the Florida Legislature. The student financial aid fee is 10% of tuition cost; the capital improvement fee is 5% of tuition cost; and the technology fee is 5% of tuition cost.

Other fees may be assessed as required by an individual program such as state board exam fees, liability insurance, drug tests, and motor vehicle reports. Due to price changes during the school year, fees may change without prior notice. Contact Student Services for a list of fees associated with each program.

Students returning to complete a program that is less than one semester of instruction may be eligible for pro-rated tuition. Students must be identified eligible prior to his/her return to receive pro-rated fees.

Programs less than 600 clock hours need to pay prior to class starting date.



TUITION AND FEES ARE AS FOLLOWS:

1. Resident: Career Certificate/ATD	$2.44*
2. Non-Resident: Career Certificate/ATD	$9.78*
3. Adult General Education	$30.00*

*1 & 2 price is per clock hour.
*3 is per term.
*Fee waivers and exemptions may be available for AGE tuition.

Adult General Education Fees

Adult Basic Education (ABE) - The contents of this course serve students by providing basic skills instruction and critical thinking skills to prepare students for GED® preparation, post-secondary education, and employment.
English as a Second Language (ESL) - The course helps students increase their Reading and Listening levels in English skills.
GED® Preparation - The purpose of this program is to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests, earning a State of Florida High School Diploma.
Integrated Education and Training (IET) - Program for students wanting to earn their high school diploma and begin a career and tech education program concurrently. Must be pre-approved by Administration.
Admission - Proof of citizenship or verification of lawful presence in the United State is required.

Fee Due Dates

All fees are due in full at the end of ten (10) day drop. Students will receive an itemized bill each term. Tuition and other fees must be paid in full before students enter class. Fees may be paid with cash, check, bank debit, credit card, or Apple Pay®. Fees paid with a check will not be refunded until after ten (10) days. *A $40.00 fee will be assessed on returned checks.*

Tuition and Fees

Non-Refundable Fees

A $50.00 non-refundable application fee is due when the registration form is submitted for a program. If a class is canceled, the full deposit will be refunded. In addition to the application fee, there is a $88.00 background screening fee for all medical programs. Medical programs also require a fee of $45.00 for drug screening.

RIVEROAK Technical College can consider a professional judgement for Federal Financial Aid based on documentation of eligibility presented by a student. Professional judgment refers to the discretion that federal regulations give to financial aid administrators to make adjustments, on a case-by-case basis, to certain elements of a student's FAFSA information to account for special circumstances. Contact our Financial Aid Office for an application.

Eligible Fee Deferment

1. When financial aid from a federal or state assistance program is delayed in transmission to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid.
2. When a veteran or other student eligible for benefits under Chapters 32, 34, or 35, Title 38, U.S. Code is delayed in the receipt of benefits for payment of tuition fees. The student must request the deferment. Veterans who provide a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 will be allowed to attend or participate in a course of education when VA payments are pending.
3. When the district has written authorization for payment or charges for fees, books, and supplies from an approved business, industry, governmental unit, nonprofit organization, or civic organization.
4. When fees are delayed because of a district-adopted installment payment schedule based on a criterion of need.

Institutional Refund Policy

Textbooks and kits may not be returned. The amount of refund, if one is due, is determined by the criteria listed below. Refunds will be made within 45 days of the last day of attendance, if written notification was provided to the institution by the student or from the date the institution terminates the student or determines the student has withdrawn. A written request from the student is not required to receive a refund if a refund is due. Any student, except a student receiving Title IV financial assistance, may be eligible for a refund under the following guidelines:

Refunds for Veterans and Other Eligible Students

1. A 100% refund (less an administrative fee not to exceed $100.00) will be issued to all students who withdraw up to one week before or on the first day of class.
2. For withdrawal after the first day of class through the first 10% of the enrollment period, a 90% refund will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment).
3. For withdrawal after the first 10% of the enrollment period through the first 25% of the enrollment period, a refund of 50% will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment).
4. For withdrawal after the first 25% of the enrollment period through the first 50% of the enrollment period, a 25% refund will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment). No refund will be issued if a student completes 60% of the enrollment period for which he/she is charged.
5. When fees are paid by a 3rd party, refunds are issued to the 3rd party.

Financial Aid

The first step to receive any type of financial aid is to apply for federal financial aid. RTC offers two types of federally funded financial aid: Pell Grant and FWEP. Some agencies which sponsor students such as the Workforce Development Board, may also require that the student submit the federal financial aid application. FAFSA has to be done before first day of class. If denied, then student must set up a payment plan as soon as possible with the Financial Aid Specialist.

Pell Grants

Pell Grants help students pay for their education after high school. For many students, these grants provide a financial aid foundation to which aid from other sources may be added.

Unlike loans, grants do not have to be paid back. To apply go to www.fafsa.ed.gov (RTC school code is 016824).

For financial aid assistance, please contact the Financial Aid Specialist: (386) 647 - 4211.

Withdrawals

If you wish to withdraw from a program or course before the end of your enrollment period, please notify your instructor as soon as possible. Your instructor will submit a withdrawal form to the Student Services office.

If you are receiving financial aid, you must notify the Financial Aid Office in writing of your reason for withdrawing, noting your last day of attendance. Failure to do this may disqualify you for future financial aid.



Pell Grants

Verification is the process established by the US Department of Education to check the accuracy of a student's FAFSA information. Verification may occur at any time during the application or awarding process. In most cases, applicants are selected by US Department of Education. You will be notified by the federal processor and/ or the RTC financial aid office. Students will be asked to provide additional documents. If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

Return to Title IV (R2T4)

If a student withdraws before completing 60% of the course(s) within a payment period for which they have received Title IV funds, the school will complete a calculation to determine if any funds are to be returned to the Title IV funds for the payment period. The calculation will determine the Title IV aid earned and unearned for the time enrolled. The school and/ or student may be responsible for returning funds. Examples of calculations of funds, earned time, and unearned time may be found in the Financial Aid office. If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement.

The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

Financial Aid

Satisfactory Academic Progress (SAP)

To be eligible for Title IV Funds, a student must make satisfactory academic progress. The satisfactory academic progress policy includes the student's GPA, pace through the program, and attendance. RTC is a clock hour school. Federal regulation mandates that students attend all hours of each Pell Grant Payment Period to be eligible for additional funding eligibility. Students also must maintain a minimum of a "C" (2.0 GPA) to remain eligible for Financial Aid, including VA benefits. Students will be evaluated after 450 clock hours. A student can be evaluated as many times as deemed necessary by Financial Aid while enrolled in their program. Please contact the financial aid office for further information and/or to review the policy.

Financial Aid Warning

Pell and VA students who do not meet appropriate attendance and grade requirements at the end of the payment period will be issued a Financial Aid warning for the next payment period. 1) A warning is an indication that the student is not progressing satisfactorily. 2) Students are permitted one warning payment period, and will remain Pell eligible at that time.

Financial Aid Probation

Students who fail to meet Satisfactory Academic Probation (SAP) by the end of the second payment period will be placed on Financial Aid Probation. If it is determined that the student will require more than one payment period to meet Satisfactory Academic Probation (SAP), he/she may be placed on probation and develop an academic plan. A review of the student's progress at the end of one payment period is required of a student on Financial Aid Probation status, to determine if the student is meeting plan requirements. The student is eligible to receive Title IV aid as long as he/she continues to meet requirements and is reviewed according to his/her academic plan. Students enrolled in medical programs must maintain a minimum of 80% grade average. Students will be evaluated first term.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

The Federal Drug-Free School Act is intended to inform students of the health risks associated with alcohol or drug abuse. Penalties for those who violate school standards must be in place and consistently enforced. State law prohibits the consumption or possession of alcoholic beverages by persons younger than 21 years of age. The sale of alcoholic beverages to persons younger than 21 years of age is also prohibited.

Eligibility

Students who do not have a high school diploma or a recognized equivalent (for example a GED®), or do not meet the home school requirements will not be eligible to receive Title IV student aid unless the student qualifies under the Ability To Benefit provision.

Florida Work Experience Program

Florida Work Experience Program (FWEP) provides jobs for students who need financial aid in order to attend a training program. Students earn money by working part-time for the school system. The total FWEP award depends on the student's needs and the amount of aid the student receives from other programs.

Veterans



In accordance with Title 38 US Code § 3679 subsection (e), and effective August 1, 2019, this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Veterans Readiness & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Within 90 days of the date when the school certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility, this school will not:

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

However, to qualify for this provision, such students may be required to:
• Produce the VA Certificate of Eligibility (COE) when applying to the program;
• Provide a written request to be certified;
• Provide additional information needed to properly certify the enrollment as described in other institutional policies

The school must maintain a written record of all previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified.

38 USC 3679(C) AND FLORIDA STATUTE 1009.26(13) - VETERANS' OUT-OF-STATE TUITION WAIVER AT PUBLIC SCHOOLS;
Out-of-State Tuition Waiver for Veterans & Dependents
In accordance with 38 United States Code § 3679(c), and effective July 1, 2015, Florida Statute 1009.26(13) was established to provide out-of-state tuition and fee waivers to veterans and eligible dependents who attend Florida public, post-secondary institutions and who physically reside within the state of Florida. The Florida Statute, known as the Congressman C.W. "Bill" Young Veteran Tuition Waiver Program, waives out-of-state tuition and fees for a person who is:
1) An honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution.

- Provide DD 214 (Member 4) or DD Form 256
- Provide Proof of physically residing in the state of Florida (i.e. Driver's license or Florida ID Card, a Lease Agreement)

OR
2) An individual who is entitled to and who is using educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term, and who physically resides in Florida while enrolled in the institution.

- Provide copy of VA Certificate of Eligibility, a VA Statement of Benefits or if a Chapter 31 beneficiary, a VAF 28-1905 form
- Provide Proof of physically residing in the state of Florida (e.g. Driver's license, or Florida ID Card, a Lease Agreement)
- All documents must be dated before the semester start date for the term in which you're seeking the waiver of out-of-state fees. [Note to School Official: Detail if an application is required]
- This Out-of-State Tuition Waiver for Veterans and Dependents must be submitted.

Veteran's Attendance Policy

- This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. If school policy is more restrictive, it may be used.
- Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.
- Students exceeding 5 percent of the total absences of scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.
- In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be re-certified for VA education benefits.
- The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

Standards of Academic Progress for VA Students

- All standards must logically relate to graduation requirements.
- Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of each (term, quarter, semester, evaluation period, etc.).
- A VA student whose CGPA or percentage falls below 2.0 at the end of any (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.
- A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be re-certified after attaining a CGPA or percentage of 2.0.

Veteran's Credit for Previous Education or Training

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred.
This Addendum becomes a part of the Catalog for all intents and purposes.
CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

Title: Clay Tomlinson, Principal/Director of RIVEROAK Technical College
School Name: RIVEROAK Technical College
Address: 415 Pinewood Dr. SW
City, State, Zip Code: Live Oak, FL. 32064

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at Trademark Terms of Use - Education and Training (va.gov)

Additional factors to be aware of:

- Priority will be given to individuals who are entitled to 100% of Post-9/11 GI Bill® benefits and to those who require the most credit hours to complete their program.
- Chapter 33 private school academic year maximum rates apply to the STEM scholarship program.
- The Yellow Ribbon Program is not available with STEM. Schools may apply Yellow Ribbon funding, but VA can't match it.
- These additional benefits can't be transferred to dependents.
- Fry Scholars are eligible to apply for the Rogers STEM Scholarship.
- Programs of study eligible for STEM Scholarship benefits require SAA approval in the same manner as any program used for VA benefits.
- There is a STEM indicator on your WEAMS 1998 report that is currently not used by VA. Your 1998 report will likely reflect 'NO' in the STEM indicator field, even if your school has qualifying STEM programs. (This is the expected outcome).

Reporting Fees to Institutions

At the beginning of each calendar year, a listing of students who were receiving assistance during the previous calendar year is printed by VA for each institution. Schools are provided a reporting fee based on the number of students who were certified to VA at least once during the year and who received VA educational benefits. SCOs should compare the student list and report any students not included to the ELR of jurisdiction. In the event of errors, you should provide a list of students and the enrollment dates to the ELR.

Yearly rates may fluctuate based on legislation. Please contact your ELR for exact rates per year.

Public Law 111-377 (Section 204) clarified that effective October 1, 2011, "any reporting fee paid to an educational institution or joint apprenticeship training committee after the date of the enactment of the Post-9/11 Veterans Educational Assistance Improvements Act of 2011, shall be utilized by such institution or committee solely for the making of certifications required under this chapter or chapter 31, 34, or 35 of this title or for otherwise supporting programs for Veterans". When using your reporting fees, ensure that they are being used for the purposes identified in Public Law 111-377.

Some examples of acceptable uses for Annual Reporting Fees include:

- Fees to join your state's School Certifying Official association and attend conferences they host
- Setting up and/or supplying a Veteran's lounge or Vet Center on campus
- Purchasing expendable supplies or needed equipment for the VA Certifying Officials' office
- Hosting a Veteran's Day luncheon for VA students where refreshments are provided
- Purchasing cords for VA students' caps and gowns at graduation
- Contributing to the school's Yellow Ribbon program fund
-

Note: Any usage that does not support certification or solely for the benefit of VA beneficiaries, even if VA beneficiaries are included, would not acceptable. For example, paying for a speaker or event that all students can attend, including VA beneficiaries.

The Harry W. Colmery Veterans Educational Assistance Act of 2017, Public Law 115-48 (Section 304), as amended by the Department of Veterans Affairs Expiring Authorities Act of 2017 (Public Law 115-62, §411), provided the following change, effective August 1, 2018, to Reporting Fees:

- If a school receives reporting fees for 100 or more eligible students, then the reporting fees paid to the school cannot be used for, or merged with, the school's general fund.
- How your school uses its reporting fees will be reviewed during Compliance Surveys conducted at your school.

Non-College Degree Institutions

If a program is measured in clock hours, benefits are paid based on scheduled clock hours per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported. If clock hours per week vary and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates.

Do not submit amendments for absences that are allowed within the school's approved attendance policy. You may not extend enrollment for students who need additional hours simply because of absences. However, if a student failed a portion of the course and has to repeat it, that portion may be re-certified as long as the student continues to meet the Standards of Progress.

For clock hour programs, VA considers 18 clock hours per week to be full time when more than 50% of the instruction is theory (traditional classroom). For programs where 50% or more of the instruction time is considered 'shop practice', 22 clock hours per week is considered full-time. For example, cosmetology or welding programs would commonly have 22 clock hours per week as their full-time measure. The clock hour measurement for all approved programs measured and paid by clock hours is listed in the Web Enabled Approval Management System (WEAMS) and can be found on the VA 1998 Report.

Priority Enrollment

Section 303 of the Harry W. Colmery Veterans Educational Assistance Act of 2017 required VA to publicly report if a school offers priority enrollment to student Veterans/Service members. Priority enrollment is defined as, "a student being able to register for classes earlier than other students". However, this does not mean a student Veteran or Service member can register for classes before ALL other groups of students.

Example: All seniors can register for classes, then all student Veterans and/or Service members, then all juniors, then all sophomores, then all freshmen. Because student Veterans and/or Service members can apply before other groups, they are eligible for priority enrollment.

Schools are encouraged to extend priority enrollment to all VA beneficiaries, but the law references Veterans and Service Members only. To be reflected in the Comparison Tool as a school offering 'Priority Enrollment', it must be available to at least Veterans and Service Members.

Schools with priority enrollment policies for Veterans and/or Service members must provide Approvals, Compliance and Liaison (AC&L) a printout of their course catalog or catalog addenda detailing their school's priority enrollment process to establish the 'Priority Enrollment' indicator on the GI Bill® Comparison Tool.

NOTE: Priority enrollment is NOT a condition of approval, and failure to report the existence of a priority enrollment policy is NOT grounds for suspension or withdrawal of program approval.

However, schools are encouraged to provide this information to ensure Veterans and Service members can make informed decisions regarding how to use their GI Bill® benefits.



Student Overpayments

Students receive debts for overpayments of Chapter 33 Books and supplies, housing, and Chapters 1606, 1607, 30, and 35 benefits. When a student debt is created, the RPO of jurisdiction sends a letter notifying the student of the overpayment with details regarding the associated school, debt amount, and the reason for the creation of the debt. The debt is electronically submitted to VA's Debt Management Center (DMC). DMC will issue the student a first debt letter which provides due process (rights to dispute or request waiver) as well as time limits. When the letter is received, the student should immediately contact DMC to establish plans to repay the debt or inquire about relief options if the student is unable to repay the debt.

Important Timeframes - A request for waiver must be received no later than one year from the date of the initial notification of the overpayment. If a waiver request is received within 30 days of the first notification letter, no benefits will be withheld until the decision is made. NOTE: If a waiver is requested after the first 30 days, but within one year, offset of benefits will continue.

If a dispute is received within 30 days of the first notification letter, no benefits will be withheld until review of the dispute is completed.

If the student doesn't contact DMC, a debt letter will be issued providing an additional 30 days for the student to respond, and it also informs the student of VA's obligation to report delinquent debts to the Department of Treasury's Cross Servicing program for further collection. If the student still does not contact DMC, a third debt letter will be sent informing the student of VA's intent to refer the debt to TOP if no response is received within 60 days. If no response is received within 60 days, the debt will automatically be referred to TOP for further collection.

Debt Resolution and Relief Options for Students

1. Repayment Plans: DMC works with students on a case-by-case basis to establish a repayment plan that will work for their financial situation.
2. Waiver: If a student is unable to repay all or a portion of their debt, they can submit a request for VA to forgive the debt- VA refers to this process as a waiver. If VA grants a waiver in full or in part, the student will not have to repay the amount waived; however, VA will charge the student's education benefits entitlement for the amount of education debt waived. If a waiver is denied, the student will receive a written notification of the decision that will also indicate when future benefits will start being withheld. An appeal to a waiver denial must be made within one year from the date of the denial letter. Withholding of benefits will continue while this issue is pending.
3. Dispute: If a student disagrees with the existence or amount of the debt, they can submit a written dispute to DMC explaining why they believe the debt is erroneous.
4. Compromise: A compromise is an offer of a lesser one-time lump sum payment as full payment for the debt. Compromise offers can be made at any time. The offer must be a lump sum offer, in writing, and accompanied by a current Financial Status Report.
5. Temporary Hardship Suspension: If a student has a temporary financial hardship, DMC can work with them on a plan to suspend collection of the debt until their financial situation improves.

How Students Can Contact DMC

1. ASK VA (AVA) Students can contact DMC via the ASK VA (AVA) system Ask VA (AVA). In order to route a debt-related inquiry to DMC in AVA, students should select "Veterans Affairs- Debt" as the category and "Education Debt" as the topic (students can also choose other topic options, such as "Compensation Debt" depending on the nature of their question for DMC).
2. DMC Contact Center Line 1-800-827-0648 Business hours are 6:30 am to 6:00 pm, Central Time. Mondays and the first business day of the month are always the busiest.
3. By Mail:

DEBT MANAGEMENT CENTER (DMC)
P.O. Box 11930
St. Paul, MN 55111-0930
1-800-827-0648

VA Debt Portal

DMC has an online debt portal for Veterans. Veterans can log in and view their benefit debt balances and complete VA Form 5655 known as the "FSR" online if needed. The site also has information that everyone can view such as frequently asked questions.

https://www.va.gov/manage-va-debt/

Termination for Unsatisfactory Progress

Unsatisfactory progress (Academic Suspension) must be reported to VA as a termination. Terminate the semester the student is suspended. If suspension follows the fall semester, for example, terminate fall semester. Choose “Unsatisfactory Attendance, Conduct, or Progress” as the reason. Enrollment Manager (EM) will insert the end date of the term as the default termination effective date. However, you can change the default end of term date if it isn’t the correct date.

When you submit the termination (i.e., for Fall in the example used above), please review future terms that have been certified in EM (i.e., subsequent winter or spring terms) to ensure that they are addressed accordingly (did they remain the same or do they need to be amended or terminated). If the student’s enrollment status has changed for the subsequent term, be sure to amend the credit and tuition and fees (if applicable) for that term or terminate if needed.

If a student successfully petitions the dismissal, is readmitted, and is already certified for a subsequent term, don’t terminate the student. Instead, annotate the student’s file or add a Note on the student's record in EM that the student was dismissed and readmitted following a successful appeal. If a term was already terminated based on the unsatisfactory progress finding, recertify it.



Scholarships



RIVEROAK Technical College offers generous scholarships for current and future students. RTC awards scholarships through an annual scholarship selection process. Scholarships are program specific. Students eligible for these scholarships are high school seniors and Career Certificate students.

Factors for selection include, but are not limited to, financial need, academic merit, leadership, and more. Please note, if a student receives a scholarship and withdraws, the scholarship will be forfeited.

Below are many of the scholarships offered at RTC.

Altrusa Cosmetology Scholarship

Altrusa Industrial Scholarship

Altrusa Naomi Hart Culinary Arts Scholarship

Altrusa of Live Oak Carol Herring

Suwannee Chamber of Commerce Scholarship

Vincent M. Jones Achievement Award

PN Scholarships – Shands Ladies Auxiliary

Honor of Thelma Driver

Pat Collins Memorial Nursing Scholarship

National Adult Education Honor Society

Wyatt Miller Scholarship

Bernard Williams Memorial Scholarship

Bright Futures

Lonnie Bob Hurst Scholarship

ENBRIDGE Scholarship

RIVEROAK Merit Scholarship

RIVEROAK Academic Development Scholarship

Walter Doughty Memorial Scholarship

Rotary CTE Scholarship

The 406 Culinary Arts Scholarship

Ginny “Meme” Crews Memorial Award

Don Boyette Scholarship (SHS Ag Seniors Only)

Walter Brown Scholarship (BHS Ag Seniors Only)

For more information, contact
RTC Student Services at (386) 647 - 4210.

Basic Skills Tests

Students who enroll in a Career and Technical Education (CTE) program offered for career credit of 450 hours or more must complete a Basic Skills Assessment within the first 6 weeks after admission into the program. The CASAS Goals® Series is used for CTE programs.

Each CTE program requires specific scores. These scores must be met in order for the student to receive a certificate of completion. Basic Skills Assessments are used for this requirement.

There are exemptions to this requirement (listed below).

- Possesses a college degree at the associate in applied science level or higher.
- Demonstrates readiness for public postsecondary education pursuant to s.1008.30 and applicable rules adopted by the State Board of Education.
- Entered 9th grade in a Florida public school in the 2003- 2004 school year, or any year thereafter, and earned a Florida standard high school diploma.
- Earned a 150 on Mathematics and 150 on the ELA section of the 2014 GED® version within 2 years.
- SAT® Verbal - 440 and Math - 440 or Reading - 24 Writing - 25 and Math - 24
- ACT® Reading - 19, English - 17, and Math - 19 sections
- PERT® Reading - 106, Writing - 103, Math - 114 sections

There is a $30.00 charge for technical programs, job requirements, and enrollment venues. No charge for ABE and GED® TABE® testers.

Grading Scales

General Programs	
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Patient Care Technician	
93-100	A
85-92	B
80-84	C
0-79	Dismissal

Pharmacy Technician	
93-100	A
83-92	B
75-82	C
0-74	Dismissal

Failure to maintain passing grades may result in dismissal from program.

Practical Nursing	
93-100	A
85-92	B
80-84	C
0-79	Dismissal

Surgical Technology	
90-100	A
80-89	B
75-79	C
74-0	Dismissal

Students entering a career program should demonstrate readiness to benefit from instruction in order to meet timelines and industrial exam requirements.

The Basic Skills Assessment is used to determine program participation readiness. The chart on the next page assists students and counselors in designing a comprehensive program of study that may include academic readiness.

Recommendations will not be used to deny admission into a program.

Basic Skills

Basic Skills Test Requirements for Completion

Class	Reading Language Arts Grade Equivalent	Mathematics Grade Equivalent
Advanced Manufacturing and Production Technology	9	9
Applied Cybersecurity	9	9
Automotive Collision Technology Technician	9	9
Cosmetology	8	8
Electricity	9	9
Facials Specialty	N/A	N/A
Heating, Ventilation, Air-Conditioning and Refrigeration 1	9	10
Master Automotive Service Technology 1	9	10
Master Automotive Service Technology 2	9	10
Nails Specialty	N/A	N/A
Patient Care Technician	10	10
Pharmacy Technician	10	11
Practical Nursing	11	11
Professional Nursing (LPN - RN)	11	11
Professional Culinary Arts & Hospitality	9	9
Surgical Technology	11	10
Welding Technology	9	9
Welding Technology - Advanced	9	9

Student Information

About RIVEROAK Technical College

RIVEROAK Technical College (RTC) is a postsecondary technical training and adult education institution under the authority of the Suwannee County School Board. The 20-acre campus is located in Live Oak, with easy access from U.S. Highways 129 and 90 and Interstates 75 and 10. Currently, 20 programs are available. Basic skills remediation and GED® preparation are available through the comprehensive Adult Basic Education program. Continuing Workforce Education courses are available, as needed, to businesses and individuals who are already employed and need technical updating or advanced training. Students have access to personal and career counseling, financial aid, employability skills, and job placement assistance. Targeted populations, such as physically handicapped, single parents, and academically or economically disadvantaged receive support from special programs located on campus and through collaborations with local agencies.

Bookstore

The bookstore is located in the Student Services office. Adults must purchase required texts. Textbooks are included in the fee statement provided to students. Adult student textbooks and kits may not be returned if the student withdraws from RTC. Books and some supplies are provided for high school students by the Suwannee County School Board.

A.L.I.C.E. (Emergency Notifications)

A.L.I.C.E. comprehensive plan of action is in place at the campus to deal with an extreme, dangerous situation, involving people in a life or death conflict, actual death or hostage. This will be reviewed during student orientation and/or by classroom instructors during the first week of class. Should a situation occur, notify the instructor or nearest staff member immediately.

Wireless Communication Devices Policy

A student may possess a wireless communications device (including cell phones, ear plugs, headphones, and smartwatches) while the student is on school property or in attendance at a school function; however, a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. *Note policy specific to cell phones below.*

Cell phones may be brought to class under the following conditions:

- Cell phones must be turned off during class and remain out of sight and kept secure.
- Cell phone use must be limited to between classes.
- The Principal shall have full authority to regulate the use of cell phones on school campus. Refer to School Board Policy 5.101.

Bullying and Harassment

Suwannee County School District (SCSD) ensures all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying. SCSD will not tolerate bullying and harassment of any type. School employees are required to report alleged violation of this policy. Students, parents, volunteers, etc. are encouraged to report any act that may be a violation of this policy either anonymously or in person to the Principal.

Student Information

Americans with Disabilities Act

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

As an Equal Access/Equal Opportunity institution, RTC assures students with disabilities equal access to all programs, activities, and services as described in Section 504 and 508 of the VRAA and in compliance with the ADA. Specialized services and counseling are provided by trained staff. Course content will be made available in an accessible format upon request for students with a documented disability. Students making this request should consult with the counselor at the beginning of the term. RIVEROAK Technical College’s 504 contact is Julie Ulmer, who may be reached at (386) 647-4231 or julia.ulmer@suwannee.k12.fl.us.

Suwannee County School District’s 504 Coordinator:
Elizabeth Kelley
1740 Ohio Avenue South
Live Oak, FL 32064
(386) 647-4631

Accommodations for Special Needs

RTC makes every effort to accommodate the special needs of its students. Accommodations may include, but not be limited to, extended time for training, modified tools, special texts, and modified course content. Any student that may be in need of accommodations should contact Student Services to identify strategies.

Continuing Workforce Education

This course provides students with instruction that does not result in a postsecondary career certificate, diploma, an Associate in Applied Science degree, or Associate in Science degree. The content of the course may vary as a result of industry and student needs. Instruction in this course is for individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body; a new or expanding business, industry, and government agency whose products or services are changing so fast that retraining employees is necessary; or whose employees need training in specific skills to increase efficiency and productivity; and individuals who are enhancing occupational skills necessary to maintain current employment, to cross-train, or to upgrade equipment.

Use of Technology

All students are issued an email account and password upon entry. Students use this email account to access CANVAS (RTC’s instructional platform), FOCUS® (RTC’s grade and attendance platform) and to monitor communications from the college. Students will be sent surveys in compliance with Council on Occupational Education® (COE) through this email also.

Certificates of Completion

Certificates of Completion will be awarded to students who master program performance standards and meet state reading, language, and math minimum requirements for that program.

Student Information

For counseling services, please contact RTC Student Services: (386) 647-4231

Counseling

The Coordinator of Career and Technical Education Student and Community Affairs helps students with academic or personal problems. Students returning to school who experience any anxiety or have to make difficult decisions counseling services available. These include educational guidance, career information, assistance with academic and study problems, specialized testing, and personal counseling. The Counselor works with students in a confidential relationship to explore aspirations, aptitudes, interests, and to help with special problems.

Medical Treatment Policy

Students may be treated for minor injuries on campus but no aspirin or similar drugs will be dispensed. All minor students must have an emergency authorization form on file for emergency transportation and care. All accidents or injuries must be reported to an instructor immediately.

Dress Code

Students are expected to dress appropriately for their program. Dress and general grooming shall be consistent with the highest possible standards. Bare midriff, see-through clothing, halters, tube tops, tank tops, backless dresses/tops, biker shorts, and loose pants/shorts that fall below the natural waistline are examples of unacceptable dress. Shop classes may require work boots. Dresses/skirts are to be no shorter than three inches above the knee. Clothing with words/phrases, symbols, pictures, patches, or insignia which are offensive, obscene, profane, or alcohol/drug related are prohibited. Most programs have additional dress code requirements. Students not in compliance with the dress code will be required to leave campus.

Change of Address

It is the responsibility of the student to notify Student Services of a change of address or other demographic information such as marital status or phone number. Students eligible for Pell Grant refunds will be notified by first class mail.

Commencement/Graduation

Commencement exercises are conducted annually near the end of the school year. Students eligible to participate include those students who have completed the requirements for GED®, High School Diploma, and career certificate education programs. Friends and relatives of students graduating are invited to attend the formal graduation and awards ceremony.

Drug-Free School Policy

RTC Drug-Free School Statement: Standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by RTC students on school property or as part of any of its activities will be enforced. The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on Suwannee County Public School owned and controlled property or as part of any of its activities. Any RTC student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a student will be reason for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law. Source of text: Schools Without Drugs, U.S. Dept. of Education. In order to comply with the Federal Drug-Free Schools Act.

Student Information

Food Services



Vending machines are available in the Student Center. Suwannee High School students must eat lunch in the high school cafeteria. Meals may also be purchased from the Professional Culinary Arts & Hospitality Program.

Electronic Devices

RTC is not responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

Facility Care

Students are expected to help maintain the professional look of their campus by refraining from littering, parking on the grass, or marking on desks, equipment, or walls. Trash receptacles are conveniently located throughout the campus.

Grievance Procedure

Persons who feel deprived of any personal rights by students, personnel, or policies of RTC are encouraged to pursue grievance through due process procedures as set forth:

- Attempt to communicate your position to the person most directly involved. If not resolved
- Explain the situation to a counselor. If not resolved
- Make an appointment to discuss the problem with the building administrator. If not resolved
- File a formal grievance petition. Forms are available in the Student Services office. A hearing will be held.
- Other resources are available for persons having special concerns including Civil Rights discrimination: Local: (386) 364-2629 State: 1-800-342-8170
- For cases where the grievance is not resolved at the institution level, the student may contact:
  The Council on Occupational Education
  7840 Roswell Road., Bldg. 300, Suite 325 Atlanta, Georgia 30350
  (770) 396-3898 or (800) 917-2081
  Website: www.council.org

GED® Testing

GED® Testing Every Tuesday at RIVEROAK Technical College Testing Center During Academic Year
Cost: $38.00 Per Section; $152.00 Total Cost

RTC is an approved GED® Testing Center. The GED® test is only available as a computer-based assessment. To register for the GED® exam, go to GED.com, create an account, and set up a day and time that works best for you. The test is given in four sections. You can take one section at a time or take the whole test in one day. Information, costs, and dates may be obtained at (386) 647-4210.

Lost & Found

Please go to student services or the administration office to report anything missing or return found items so the proper owner can be notified.

Messages

Only incoming emergency messages to the school will be taken for you and given to your instructor. Classes will not be interrupted for phone calls except in case of an emergency.

Student Information

Immunization

In accordance with Florida Statute 1003.22, all students under 21 years of age must show proof of immunization from communicable diseases. Exemptions may be available under special circumstances outlined in statute.



Dean's List

Each nine-week grading period, students are identified and recognized at a Dean's List breakfast.

To be selected, the student must meet the following criteria:

1. Enrolled in two (2) or more grading periods.
2. Must have a 3.0 GPA average in all RTC classes.
3. Missed no more than three (3) days in the nine-week grading period for any reason, including Administrative Excused Absences.
4. Practical Nursing has different standards for Dean's List. Refer to the specific program student handbook.



Parking

All vehicles must display a valid parking permit. Students must park in designated student parking areas. Students may not park in unauthorized areas or in the shop compound without instructor or administrative permission. Adult parking permits may be purchased from Student Services for $25.00 for the entire school year. No parking permits will be issued to high school students taking less than two periods per semester. High school parking permits may be purchased for $25.00 per year. Vehicles without permits will be towed at the owner's expense.

Live Work Policy

RTC accepts live work in Automotive Collision Technology Technician, Master Automotive Service Technology 1, Master Automotive Service Technology 2, Cosmetology, Advanced Manufacturing, Professional Culinary Arts and Hospitality, Electricity, and Welding Technology. All services are provided by students. Work Orders are used to bill for materials, shop-use fees, or services. Some shops have special conditions to accept live work. All work accepted must be with the approval of the instructor. The Program Advisory Committees approve a fee schedule for live work. School Board vehicles are not maintained or repaired by RTC programs. Vehicles left for repair will be charged $5.00 per day storage beginning five (5) school days after owner is contacted for removal.

Insurance

Students enrolled in industrial and health programs are required to purchase school accident insurance, provide evidence of coverage by some private accident policy, or sign a waiver declaring responsibility for their own medical bill(s) if an accident occurs. Health Science students must also purchase personal liability insurance for liability they may incur during clinical practice.



Student Information

Orientation

Orientation occurs during the first week of each semester. Sessions are conducted during each of the periods throughout the day. Students are informed about rules and regulations, parking, food services, attendance, counseling, financial aid, programmatic information, the use of technology, and career pathways.

Placement

RTC Student Services make every effort to help students obtain a job related to their training. Local employers contact RTC when job openings arise and RTC attempts to match student skills to job needs.



Records and Transcripts

Student records are maintained in the Student Services office for five years. Records dating back more than five years are sent to the district records department where student data is recorded digitally. For information on student records, transcripts, and GED® records, contact RTC Student Services at 647-4210. Requests for transcripts must be made in writing to RIVEROAK Technical College Student Services. The request must identify the student's full name or name at time of enrollment, date of birth, last 4 digits of social security number, program of enrollment, and last date of attendance. Cost is $10 per transcript plus processing fee. Request are to be made through Cheddar Up.

Schedule Changes

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with the instructor first. The instructor will then arrange for a student to speak to the counselor. If the changes are approved, a schedule change, with all the appropriate documents, will be completed by Student Services.

Visitors

Visitors must sign in at the Main Entrance and obtain a visitor's pass before visiting the campus or classrooms. Visitors will have to have a photo ID that will be screened using the Centegix System. Administrator and instructor approval must be secured prior to classroom visits.

Student Records and Directory Information

Under state and federal regulations, the Suwannee County School Board is required to inform all students of policies protecting the confidentiality of students' educational records. Directory information is a part of a student's educational records and includes the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates, awards received, and most recent previous educational agency of institution attended by the student. Directory information will be deemed public and may be distributed upon request or may be published unless the Principal of the school is informed in writing within (10) calendar days of the beginning of school by the concerned party that any or all of the information is not to be released or published.

Student Information

Rules of Conduct

- Students will keep work areas clean and in good order.
- Profanity and rudeness will not be allowed.
- Public display of affection or sexually explicit conduct will not be permitted on campus.
- Sale, purchase or possession of non-prescribed drugs, alcohol, or other controlled substances will not be tolerated. Law enforcement will be contacted.
- Fighting will not be allowed on campus.
- Horseplay in classrooms or shops will not be tolerated.
- Firearms, knives, and other cutting instruments and/or weapons will not be allowed on campus.
- Use of electronic communication devices will not be allowed in class unless instructor approved.
- Loitering in entry ways and hallways will not be allowed.
- Any adult student leaving or returning to RTC is required to sign in/out. High school students must be checked out by a parent or guardian, in person, and also sign out at Suwannee High School (SHS) attendance office. Photo ID is required for the person checking out a high school student.
- Students who willfully destroy or abuse property will be required to pay for damages.
- No open food/drink containers will be allowed in classrooms or halls.

Tobacco-Free Environment

Florida Statute 386.212: Tobacco-Free Environment prohibits all use, possession, sale and/or transmittal of tobacco, tobacco products, E-cigarettes, vapor devices and/or components of E-cigarettes, vapor devices or similar anytime, anywhere, by anyone on any District-owned property. This includes school sponsored events after regular school hours. At no time are students allowed to possess, use, sale, or transmit drugs, alcohol or tobacco products. They may not possess drug paraphernalia or transmit over-the-counter medications. Violation of District drug and substance abuse policies could lead to suspension or possible expulsion.



Zero-Tolerance Grounds for Expulsion

Students found to have committed the following offenses on school property, on school-sponsored transportation, or during a school-sponsored activity or trip will be administratively removed from RTC and reported to the local law enforcement agency.

1) Assault or aggravated assault on a teacher or other school personnel.
2) Aggravated battery.
3) Battery or aggravated battery on a teacher or other school personnel.
4) Kidnapping or abduction.
5) Arson.

Academic Misconduct

Certain types of inappropriate conduct are defined as "academic misconduct." A student may:

1) Be required to retake an examination, or resubmit an assignment, regarding which academic misconduct is determined by the instructor to have occurred;
2) Receive an "F" on the given exam, assignment, or in the course; or
3) Be dismissed from the program.

Any student, who opposes the sanction imposed, may appeal, in writing, to the Director of RTC.

Social Security Number, Collection, & Use

In compliance with Florida Statute 119.071(5), the Suwannee County School Board (SCSB) issues this notification regarding the purpose of the collection and use of your Social Security Number. SCSB collects, uses and releases your Social Security number only if specifically authorized by law to do so, or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access, strictly prohibit the release of your Social Security number to unauthorized parties in compliance with state and federal law, and assign a unique SCSB identification number. This identification number will be used for all associated employment and educational purposes at SCSB. Specifically, SCSB collects, uses or releases a Social Security number for the following purposes:

Admissions

Federal legislation relating to the American Opportunity Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for SCSB to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to SCSB, but the IRS is then authorized to fine the student in the amount of $50. In addition to the federal reporting requirements, the public-school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes, new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act. Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A. Florida Statue 119.071 (5); Tracking uses are authorized by SBE Rule 6A-10955(3)(e); 1008.386, F.S. and the General Education Provisions Act (20 USC 1221(e-1))

Continuing Education

Under Florida education reporting requirements, students who enroll in continuing education are required to submit their Social Security number. Florida Statue 119.071 (5)

Financial Aid

The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.

Internal Revenue Code, sections 3402(f)(2)(A), 6109, and 6051(a)(2); FS119.71(2)(a) and FS 119.71(6)(c) Higher Education Act of 1965, as amended, Sections 441-448, 483 and 484(p), 20 USC 1091(p), 20 USC 1078-2(f); Code of Federal Regulations, 34 CFR 668.32(i) and 668.36; 38 USC 3471

Human Resources

The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: employment application forms; Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Management Services); Worker's Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Truist, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents. 26 USC 6051 and 26 CFR 31.6011 (b)-2, 26 301.6109-1 and 31.3404(f)(2)-1 and FS 119.071(5) (a) 6

Workforce Programs

These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.

Limited Access Health Sciences Programs

Limited access programs in Health Sciences collect Social Security numbers for the purpose of authorizing students and graduates to sit for state and/or national licensure or certification examinations. This information is shared directly with appropriate state and national licensure/certification boards through secure communication platforms as required by each individual licensure/certification board.

Miscellaneous

The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing, and tax reporting.

Release Statement

Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a – 6h).

Independent Contractors

The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.

Student Information

Student Organizations

Career and Technical Student Organization activities are an integral part of the vocational curriculum in Florida. The organizations are designed to expand and enrich opportunities for leadership development, social awareness, civic responsibility, and vocational understanding. Students who participate in the activities of a Vocational Student Organization are better prepared to take their places in the world of work. The organizations provide opportunities for members to participate in activities which relate to actual or anticipated employment.

SkillsUSA

SkillsUSA is for students in Automotive Collision Technology Technician, Master Automotive Service Technology 1, Master Automotive Service Technology 2, Professional Culinary Arts and Hospitality, Cosmetology, Electricity and Welding Technology. The organization provides leadership opportunities and skill enhancement.

Students Right to Know

Student Right-To-Know (SRTK) and Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics Act (DCSCCSA): The SRTK requires institutions to disclose specific information on the general student population. The DCSCCSA requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. RTC publishes these reports to the faculty, staff and students to comply with the provisions of the law. Student Procedures for Reporting Alleged Cases of Discrimination and/or Sexual, Racial, Religious or National Origin Harassment: Harassment of any kind (sexual, racial, religious or national origin) whether it is a staff member harassing a student, a student harassing a staff member, or students harassing other students is illegal and will not be tolerated. If you feel you are being harassed, contact a school official.

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

Attendance Policy

General Attendance Provisions

Good attendance and punctuality are important keys to career success. Business and industry can function only when employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and good attendance habits. These are the minimum requirements for all programs. Attendance policies may be more stringent in some programs.

Attendance policies for secondary students are established by the Suwannee County School Board.

Absences

The Attendance Policy is monitored by nine (9) week grading periods. The following policies apply to full-time and part-time adult students:

- Students registered for day classes, three (3) periods or more, Monday through Friday (five (5) days a week) will be allowed up to six (6) absences per term. On the seventh absence, the student may be withdrawn from school.
- Students registered for day or night classes, two (2) periods per day, two (2) evening classes, or less than 10 hours a week, will be allowed up to two (2) absences in any one (1) nine-week grading period. On the third absence, the student may be withdrawn from school.
- Students in the Practical Nursing program must adhere to the specific attendance policies of the program. Refer to the Practical Nursing Student Handbook.
- Financial Aid and Veteran's benefits will be terminated if a student is withdrawn.
- Suspensions are counted as absences.
- There will be no "excused" or "unexcused" absences, except Administrative Excused Absences.
- Students withdrawn for unsatisfactory attendance may re-enroll on a space available basis.
- In calculating absences for withdrawal purposes, excessive absences in any one period of instruction will constitute withdrawal from all classes. Three (3) tardies will constitute an absence for that period.
- Absences for pre-approved school-related activities or active military duty will not be counted as part of the allowed five (5) days. (Documentation may be required.) It will be the responsibility of the student to complete classroom or clinical training missed due to absences.
- ABE/GED® students enrolled in courses will be automatically withdrawn after six (6) consecutive absences.

Tardies/Early Dismissals

Tardies will be calculated on a 15-minute cycle: students tardy 1-15 minutes will be docked 15 minutes, 16-30 minutes will be docked 30 minutes, 31-45 minutes tardy will be docked 45 minutes, and 46-60 minutes will be docked one (1) hour. Three (3) tardies, 15 minutes or less, will constitute an absence for that period.

Administrative Excused Absences

If a student experiences a life-altering event and provides documentation within two days of returning to school, the student will be administratively excused for the following reasons:

- Hospital confinement for the adult student, spouse, or children,
- Court appearances,
- Death in the immediate family (spouse, children, parents, siblings)
- Extended illnesses (example: chemotherapy, severe diabetes, an illness that may require numerous doctor visits and can be documented). Documentation is defined as:
- For hospital stay: a statement from the doctor and/or hospital indicating the date of the admission and the date of dismissal.
- For court appearance: a subpoena or a letter from the attorney representing the student.
- For death in the immediate family: an obituary, a funeral program, or newspaper article about the deceased.
- Contact Principal to apply for Administrative Excused Absence.

Attendance Policy

Leave of Absence

In order for an adult student to qualify for a leave of absence, the student must apply for the leave of absence prior to the requested time. The leave of absence will be considered for a period of days (minimum of five (5) days and no more than thirty school days) and not for sporadic absences over a period of time. In the event of an emergency absence, the student may be covered by the administrative excused absence.

A "Request for Leave" form must be filed with the Student Services Office. Student will be notified once a decision has been made. Contact Student Services to apply for a leave of absence. ***Leave of Absence will negatively impact your financial aid standing and may result in tuition being owed at the student's expense. NOTE: No more than one leave of absence will be granted in an academic semester. Veteran's benefits will be terminated and financial aid payments will be reduced. Extraordinary circumstances will be considered.***

Petition for Readmission

Once a student has been withdrawn from classes, the student may apply for readmission by completing a "Petition for Readmission" form. The student must present documentation to account for as many of the absences as possible. (Example: a student may have been sick for a few days and has a doctor's note to indicate the illness.) Each case will be reviewed by Student Services. It is the student's responsibility to keep all documentation and present it at the time of petition for readmission.

After an adult student has filled out a "Petition for Readmission" form and supplied as much documentation as possible, Student Services will review the information with input from the student's teachers and make a determination on readmission.

Should the student be allowed to return to school in the same semester, the adult student will be limited to no more than one additional absence and one additional tardy during the remaining time in the nine weeks, and must be progressing toward the established educational goals for the student. Special conditions for readmission may be established.

Should the adult student fail to meet the above stated requirements, the adult student will be withdrawn from school and may not re-enter until the next semester, on a space available basis. This policy includes voluntary withdraw.

NOTE: No more than one petition for readmission will be granted per semester. Contact student services to petition for readmission.

Administrative Withdrawal

Adult students may be withdrawn immediately by administration for the following reasons:

- Discipline referral.
- Behavior or act that endangers students, staff, and/or faculty, or other inappropriate actions as determined by the administration.
- Unsatisfactory progress.
- Drug and/or alcohol abuse.

Students may not reapply for admission until the beginning of the next semester upon approval of the administration. The student may appeal the disciplinary action. The student must make a request in writing to Student Services within five (5) days. If the student is dissatisfied with the decision of the appeal, the student may appeal through the Superintendent's Office, (386) 647-4600.

Advanced Manufacturing and Production Technology

Program Number: J100200 CIP Number: 0615040606 600 Hours
Pell Eligible

Program Description

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



Graduates can enter the workforce as Skilled Industrial Maintenance Technicians!

Occupational Description

The content includes but is not limited to providing students with a foundation of knowledge and technically oriented experiences in the study of automation technology, its application in manufacturing, engineering and robotics, and its effect upon our lives and the choosing of an occupation. The content and activities will also include the study of enterprise systems, safety, quality, and leadership skills.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
ETI0400	A	Entry-Level Production Worker	150 Hours	
ETI0401	B	Production Quality and Assurance	150 Hours	
ETI0432	C	Manufacturing and Production Processes	150 Hours	
ETI0453	D	Manufacturing and Production Maintenance	150 Hours	
		Total	600 Hours	$2,850.80

*Tuition Subject to Change

Mission Statement

The Advanced Manufacturing Program is dedicated to preparing students for high-demand careers in modern industry through hands-on training, industry-recognized credentials, and real-world problem-solving experiences. Our mission is to develop a skilled workforce proficient in advanced manufacturing technologies, automation, precision machining, industrial maintenance, and quality systems while fostering professionalism, safety, innovation, and lifelong learning. Through partnerships with industry and a commitment to excellence, we empower students to meet the evolving needs of manufacturing and contribute to the economic growth of our communities.

Industry Certification

Smart Manufacturing Certification Alliance (SACA)
Industry 4.0 Controls System Specialist
Industry 4.0 Instrumentation Systems Specialist
Industry 4.0 Mechanical Systems Specialist

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 3:30 p.m.

Applied Cybersecurity

Program Number: Y100300 CIP Number: 0511100302 750 Hours
Pell Eligible

Program Description

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



Gain hands-on experience in protecting critical networks, securing data, and safeguarding information.

Occupational Description

The Applied Cybersecurity Certificate Program will prepare students for employment or advance training in Cybersecurity careers as well as other IT related occupations. Students will learn fundamental skills required for monitoring and protecting critical network infrastructure, as well as best practices for safeguarding proprietary and personal information. Students will also learn hacker methodologies, procedures for risk and threat assessments, and postattack recovery methods. This program offers testing for professional certification under the CompTIA Security+ Certificate.

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:30 a.m. - 1:30 p.m.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
CTS0010	A	Cybersecurity Foundations	300 Hours	
CTS0014	B	Applied Cyber Defense	300 Hours	
CTS0019	C	Information Security Manager	150 Hours	
		Total	750 Hours	$3,589.00

*Tuition Subject to Change

Mission Statement

The mission of the Applied Cybersecurity Program is to provide an excellent education with comprehensive, quality training, for students to obtain their professional certification in Applied Cybersecurity, specifically, the CompTIA Security+ professional certification.

Industry Certification

CompTIA Security+ Certification

Automotive Collision Technology Technician

Program Number: T401300 CIP Number: 0647060306 1,400 Hours

Pell Eligible

Program Description

The Automotive Collision Technology Technician program prepares for Transportation, Distribution and Logistics careers. It provides technical, problem-solving, and general employability skills, higher-order reasoning, and knowledge of all aspects of the automotive paint, refinishing, and repair field. The content includes sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding and mechanical skills; trim-hardware maintenance; and glass servicing.



Work in auto dealership body shops, independent auto body shops, insurance claims companies, auto detail shops, auto restoration shops.

Occupational Description

Graduates of the Automotive Collision Technology Technician program will be prepared for employment in paint and collision repair facilities. They will be able to demonstrate proper use and handling of tools and equipment relating to the automotive collision industry, and be proficient in the areas of planning, management, finance, technical, and product skills, underlying principles of technology, community and labor issues, and health, safety, and environmental issues.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
ARR0140	A	Automotive Collision Repair & Refinishing Helper/Assistant	150 Hours	
ARR0141	B	Automotive Collision Refinishing Technician	450 Hours	
ARR0312	C	Non-Structural Damage Repair Technician	300 Hours	
ARR0022	D	Damage Analysis and Estimating	75 Hours	
ARR0112	E	Automotive Collision Welding, Cutting and Joining	75 Hours	
ARR0295	F	Structural Damage Repair Technician	350 Hours	
		Total	1,400 Hours	$7,380.20

*Tuition Subject to Change

Mission Statement

The Automotive Collision Technology Technician Program prepares students to be self-sufficient as an entry-level employee in the auto repair and refinishing industry.

Industry Certification

ASE® Certification Options:

- Non-Structural Analysis and Damage Repair
- Painting and Refinishing
- Structural Analysis and Damage Repair

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:30 a.m. - 2:30 p.m.

Master Automotive Service Technology 1

Program Number: T400700 **CIP Number: 0647060411** **1,050 Hours**

Pell Eligible



Program Description

The Master Automotive Service Technology 1 program equips students with cutting-edge training using the latest software, simulators, and diagnostic tools across all areas of automotive service and electronic technology. Combining classroom instruction with hands-on lab experience, the program focuses on troubleshooting, servicing, and repairing modern automotive systems. Students gain comprehensive, career-focused training in key areas such as engine repair, brake systems, suspension and steering, and electrical/electronic systems. The curriculum also includes practical exercises in automotive electronics, preparing students for today's advanced vehicle technologies—including electronic fuel injection, computer-controlled ignition, starting systems, accessory systems, anti-lock braking systems (ABS), and electronic emission controls. This program serves as a pathway for both current and aspiring technicians to pursue further education or enter high-wage, rewarding careers in the automotive industry.

Note: A valid driver's license is required for enrollment.

Occupational Description

Diagnose, service, repair, or overhaul automotive vehicles. Economic Opportunities: Engine Performance Technician, Automatic/Manual Transmission Technician, heating and Air Conditioning Technician, Electrical Technician, Brake Technician, Engine Technician, Steering/Suspension Technician, Automotive Technician, General Service Technician, Maintenance and Light Repair Technician, Service Writer/Customer Service Consultant, Automotive Shop Foreman, and Automotive Parts Salesperson.

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:30 a.m. - 2:30 p.m.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
AER0014	A	Automobile Services Assistor	300 Hours	
AER0418	B	Automotive Brake System Tech	150 Hours	
AER0453	C	Automobile Suspension & Steering Technician	150 Hours	
AER0360	D	Automobile Electrical/Electronic System Technician	300 Hours	
AER0110	E	Engine Repair Technician	150 Hours	
		Total	1,050 Hours	$5,670.40

*Tuition Subject to Change; Adults add $200 to Lab fees.

Mission Statement

The Automotive Service Technology 1 Program prepares students with entry-level skills to repair automobiles in five Automotive Service Excellence (ASE) certification areas.

Industry Certification

NIASE076 ASE Auto Maintenance & Light Repair (G1), NIASE010 ASE Auto Engine Repair (A1), NIASE007 ASE Brakes (A5), NIASE014 ASE Auto Suspension & Steering (A4), NIASE008 ASE Electrical and Electrical System (A6)

Master Automotive Service Technology 2

Program Number T400800 CIP Number: 0647060412 750 Hours

Pell Eligible

Program Description

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

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.



Work in auto body shops, insurance claims companies, auto detail shops, auto restoration shops.

Occupational Description

Diagnose, service, repair, or overhaul automotive vehicles. Economic Opportunities: Engine Performance Technician, Automatic/Manual Transmission Technician, heating and Air Conditioning Technician, Electrical Technician, Brake Technician, Engine Technician, Steering/Suspension Technician, Automotive Technician, General Service Technician, Maintenance and Light Repair Technician, Service Writer/Customer Service Consultant, Automotive Shop Foreman, and Automotive Parts Salesperson.

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:30 a.m. - 2:30 p.m.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
AER0503	A	Automotive Engine Performance Technician	300 Hours	
AER0257	B	Automatic Transmission and Transaxle Technician	150 Hours	
AER0274	C	Manual Drivetrain and Axle Technician	150 Hours	
AER0172	D	Automotive Heating and Air Conditioning Technician	150 Hours	
		Total	750 Hours	$3,603.00

*Tuition Subject to Change

Mission Statement

The Automotive Service Technology 2 Program prepares students with entry-level skills to repair automobiles in five Automotive Service Excellence (ASE) certification areas.

Industry Certification

NIASE011 ASE Heating & A/C (A7), NIASE009 ASE Engine Performance (A8), NIASE005 ASE Auto Automatic Transmission/Transaxle (A2), NIASE012 Auto/Manual Drivetrain and Axles (A3)

Cosmetology

Program Number D500100 CIP Number: 0612040102 1,200 Hours
Pell Eligible

Program Description

The Cosmetology program is designed to prepare students for employment as a licensed cosmetologist. Instruction is designed to qualify students for employment upon successfully obtaining a cosmetology license. Specialized instruction and practical experience in hair, nail, and skin care procedures; related chemistry; anatomy; physiology; safety; and Florida State Board of Cosmetology Rules and Regulations. This is combined with communication and leadership skills to provide our graduates with a “cutting edge” in the cosmetology industry.



Get hands-on with real-world skills and master the Florida State Board of Cosmetology Rules and Regulations.

Occupational Description

There is a variety of employment opportunities upon successful completion of the cosmetology program and licensure. Graduates can pursue jobs as nail technicians, facial specialists, estheticians, hairstylists, makeup stylists as well as many other careers in the design and entertainment industries.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
CSP0009	A	Grooming and Salon Services, Facials and Nails	225 Hours	
COS0002	A	Cosmetologist and Hairstylist 1	300 Hours	
COS0003	A	Cosmetologist and Hairstylist 2	300 Hours	
COS0009	A	Cosmetologist and Hairstylist 3	375 Hours	
		Total	1,200 Hours	$7,350.60

*Tuition Subject to Change

Mission Statement

The mission of the Cosmetology Program is to prepare students for employment and to be competent in the skills and knowledge needed to successfully pass the Florida Cosmetology license examination or obtain a registration from the State Board of Cosmetology.

Industry Certification

FLDOP002 Cosmetologist

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday 8:00 a.m. - 2:00 p.m.
Thursdays Every Other Week 11:00 a.m. - 5:00 p.m.

Electricity

Program Number I460312 CIP Number: 0646030202 1,200 Hours
Pell Eligible

Program Description

The Electricity program prepares students for employment as an electrician's helper, residential electrician, and commercial electrician.



Prepare for electrifying job opportunities in the residential, commercial and industrial electrical fields!

Occupational Description

The Electricity Training program is designed to make the student employable in the vast network of jobs in the electrical trades. Students will be taught basic electricity, residential wiring, programmable logic controllers (PLC), motor control and trouble diagnosis and repair procedures. Specialized classroom instruction and laboratory practical applications train the student in the installation and maintenance of electrical wiring and equipment such as motors, motor controls, and power and lighting systems in residential, commercial, and industrial applications. Students learn how to locate and correct electrical and equipment malfunctions using electrical test instruments, such as the ammeter and multimeter.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
BCV0603	A	Electrician Helper	300 Hours	
BCV0640	B	Residential Electrician	450 Hours	
BCV0652	C	Commercial Electrician	450 Hours	
		Total	1,200 Hours	$6,145.60

*Tuition Subject to Change

Mission Statement

The mission of the Electricity Program at RIVEROAK Technical College is to provide NCCER certified programs that include but are not limited to theoretical and experiential courses that prepare students for employment, workplace advancement, and/or personal enrichment.

Industry Certification

NCCER208 Electrical Level 1
NCCER209 Electrical Level 2
NCCER210 Electrical Level 3

Electrical Training Alliance of Gainesville
IBEW - NECA

nccer
Accredited Assessment Center

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday 9:00 a.m. - 3:00 p.m.

Facials Specialty

Program Number I120425 CIP Number: 0612040806 220 Hours
Not Pell Eligible

Program Description

The Facials Specialty program is designed to prepare students for employment as a certified facial/skin care specialist. Instruction is designed to qualify students for employment upon successfully obtaining a facial specialist certification from the Department of Professional Regulations Cosmetology Board. Specialized instruction and practical experience in various facial and skin care procedures, the art of makeup, related chemistry, anatomy, physiology, safety, sanitation, and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates with the foundation needed to excel and progress in the nail care industry.



This program equips you with everything you need to become a certified facial and skin care specialist!

Occupational Description

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist (SOC 39-5094). Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
CSP0266	A	Facials/Skin Care Specialists	220 Hours	
		Total	220 Hours	$1,629.16

*Tuition Subject to Change

Mission Statement

The mission of the Facials Specialty Program is to prepare students for employment and to be competent in the skills and knowledge needed to obtain a specialty registration in the field of Facials Specialty from the State Board of Cosmetology.

Industry Certification

FLDOP009 Facial Specialist

Enrollment Dates in
August, November, & February
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 2:00 p.m.
Two Thursdays Each Month
11:00 a.m. - 5:00 p.m.

Heating, Ventilation, Air-Conditioning/Refrigeration 1

Program Number C400410 CIP Number: 0615050111 750 Hours
Pell Eligible

Program Description

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. Students should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program stresses the understanding of the HVAC/R industry and demonstrates elements of the industry such as planning, management, finance, technical/production skills, underlying principles of technology, health, safety, and environmental issues. The content includes designing, testing, and repairing HVAC systems.



Get the tools to design, test, and repair cutting-edge heating, ventilation, air-conditioning, and refrigeration systems.

Occupational Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
ACR0000	A	Introduction to HVAC/R	250 Hours	
ACR0001	B	HVAC/R Fundamentals	250 Hours	
ACR0002	C	HVAC/R Service Practices	250 Hours	
		Total	750 Hours	$4,386.00

*Tuition Subject to Change

Mission Statement

To provide students with the technical and practical tools necessary to enter the workplace along with the confidence to pursue their choice of career path in the HVAC/R industry.

Industry Certification

HVACE 001
HVACE 002
HVACE 003
HVACE 005

750 Hours
Pell Eligible
Fall Term: August-December
Spring Term: January-May
Monday - Thursday
5:00 p.m. - 9:30 p.m.

Nails Specialty

Program Number I120415 CIP Number: 0612041005 180 Hours
Not Pell Eligible

Program Description

The Nails Specialty program is designed to prepare students for employment as a certified nail specialist. Instruction is designed to qualify students for employment upon successfully obtaining a nail specialist certification from the Department of Professional Regulations Cosmetology Board. Specialized instruction and practical experience in manicuring, pedicuring and various nail extension procedures, related chemistry, anatomy, physiology, safety, sanitation and Florida Cosmetology Law are combined with communication skills to provide our graduates with the foundation needed to excel and progress in the nail care industry.



From manicures and pedicures to nail extensions, master the skills to shine in the beauty world.

Occupational Description

A student completing the Nails Specialty program is prepared for employment as a licensed Manicurist and Pedicurist (SOC 39-5092). Instruction is designed to qualify students for employment upon successfully obtaining a Nails Specialty Certification.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
CSP0016	A	Manicurist and Pedicurist	180 Hours	
		Total	180 Hours	$1,587.04

*Tuition Subject to Change

Mission Statement

The mission of the Nails Specialty Program is to prepare students for employment and to be competent in the skills and knowledge needed to obtain a specialty registration in the field of Nail Specialty from the State Board of Cosmetology.

Industry Certification

FLDOP008 Nail Specialist

Enrollment Dates in
August, November, & February
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 2:00 p.m.
Two Thursdays Each Month
11:00 a.m. - 5:00 p.m.

Patient Care Technician

Program Number H700600 CIP Number: 0351390208 600 Hours

Pell Eligible

Program Description

This program is designed to prepare students for employment as advanced cross trained patient care technicians. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for acute and long term care settings along with home health; EKG performance and readings; phlebotomy; and rehabilitation assisting.



Learn essential skills in EKG, phlebotomy, and rehab assisting.

Occupational Description

Home Health Aide: Provide routine individualized healthcare, such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Nursing Assistant: Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, move patients, or change linens. May transfer or transport patients. Patient Care Technicians also assist nurses, doctors, and other health care professionals. They perform duties of a CNA, but are also trained to perform some basic medical duties such as EKG readings and phlebotomy. The laws of each state determine the extent of technician duties.

Program Structure

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
HCP0124	A	Nurse Assistant	165 Hours	
HCP0333	B	Accelerated Home Health Aide	25 Hours	
HCP0021	C	Patient Care Assistant	45 Hours	
HSC0012	D	Allied Health Assistant	100 Hours	
MEA0585	E	Advanced Allied Health Assistant	200 Hours	
PRN0095	F	Patient Care Technician	65 Hours	
		Total	600 Hours	$4,217.80

*Tuition Subject to Change

Mission Statement

The mission of the Patient Care Technician Program is to fulfill the need for cross-trained adults working in patient care by assessing, preparing, and placing students in a rewarding, successful career.

Industry Certification

FDMQA002 Certified Nursing Assistant, NATHA002 Certified EKG Tech, NATHA007 Certified Phlebotomy Technician, NATHA006 Certified Patient Care Technician

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 3:30 p.m.

Pharmacy Technician

Program Number H170700 CIP Number: 0351080507 1,050 Hours
Pell Eligible

Program Description

Pharmacy Technician prepares students for employment as pharmacy technicians. The content includes, but is not limited to, metric system, medical terminology, medicinal drugs, IV preparation, 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, and health and safety, including CPR.



With practical experience, patient records management, and CPR certification, you will excel in any pharmacy setting.

Occupational Description

Pharmacy Technicians will assist pharmacists in preparing and dispensing pharmaceutical drugs. Technicians will work under a licensed pharmacist in various settings - hospitals, retail/community pharmacies, grocery store pharmacies, long-term care facilities, compounding pharmacies, and mail-order pharmacies.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
HSC0003	A	Basic Healthcare Worker	90 Hours	
PTN0084		Pharmacy Technician 1	360 Hours	
PTN0085		Pharmacy Technician 2	300 Hours	
PTN0086	B	Pharmacy Technician 3	300 Hours	
		Total	1,050 Hours	$5,566.40

*Tuition Subject to Change

Mission Statement

The mission of the Pharmacy Technician Program is to provide an excellent education with comprehensive, quality training and clinical experiences for students to obtain their Registered Pharmacy Technician licensure and National Certified Pharmacy Technician credential.

Industry Certification

PTCBD001 Pharmacy Technician

Fall Term Begins in July
Full-Time Enrollment Required
Program Hours:
Monday - Thursday
8:10 a.m. - 2:40 p.m.

Practical Nursing

Program Number H170607 CIP Number: 0351390101 1,350 Hours
Pell Eligible

Program Description

The Practical Nursing program is the quickest way to enter a nursing career. The RIVEROAK program is an intensely rigorous, fast-paced 11-month program for full-time day students (some occasional evenings and weekends may be required for certain clinical learning experiences). Program content includes theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing care, as well as mental health concepts. The graduate will have a thorough understanding of body structure and function, nutrition, medication, life span, diseases and disorders, community health, CPR, and first aid.



Begin a rewarding healthcare career where your compassion and expertise truly make a difference

Occupational Description

Licensed Practical nurses work under the direction of registered nurses and supervisors. LPNs perform a variety of tasks, including monitoring patients and medical equipment, gathering and recording information from patients, administering medications, patient teaching and various bedside procedures that require a high degree of skill and accuracy., Nursing requires compassion, patience, excellent communication skills, mathematical calculations, critical thinking, leadership skills, careful attention to detail, professionalism, personal accountability/responsibility, and the ability to manage stress. Licensing required.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
PRN0098	A	Practical Nursing (PN) Foundations 1	300 Hours	
PRN0099	A	Practical Nursing (PN) Foundations 2	300 Hours	
PRN0290		Practical Nursing (PN) Medical Surgical 1	300 Hours	
PRN0291		Practical Nursing (PN) Medical Surgical 2	300 Hours	
PRN0690	B	Practical Nursing (PN) Transition to Practice	150 Hours	
		Total	1,350 Hours	$8,477.80

*Tuition Subject to Change

Practical Nursing (Continued)

Program Admission Requirements

Practical Nursing students are required to submit an application packet prior to enrollment.
Age: 18 years or older at time of program completion
Diploma: Standard High School or Graduate Equivalency Diploma (GED®)
Basic Skills Assessment Scores:

- Math: 11.0
- Language: 11.0
- Reading: 11.0 Or met other basic skill requirements

Additional Testing: ATI TEAS®
Students Must Also Provide: Immunization records from birth, physical exam or waiver on file, current Hepatitis B, MMR, Varicella, Tetanus and PPD (or proof of antibodies) immunizations and current negative TB Skin Test.

Certification Requirements

• Students must maintain a minimum of a C average (80 or higher) in each course.
• Students must meet attendance requirements according to the LPN Student Handbook.
• Excused absences must be made up in the amount of hours missed.
• Students must receive satisfactory clinical evaluations (85 or higher).

Mission Statement

The purpose of the RIVEROAK Technical College Practical Nursing Program is to provide education and clinical experiences that prepare the student to obtain their license in Practical Nursing and obtain employment in the health care field at the highest level of competency possible.

Industry Certification

NCSBN002 National LPN (NCLEX-PN)

Fall Term Begins in August
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 3:45 p.m.



Professional Culinary Arts & Hospitality

Program Number N100500 CIP Number: 0412050312 1,200 Hours
Pell Eligible

Program Description

The Professional Culinary Arts & Hospitality Program offers a sequence of courses that provide relevant content aligned with challenging academic standards, necessary technical knowledge and skills to prepare students for further education and careers in the hospitality and tourism industry. The program also provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, problem solving skills, work attitudes, technical and occupational-specific skills, as well as knowledge of all aspects of the industry. The content includes preparation, presentation and serving of a wide variety of foods, leadership, communication skills and safe/efficient work practices. This coursework prepares students for employment in the local food service/hospitality industry.



This program serves up hands-on experience and the skills you need to thrive in the exciting food and tourism industry!

Occupational Description

Students prepare for a variety of careers in the culinary arts profession and for advanced education at other culinary institutions. Career paths include dinner cook, institutional cook, cook's helper, baker's helper, fry cook, and short order cook.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
HMV0100	A	Food Preparation	300 Hours	
HMV0170	B	Cook, Restaurant	300 Hours	
HMV0171	C	Chef/Head Cook	300 Hours	
HMV0126	D	Food Service Management	300 Hours	
		Total	1,200 Hours	$6,168.60

*Tuition Subject to Change

Mission Statement

The Professional Culinary Arts & Hospitality program aspires to be recognized as providing the best possible training for the future of our students in the food industry.

Industry Certification

NRAEF003 Certified Food Protection Manager
AMMSA001 Food Safety and Science Certification

ServSafe National Restaurant Association

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 2:00 p.m.

Professional Nursing (LPN - RN)

Program Number H170608 CIP Number: 0351380102 900 Hours
Pell Eligible

Program Description

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



Begin a rewarding healthcare career where your compassion and expertise truly make a difference

Occupational Description

This program is designed to prepare students who currently hold a valid, unencumbered Licensed Practical Nurse (LPN) license issued by the Florida Board of Nursing, for employment as Registered Nurses (RN). The program must be approved by the Florida Board of Nursing in order for graduates to apply and take the examination to practice as Registered Nurses.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
NSG0080		Nursing Transitions	111 Hours	
NSG0081		Concepts of Geriatrics and Pharmacology in Nursing	102 Hours	
NSG0082		Psychiatric Nursing	102 Hours	
NSG0083		Medical Nursing	102 Hours	
NSG0084		Surgical Nursing	102 Hours	
NSG0085		Pediatric Nursing	102 Hours	
NSG0086		Obstetric Nursing	102 Hours	
NSG0087		Professional Nursing	91 Hours	
NSG0089		Senior Practicum Intensive	86 Hours	
		Total	900 Hours	$7,766.20

*Tuition Subject to Change

Professional Nursing (LPN - RN) (Continued)

Program Admission Requirements

Professional Nursing (LPN-RN) Bridge Program students are required to submit an application packet prior to enrollment.
Age: 18 years or older at time of program completion
Diploma: Standard High School or Graduate Equivalency Diploma (GED®)
Basic Skills Assessment Scores:

- Math: 11.0
- Language: 11.0
- Reading: 11.0 Or met other basic skill requirements

Additional Testing: ATI TEAS®
Students Must Also Provide: Immunization records from birth, physical exam or waiver on file, current Hepatitis B, MMR, Varicella, Tetanus and PPD (or proof of antibodies) immunizations and current negative TB Skin Test.
• Current, unencumbered, active Florida LPN license.
• Current up to date American Heart Association Basic Life Support (BLS) certificate.
• Proof of 30-hour IV certification course.
• Proof of 1 year of LPN experience.

Certification Requirements

• Students must maintain a minimum of a C average (80 or higher) in each course.
• Students must meet attendance requirements according to the Professional Nursing (LPN-RN) Bridge Program Student Handbook.
• Excused absences must be made up in the amount of hours missed.
• Students must receive satisfactory clinical evaluations (85 or higher).

Mission Statement

The mission of the Professional Nursing (LPN-RN) Bridge Program is to provide accessible, high-quality nursing education that empowers licensed practical nurses to advance their careers as registered nurses. The program fosters critical thinking, clinical competence, professionalism, and compassionate patient care through innovative instruction, experiential learning, and community partnerships. Graduates are prepared to excel in a dynamic healthcare environment and contribute positively to the health and well-being of their communities.

Industry Certification

NCLEX - RN

Fall Term Begins in July
Full-Time Enrollment Required
Program Hours:
Tuesday - Class Hours on Campus Vary
Friday - Clinincal Labs at Various Sites Vary



Surgical Technology

Program Number H700200 CIP Number: 0351090909 1,440 Hours
Pell Eligible



Gain knowledge in anatomy, microbiology, surgical procedures, patient care, and safety.

Program Description

The Surgical Technology program prepares students to become vital members of the surgical team, working alongside surgeons, anesthesiologists, and registered nurses to ensure safe and efficient surgical procedures. This comprehensive program combines classroom instruction, laboratory practice, and clinical experience to develop the knowledge, skills, and professionalism required for success in the operating room. Students will learn sterile techniques, surgical instrumentation, patient care, anatomy and physiology, and operating room procedures. Emphasis is placed on the principles of asepsis, surgical procedures, and the ethical and legal responsibilities of the surgical technologist. Graduates of this program will be eligible to sit for the national certification examination to become Certified Techs in Surgery (TS-C). Upon certification, they can pursue employment in hospitals, outpatient surgical centers, and other healthcare facilities.

Occupational Description

Graduates of this program will become well equipped healthcare professionals who assist in surgical procedures under the supervision of surgeons and play a vital role in the operating room. They will possess the knowledge of aseptic and sterile technique and assist with surgical procedures. They will demonstrate an understanding of legal and ethical responsibilities specific to surgical technology as well as recognize and practice infection control procedures.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
STS0016	A	Sterile Processing Technician	410 Hours	
STS0010	B	Surgical Technologist 1	343 Hours	
STS0011	B	Surgical Technologist 2	343 Hours	
STS0012	B	Surgical Technologist 3	343 Hours	
		Total	1,440	$6,621.32

*Tuition Subject to Change

Mission Statement

To prepare individuals for employment as Surgical Technologists and encourage each student to become highly productive citizens with strong work ethics and positive values. Each graduate will be an advocate for the patient and an asset to the surgical community.

Industry Certification

NCFCT004 Tech in Surgery- Certified
(National Center for Competency Testing- NCCT)

Fall Term Begins in July
Full-Time Enrollment Required
Program Hours: Monday - Friday
8:00 a.m. - 3:30 p.m.

Welding Technology

Program Number J400400 CIP Number: 0648050805 1,050 Hours
Pell Eligible

Program Description

Welding Technology prepares students in basic and the necessary advanced skills in the welding field. The program teaches welding techniques used in the workforce such as: SMAW-shielded metal arc welding, GMAW-gas metal arc welding, FCWA-flux core arc welding, and GTAW-gas tungsten arc welding. Different types of oxygen and acetylene cutting and welding techniques and proper safety precautions are also covered. The program is certified through the AWS (American Welding Society).



Master both the basic and advanced welding skills that are in high demand.

Occupational Description

The Welding Technology program is designed to prepare students for employment or advanced training in a variety of occupations in the welding industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the welding industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
PMT0070		Welder Assistant 1	150 Hours	
PMT0071	A	Welder Assistant 2	150 Hours	
PMT0072		Welder, SMAW 1	150 Hours	
PMT0073	B	Welder, SMAW 2	150 Hours	
PMT0074	C	Welder	450 Hours	
		Total	1,050 Hours	$6,699.40

*Tuition Subject to Change

Mission Statement

The Welding Program covers a broad foundation of knowledge and skills to prepare students for employment in the variety of occupations in the welding industry.

Industry Certification

AWELD003 - FCAW Plate
AWELD004 - GMAW Plate
AWELD005 - GTAW Pipe (Carbon)
AWELD006 - GTAW Pipe (Stainless)
AWELD007 - GTAW Stainless
AWELD008 - GTAW/SMAW Pipe
AWELD009 - GTAW/SMAW Pipe/Carbon
AWELD010 - GTAW/SMAW Pipe
AWELD011 - SMAW Pipe
AWELD012 - SMAW Plate

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours: Monday - Friday
9:00 a.m. - 3:00 p.m.
Evenings: Monday - Thursday
5:00 p.m. - 9:30 p.m.

Welding Technology - Advanced

Program Number J400410 CIP Number: 0648050806 750 Hours

Pell Eligible

Program Description

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



Master both the basic and advanced welding skills that are in high demand.

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.

Occupational Description

The Welding Technology Advanced program is designed to prepare students for employment or advanced training in a variety of occupations in the welding industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the welding industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
PMT0075	A	Advanced Welder 1	600	
PMT0076	B	Advanced Welder 2	150	
		Total	750	$4,421.00

Mission Statement

The Welding Technology Advanced program covers a broad foundation of knowledge and skills to prepare students for employment in the variety of occupations in the welding industry.

Industry Certification

AWELD013 - S.S. 18 Gauge to 10 Gauge
AWELD014 - GTAW/SMAW Pipe

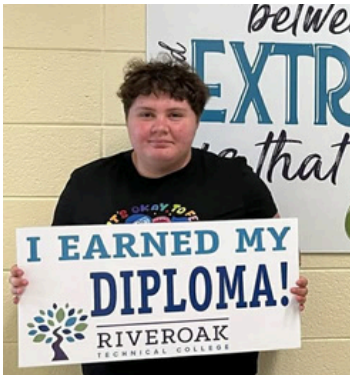
Accredited Assessment Center

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours: Monday - Friday
9:00 a.m. - 3:00 p.m.
Evenings: Monday - Thursday
5:00 p.m. - 9:30 p.m.

Adult Education

Adult Basic Education

This program provides literacy instruction for students preparing to enroll in diploma seeking courses, to meet the academic standards of technical training programs at RIVEROAK or local community colleges, or to prepare for employment. This program is for students scoring below 9th grade level in any area of the CASAS®. RTC is dedicated to providing education skills that will ensure success in today's rapidly changing, high technology workplace. Employers stress the most importance of basic literacy skills. The ability to read and comprehend printed material, to write clearly and effectively, and to calculate math accurately are basic requirements for any technical training program or entry-level job. RTC offers basic skills courses tailored to specific needs.



HOW TO ENROLL

- Meet With Counselor
- Fill Out RTC Application
- Pay $30 Fee (Must Be Paid Prior to First Day of Class)
- Take CASAS® Goals (for Adult Education Basic Skills)
- Create Schedule

ACADEMIC SKILLS BUILDING

Academic Skills Building (ASB) prepares students for college and future careers and is based on the assessed needs of the individual and the academic and employability requirements related to Florida's Career and Technical Education (CTE) programs. If the student is currently enrolled in a CTE program and meets one of the exemptions in Rule 6A-10.040, FAC, he/she would be able to opt out of the basic skills requirement. However, if the student needs remediation, he/she is eligible for this program. The ASB program is a non-graded system. This program is designed for students who have tested at the equivalent of ninth grade and above but lack the required level of basic skills for completion of the CTE program. This program includes career planning, digital literacy, and workforce preparation activities.

English Language Learning

RIVEROAK Technical College offers an ESOL program, which supports language, literacy, academic, and social development of ELL students. This coursework is designed to help ELL students who are looking to learn English as their second, third, or in some cases, fourth language.

The main goal of the program is for students to reach proficiency in speaking, writing, reading, and listening skills. Our ESOL program will help students become more fluent in English by breaking down concepts and language rules. English as a Second Language Instruction ensures that English Language Learners attain English proficiency in order to develop high levels of academic achievement.

ELIGIBILITY: Any student whose primary language is a language other than English.

PROGRAM REQUIREMENTS

- CASAS® (Comprehensive Adult Student Assessment System): The CASAS® measures English skills in reading and listening. Pre- and post-tests are required.
- Valid ID Required.
- Course Fee: $30 Per Term

Fall Term: August - December
Spring Term: January - May
Day Classes: Monday - Friday at RIVEROAK
Evening Classes: Monday, Tuesday and Thursday 5:00 p.m. - 8:30 p.m. at RIVEROAK and Branford High

Evening Classes

Adult General Education

Adult Basic Education (ABE) classes teach and upgrade students' basic skills in reading, math, and language, and prepare students to take the *GED® exam*. A TABE® test is required prior to entry into these programs in order to individualize each student's need.

English to Speakers of Other Languages (ESOL) teaches students to speak, understand, read, and write English in order to enter vocational programs that will prepare them for employment.

Computer Basics and Cybersecurity

Intro to Computer Keyboarding is designed for the beginner. The course will cover the basics of the computer keyboard and typing skills. This course is required for advanced levels of training.

Microsoft Office includes key terms; business scenarios; and coverage of Word, Excel, Access, and PowerPoint, and integration exercises are incorporated into each lesson.

Cybersecurity Awareness program is designed to help individuals protect themselves from common scams, how to tackle password and account security, and learn basic strategies for safe internet use.

Health Science

Certified Nursing & Phlebotomy



The mission of these programs is to train a diverse community of learners for gainful employment in the healthcare sector as phlebotomy technicians and certified nursing assistants. Also, to produce graduates with high standards of patient care.

Heating, Ventilation, and Air Conditioning

To provide students with the tools both technically and practically needed to enter the workplace along with the confidence to pursue a career path in the HVAC/R industry of their choosing.

Hobby and Special Interest Classes

- Basic Cake Decorating is learning to decorate cakes using the implements necessary to make intricate designs. Be proud of the cakes you create!
- Conversational Spanish is designed to learn to speak, write, and read Spanish. For beginners only.
- Cooking: Various techniques and recipes designed to enthuse and delight your taste buds!
- Floral Designing is learning to make your own arrangements in silk, fresh, and dry flowers.
- Sign Language is learning the basics of sign language.
- Stained Glass

Evening classes are offered based on interest. A minimum of 15 students must sign-up in order for the class to begin. Classes are usually one night per week for six to eight weeks.
Call (386) 647-4202 to sign-up.

Welding Technology

Welding Technology covers a broad foundation of knowledge and skills to prepare students for employment in the variety of occupations in the welding industry.

Faculty & Staff



Clay Tomlinson

Principal, RIVEROAK Technical College
Director of Career, Technical & Adult Education, SCSD
B.S. Florida State University
Masters of Educational Leadership



Julie Ulmer

Coordinator of Student Services & Community Affairs
B.A. University of Florida



Jessica Cabrera
Administrative Assistant
A.A. Santa Fe College



Dana Carter
Administrative Bookkeeper
A.A. North Florida Junior College



Alison Hawkins
Student Services
Administrative Assistant
Suwannee-Hamilton Vocational Center



Samantha Locke
Registrar
Chiefland High School



Tommy Miller
Career Pathways/Testing Coordinator
B.A. St. Leo University



Linda Strait
Bookkeeper
Taylor University



Tracy Walker
Financial Aid Specialist
Masters Indiana University



Jenny Benson
Patient Care Technician
B.S.N. Nova Southeastern University



BJ Blackmon
Master Automotive Service Technology 1 & 2
Vocational Certification



Janora Crow
Teacher-Workforce Education Instructor
B.S. Florida State University



Suzanne Depew-Williams
Practical Nursing
M.S.N. Western Governors University



Charles Dickinson
Automotive Collision Technology Technician
Vocational Certification



Cynthia Frye
ABE/GED®Prep
B.A. Nova S.E. University



Robin Hall
Practical Nursing
B.S. Valdosta State University



Wade Hill
Applied Cybersecurity
B.S. Liberty University



Ladonna Holmes-Ross
Professional Culinary Arts & Hospitality
A.A. North Florida College

Pamela Kramer
Practical Nursing
Masters Webster University



Janie Maxwell
Cosmetology & Facials Specialty
St. Petersburg College



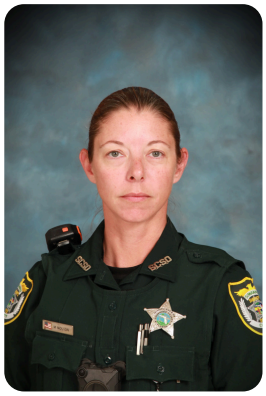
Brayden Mercer
Welding Technology & Welding Technology - Advanced
Vocational Certification



Kevin Mercer
Welding Technology & Welding Technology - Advanced
Vocational Certification



Katie Miller
Pharmacy Technician
B.A. St. Leo University



Maggie Mouton
School Resource Officer



Uriel Ramirez
Custodian



Gerardo Rosalio
Advanced Manufacturing and Production Technology
B.A. Full Sail University



John Sinclair
Professional Culinary Arts & Hospitality
Vocational Certification



Greta Thornton
Nails Specialty
A.S. Lake City Community College



Maria Toledo-Gracia
ESL
B.A. St. Thomas University



Jeremy Ulmer
Electricity
B.A. University of Florida



Mary Vickers
Surgical Technology
Vocational Certification



Aubrey Wilson
Cosmetology
Vocational Certification

Part Time Instructors/Contractors



Tyler Carrozza
Heating, Ventilation, Air-Conditioning and Refrigeration Instructor



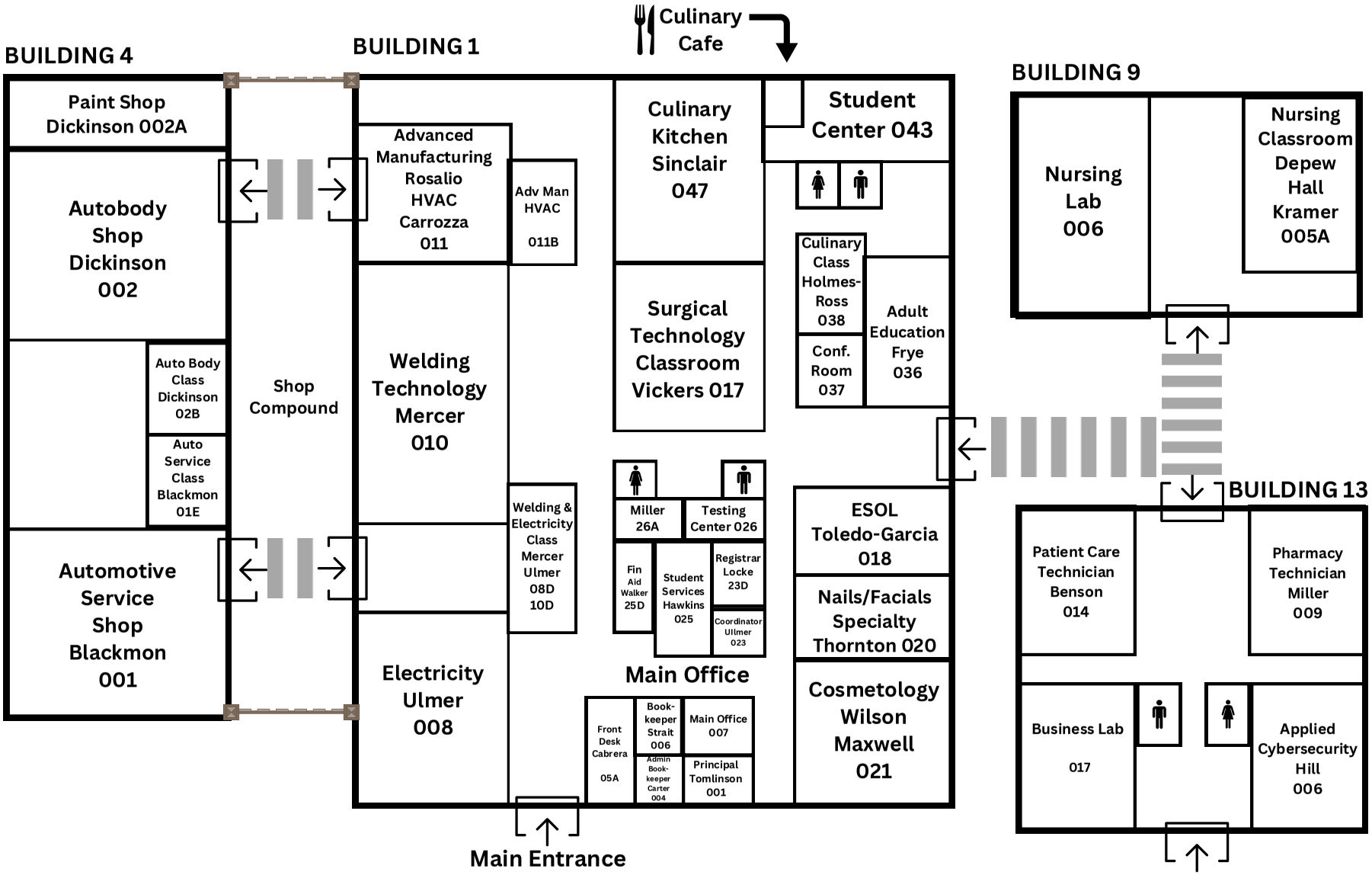
Angie Hester
Adult Education
Masters in Adult Education Administration FAMU



Shari Senea
Phlebotomy Instructor

RIVEROAK TECHNICAL COLLEGE

Campus Map



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