

ADMISSIONS

ADMISSION POLICY

Individuals 16 years of age and older may apply for admissions at Florida Panhandle Technical College (FPTC).

The Florida Panhandle Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against or harassed in any educational program, services or activities, or employment conditions or practices on the basis of race, color, national origin, religion, sex, age, disability, marital status or sexual orientation.

Admission is open to students with limited English proficiency. In order to eliminate barriers, FPTC assesses each student's ability to participate and benefit through placement testing and counseling. Based on assessments, services or referrals are provided to help prepare students for successful participation.

Applicants may be denied admission if their enrollment is perceived as a safety concern relating to the welfare of staff and/or students of Florida Panhandle Technical College. (F.S. 1001.42(8) (a), 1001.42(19) (a), 1001.43(1), 1006.07)

Applicants who have been expelled from any school program, have withdrawn or been withdrawn from a district or school program to avoid disciplinary action; will be considered for enrollment at FPTC at a minimum of one (1) year after the withdrawal date. (F.S. 1001.43(1) (e))

Admission applications or residency statements submitted by or on behalf of the student that contains false, fraudulent or incomplete information may result in denial of admission or dismissal from the technical college.

Admission decisions will be made by administration. All initial applications accepted are on a probationary status. Applicants who are denied admission may appeal to the Director of the Technical College, Washington County Superintendent, and Washington County School Board. Student grievance procedures and forms are available in the Student Handbook section of this document.

ADMISSION PROCEDURE

Applicants:

1. Pick-Up Application w/ Florida Residency Form and if applicable, Pre-Register for the TABE Exam:

Application packets are available anytime from 8:00 a.m. - 3:00 p.m. in Student Affairs. Applications and Florida Residency Forms are accepted when application is complete. Applicants holding a standard high school diploma must pay an annual \$10.00 (No Checks) non-refundable registration fee.

REQUIRED DOCUMENTS:

- Application
- College and Career Readiness Scores (PERT, ACT, or TABE)
- FL Residency Form with 2 proofs of documentation
- Probationary Contract
- High School Transcript or a High School Equivalent Transcript
- Transcripts from all postsecondary institutions, if applicable
- Photo ID
- Method of Payment
- * Other documentation may be requested

2. Complete Testing Requirements within first six weeks of enrollment:

Applicants must take the Test for Adult Basic Education (TABE) unless exempt with other scores or degrees. The exam is administered Friday mornings. Applicants must pre-register for the exam.

3. Check with Financial Aid Staff if Applicable:

While completing registration requirements, applicants may need to meet with Financial Aid staff.

4. Complete Registration Process:

All admission requirements must be met before registration is complete. Applicants will pay tuition and appropriate fees at the Business Office.

FPTC requires that applicants take the Test of Adult Basic Education (TABE) or show documentation of exemptions or scores demonstrating math, language, and reading state required levels in order to enter a program without academic remediation. Applicants whose TABE scores are below state requirements must enroll in a remediation program until academic levels are met.

BASIC SKILLS EXIT REQUIREMENTS & EXEMPTIONS

Section 1004.91, Florida Statute (F.S.) and State Board of Education Rule 6A-10.040 mandate that students who enroll in a program of 450 hours or more "may not receive a career and technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program." FPTC provides opportunity for students to demonstrate basic skill requirement through the Test of Adult Basic Education (TABE). The Florida Department of education has placed basic skill levels on all programs in the curriculum frameworks. Only advanced and difficult level of the TABE meets requirements. TABE scores are valid for a period of 1 year.

Based on Rule 6A-10.040 and Ruler 6A-10.0315, students are exempt from the basic skills requirement if they meet any of the following conditions:

- The student presents a transcript indicating an award of a college degree at the associate of applied science level or higher.
- The student entered 9th grade in a Florida public school in the 2003-2004 school year, or thereafter, and earned a Florida standard High School Diploma.
- A student who demonstrates readiness by achieving or exceeding the following test scores and enrolling within two (2) years after achieving such scores:
 - Florida Postsecondary Education Readiness Test (PERT) - Reading **106** Writing **103** Math **114**
 - ACT, American College Testing Program - Reading **19** English **17** Math **19**
 - SAT, The College Board - Verbal **440** Math **440**
 - Grade 10 Florida Comprehensive Assessment Test (FCAT 2.0) Reading - **262** (Demonstrates readiness in Reading & Writing)
- The student who is serving as an active duty member of any branch of the United States Armed Services.
- The student passes a state or national industry certification or licensure examination aligned to the career education program in which the student is enrolled.

The purpose of assessment is to determine whether or not the student has the basic skills necessary to be successful in the chosen career program. If, following admission to the program, a student is unable to demonstrate the basic skills exit requirements, remediation should be provided. After remediation, the student has the opportunity to post-test before the completion of the final OCP. A student only needs to meet the basic skills requirements for exit from the final OCP.

If, after remediation, the student's basic skills score still does not meet program exit requirements, the student may:

- Remediate further;
- Pass a related state, national or industry licensure exam/certification defined by the FDOE posted on the website at <http://www.fldoe.org/workforce/dwdframe/rtf/2014-15-basicskills-with-License-exempt.rtf>.

A student enrolled in a career education program that does not meet the basic skills requirements, but passes an identified licensure exam/certification, should be recorded as "incomplete" until the technical college receives documentation of the licensure and then reports the student as a completer from the career and technical education program. If the student does not meet the basic skills requirements for completion, is not exempt, or does not pass an identified licensure exam/certification, the student cannot be reported as a program completer from the final OCP and cannot earn a Career Certificate of Completion.

PROGRAM SELECTION

The Student Affairs staff will explain the TABE test results and counsel with each student to assist them in selecting the most appropriate career choice. Career exploration options are available to students to explore career opportunities and evaluate program choices. Upon the selection of a program, students may be asked to interview with the instructor and may enroll in the technical program of their choice on a space available basis.

ENROLLMENT

Students may enroll in our programs at various times throughout the year. However, many programs must limit enrollment to the beginning of their course/program due to the unique requirements of their courses.

Please see the individual program sections for enrollment information specific to each program. Contact Student Affairs if you need additional information concerning admissions.

TECHNICAL DUAL ENROLLMENT

Eligible high school students are allowed to enter at the beginning of each semester but must obtain approval from administration. High School credits awarded are based on attendance and performance. Summer attendance may be required for some career and technical programs. Some programs are not available to high school students. Please check with a high school counselor or FPTC Student Affairs staff for more information.

TRANSCRIPTS

At the completion of a program a complimentary certificate of completion along with a transcript will be issued to the student provided there are no outstanding fees. A \$5 charge will be required for each additional transcript request.

RESIDENCY

For the purpose of assessing course fees, a student shall be classified as a Florida or non-Florida resident. A Florida Residency Classification form must be submitted with application before a student will be considered for enrollment. A student meeting the requirements indicated on the classification form, will be classified as a Florida resident for tuition purposes.

FINANCIAL AID COUNSELING

Financial aid counseling is available to provide information and assistance to students who wish to apply for financial assistance. Prior to course start date all tuition and fees must be paid or accounted for.