2026-2027

INSTITUTIONAL CATALOG

Robert Morgan Educational Center & Technical College

18180 SW 122nd Avenue, Miami, FL 33177 305-253-9920

ROBERTMORGANTECH.EDU

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VISION STATEMENT

Robert Morgan Educational Center & Technical College's sails are set on a voyage towards achieving quality academic instruction, implementation of community leadership and lifelong learning for all students.

MISSION STATEMENT

Robert Morgan Educational Center & Technical College is committed to impart the knowledge and skills that will facilitate the acquisition of qualities essential to successful global employment and a productive and prosperous life!

CORE VALUES

◊ Accountability	◊ Preparing Student
◊ Citizenship Flexibility	◊ Professionalism
◊ Integrity	◊ Pursuit of Excellence
◊ Organizational and Personal Learning	◊ Respect
◊ Positive Atmosphere and Culture	◊ Valuing Stakeholders

ACCREDITATIONS

Commission of the Council on Occupational Education (COE)

7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350

Telephone: 770-396-3898/FAX 770-396-3790
www.council.org

The National Automotive Technicians Education Foundation, Inc. (NATEF)

1503 Edwards Ferry Road, NE
Leesburg, VA 20176

Telephone: (703) 669-6650/77 Fax: (703) 669-6125
https://aseeducationfoundation.org/

To view documents describing the approval, accreditation, or licensure of this institution, provide a written request to the Director.

DIRECTOR'S MESSAGE

Greetings RMEC&TC Faculty, Staff & Students:

Welcome to the 2026–2027 school year at Robert Morgan Educational Center & Technical College!

As we embark on the new school year, we are continuing to focus on creating solid career pathways for our students by offering Adult General Education (AGE) courses such as English to Speakers of Other Languages (ESOL), Adult Basic Education (ABE) and GED. We also have various Career & Technical Education (CTE) courses which will allow students to complete a selected program, sit for the state industry certification exam and become gainfully employed. Robert Morgan Educational Center & Technical College will further roll out the state initiative, Integrated Education & Training (IET) which allows students in the AGE program to participate in a CTE program concurrently with support to complete the program at an accelerated pace. We will also expand our Dual Enrollment programs by partnering with local high schools to offer CTE programs to secondary students. These offerings will allow secondary students the possibility to graduate high school with an industry certification.

Embarking on this new year, we are all to challenge ourselves to expand our capacity for Greater! We will further instill in our students that the decisions they make today will have a direct impact on their future. In addition to the academics of the students, we will focus on the "whole" student, by continuing to provide various resources to better prepare them for the industry of their desire.

The experience we provide our students will catapult them into becoming self-sufficient and career ready! We believe that this year, we will accomplish more, experience more and impact more!

Warm regards,

Kenneth L. Williams

Director

HISTORY

In the early 1970's, the School Board of Dade County, Florida applied to the Secretary of Health, Education, and Welfare for 40 acres of U.S. Government surplus land, adjacent to the old Richmond Naval Air Station, for the purpose of building a vocational technical facility in the area.

The Florida Department of Education soon dispatched a team to visit Miami and assess the proposed site. The committee unanimously favored the plan for a vocational school to serve the southernmost part of the county.

The original intent of the center was to serve postsecondary adult students. In May of 1974, the school district was given permission to provide services to shared-time individuals from surrounding high schools.

It was decided that the new school would be named in honor of Mr. Robert Morgan, a successful Miami businessman who once served as the chairman of the Adult Vocational Advisory Committee for Dade County Public Schools. Mr. Morgan was instrumental in helping to acquire the land on which the school would eventually be built. Following the accidental and untimely death of Mr. Morgan, Mr. Arthur Hertz and Mr. G. Holmes Braddock recommended that the building be named for the man who had dedicated himself to the advancement of what is now Workforce Development.

The Robert Morgan Vocational Technical Institute opened its doors in the fall of 1979. In doing so, it would become the largest facility of its kind in the entire country.

From the beginning, upgrades to curriculum and equipment have been constant. Representatives from industry have been actively involved in the school's numerous and various Advisory Committees, helping instructors to plan and prepare students for real-world employment.

The School Board of Miami-Dade County changed the school's name to the Robert Morgan Educational Center in September 2001. The modification reflected the addition of a new technical high school for full-time secondary students.

The School Board of Miami-Dade County once again changed the name of the school on December 10, 2014, to the Robert Morgan Educational Center & Technical College (RMEC&TC) after the state of Florida approved the conversion of all state designated vocational centers to technical colleges. Today, Robert Morgan Educational Center & Technical College is a worldwide leader in Adult-Community-Career Technical Education, offering more than 22 accredited training programs to the residents of Miami, Florida.

FACILITIES

RMEC&TC is a full-service Career and Technical school that offers adults applied technology and academic programs on a full-time and/or part-time basis at the:

ROBERT MORGAN EDUCATIONAL CENTER & TECHNICAL COLLEGE

18180 S.W. 122nd Avenue, Miami, FL 33177

Telephone: (305) 253-9920 Facsimile: (305) 253-3023

Monday - Thursday: 8:00 a.m. – 10:45 p.m. Friday: 8:00 a.m. – 9:45 p.m.

PROGRAM OVERVIEW

Robert Morgan Educational Center & Technical College offers a wide range of Career and Technical Education (CTE) certificate programs across several high-demand career clusters, including:

- Architecture & Construction
- Transportation, Distribution & Logistics
- Health Science
- Human Services

In addition, the Adult General Education (AGE) curriculum supports adult learners through:

- English for Speakers of Other Languages (ESOL)
- Adult Basic Education (ABE)
- General Educational Development (GED) test preparation
- Basic Skills Remediation

Students receive personalized support from guidance counselors, while case managers help new students explore career pathways, provide ongoing assistance, and monitor progress to ensure success.

OPEN-ENTRY/OPEN-EXIT PROGRAMS

Many programs at Robert Morgan Educational Center & Technical Center follow an open-entry/open-exit model, allowing students to enroll at any point during the trimester. However, some programs—particularly in the Health Science field—require specific start dates and may have waiting lists.

Prospective students should consult with a counselor or instructor to learn about the specific admission requirements for their program of interest.

BOOKSTORE

The campus bookstores offer a variety of textbooks and workbooks for students currently enrolled in a program. A valid student identification (ID) badge is required to make purchases. An eligible student may use financial aid to purchase books and supplies from the bookstore. All bookstore purchases are final unless there are extenuating circumstances, which the school Director must approve.

Robert Morgan Educational Center & Technical College - Room H-312

18180 S.W. 122nd Ave

Miami, FL 33177

TEL: 305 248-5723 Extension 2260

Monday, Wednesday, Friday: 8:00 a.m. to 12:00 p.m. & 1:30 p.m. to 3:00 p.m.

Tuesday and Thursday: 1:00 p.m. to 3:00 p.m. & 4:30 p.m. to 8:00 p.m.

Store hours are subject to change without notice. More information can be found on the school's website:

https://www.robertmorgantech.edu under Student Resources, Campus Bookstore

LOST AND FOUND

Articles that are found are taken to the main office. Students are required to provide some identification when making any claim.

ADULT GENERAL EDUCATION (AGE) "DIGITAL LEARNERS' LAB

Robert Morgan Educational Center & Technical College – Room M-707

COPYRIGHT POLICY

Robert Morgan Educational Center & Technical College adheres to Miami-Dade County School Board Policy "2531 - Copyrighted Works" in compliance with copyright laws and fair use guidelines. Students are reminded that copyright is the legal protection of intellectual property provided by the laws of the United States to the owners of the copyright. Types of works that are covered by copyright law include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film, and multimedia works. Many people understand that printed works such as books and magazine articles are covered by copyright laws. Still, they are not aware that the protection extends to software, digital works, and

unpublished works, and it covers all forms of a work, including its digital transmission and subsequent use.

Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities. For more information regarding copyright expectations and penalties, please visit the U. S. Copyright Office website at www.copyright.gov.

CONSUMER INFORMATION

Robert Morgan Educational Center & Technical College's website address to access Consumer Information is: www.robertmorgantech.edu. A paper copy of the school's Consumer Information is available upon written request to the Financial Aid Officer.

GAINFUL EMPLOYMENT DISCLOSURES

Gainful Employment Disclosures are required by the U.S. Department of Education and are provided to new and prospective students. These disclosures provide general information about each of the programs offered at Robert Morgan Educational Center & Technical College, including the following:

- Length of program
- Course completion time
- Average cost for in-state tuition & fees
- Number of students borrowing money
- Whether or not the program meets licensure requirements in the State of Florida.

Program-specific Gainful Employment Disclosures may be found online at:
https://www.robertmorgantech.edu/gainful-employment-disclosure/

TECHNOLOGY SUPPORT

Multiple computer labs are available across campus to support student learning. Each lab is equipped to enhance instruction and provide students with hands-on experience in a technology-rich environment. These labs are located in: English for Speakers of Other Languages (ESOL) classrooms, Adult General Education (AGE) classrooms, Health Science classrooms, and the Student Center.

CAMPUS SECURITY REPORT AND CAMPUS POLICY

The Robert Morgan Educational Center & Technical College 2026 Annual Security Report complies with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act (Clery Act), 24 CFR 668.46, and the Violence Against Women Reauthorization Act of 2013 (VAWA).

Crimes should be reported to the appropriate site administrator, security personnel, and/or school police for the purpose of issuing timely warning notices and including incidents in the Annual Crime Statistics Report for that campus. The crime statistics for SDTC are maintained and provided by the Miami-Dade Schools Police Department (M-DSPD), which has jurisdiction over all of the district's public schools. M-DSPD works closely with the Miami-Dade Police Department and other municipal police departments to respond to school incidents and emergencies as part of City Compacts and Memoranda of Understanding established with the numerous municipalities in Miami-Dade County, FL. Criminal incidents are reported to M-DSPD, which documents them via the Police Offense Incident Reports. School administrators also document incidents using the district's Automated Incident Response System (AIRS), which archives and maintains a log of all major incidents for district schools.

M-DSPD provides Robert Morgan Educational Center & Technical College with the crime statistics required to complete the Annual Security Report (ASR) mandated by the Clery Act for the last three calendar years. The report is made available to the public, employees, faculty, and staff at http://robertmorgantech.edu. A hard copy of the report can be obtained from Student Services. The school will notify all students, faculty, and staff of the availability of the Annual Security Report once it is finalized and submitted to the United States Department of Education.

SECURITY

Robert Morgan Educational Center & Technical College maintains a comprehensive security plan outlining procedures for both internal and external emergencies. In accordance with school district policies, security lockdown drills and fire drills are conducted regularly throughout the year to ensure preparedness.

STUDENT IDENTIFICATION

All students are required to wear a **valid RMEC&TC ID badge** visibly at all times while on campus.

- ID badges are issued during registration for **$5.00.**
- Replacement Fee is **$5.00**

PARKING

Parking is permitted in the designated areas. Students should make certain that their vehicles are parked properly so as not to block the exit, other vehicles, driveways, gates, or areas designed for handicapped parking. The school shall not be responsible for vandalism or damage to vehicles parked on school property.

ACADEMIC YEAR

The academic year is divided into three trimesters, each approximately 16 weeks long:

- Fall Trimester: August 13 -December 17
- Winter Trimester: January 4 –April 16
- Spring Trimester: April 19 –July 28

Diplomas are issued 6–8 weeks after the graduation date, provided all financial obligations have been satisfied

MIAMI-DADE COUNTY PUBLIC SCHOOLS

2026-2027 SCHOOL CALENDAR

TECHNICAL COLLEGES / ADULT EDUCATION CENTER

AUGUST 2026

M	T	W	T	F
	4	5	6	7
(10)	(11)	(12)	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER 2026

M	T	W	T	F
	1	2	3	4
	8	9	10	11
14	15	16	17	18
(21)	22	23	24	25
28	29	30		

OCTOBER 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2026

M	T	W	T	F
2	(3)	4	5	6
9	10		12	13
16	17	18	19	20
30				

DECEMBER 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	(18)
28	29	30	31	

JANUARY 2027

M	T	W	T	F
4	5	6	7	8
11	12	13	14	(15)
	19	20	21	22
25	26	27	28	29

FEBRUARY 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
	16	17	18	19
22	23	24	25	26

MARCH 2027

M	T	W	T	F
1	2	3	4	5
8	9	(10)	11	12
15	16	17	18	19
(29)	30	31		

APRIL 2027

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY 2027

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

JUNE 2027

M	T	W	T	F
	1	2	3	(4)
7	8	9	10	11
14	15	16	17	
21	22	23	24	25
28	29	30		

JULY 2027

M	T	W	T	F
			1	2
	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	(29)	30

AUGUST 2027

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 2026-2026 Available to opt
- New Teachers Report
- Teacher Planning Day
- District-wide Professional Learning Day
- Teacher Planning Day available to opt
- Recess Day (10 and 11.5 month)
- 2027-2028 School year
- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Available to opt

DAYS IN GRADING PERIOD
1 - 82
2 - 85
3 - 69

218 Days Total

For information on employee opt days, please refer to the back of calendar.

ADMISSIONS

Any individual who is 16 years of age or older and officially withdrawn from the K–12 system is eligible to enroll at Robert Morgan Educational Center & Technical College. Applicants with special needs may be referred to Vocational Rehabilitation or other appropriate agencies. These agencies collaborate with the college to determine when an individual is ready to begin an adult education program.

Prospective students may register directly for courses without pre-entrance requirements by completing the necessary registration forms and paying the applicable tuition and fees.

Students enrolling in Adult General Education (AGE) programs must take a basic skills test before registration to determine appropriate placement.

Students entering a Career and Technical Education (CTE) program with 450 or more instructional clock hours must complete a basic skills examination within the first six (6) calendar weeks of enrollment.

Students are exempt from the basic skills test if they meet one of the following criteria:

- Hold a Florida Standard High School Diploma issued in 2007 or later.
- Possess an Associate of Applied Science (AAS), Associate of Arts (AA), or higher degree.

Admission to CTE programs may require additional steps and approval from a counselor. These may include:

- Proof of high school graduation or GED transcript
- Completion of a program orientation
- Meeting minimum entrance test scores

If test results or counseling indicate that a student does not meet the requirements for their chosen program, an alternate program or remedial coursework will be recommended.

COUNSELING

Robert Morgan Educational Center & Technical College offers a comprehensive Student Services program to all students, providing individual counseling to address the personal/social, educational, and career needs of all students. Counselors are available:

Robert Morgan Educational Center & Technical College Center Campus
Monday – Thursday: 8:00 a.m. - 8:00 p.m. and Friday 8:00 am – 4:00pm.

STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 states that, "No qualified handicapped person shall, based on handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal assistance." If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional program.

The Student Services program offers services for students with special needs. Services for traditional post-secondary adult students with disabilities are provided in the regular adult/vocational classroom. They are offered to students who self-identify and request accommodation. Accommodations are provided through the Section 504 Accommodation Plan for Post-Secondary Adult Vocational Education Students. Students may request accommodation by speaking to an adult/vocational counselor. Additional information can be found at:
http://adultswithdisabilities.dadeschools.net/post-secondary.asp

STUDENT HEALTH

Robert Morgan Educational Center & Technical College does not have the facilities or staff to provide medical assistance. If a student has a medical condition that could lead to an emergency, they should inform their instructor or counselor upon enrollment. School personnel will then follow the appropriate protocol outlined by MDCPS to contact emergency services.

FINANCIAL AID INFORMATION

Robert Morgan Educational Center & Technical College offers a range of financial aid options to assist eligible students in funding their education. Available programs include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Florida Public Post-Secondary Career Education Student Assistance Grant (FSAG-CE)
- Tuition Fee Waiver
- District Financial Aid (DFAP)
- Veteran Educational Benefits
- Skills for Academic, Vocational, and English Studies (SAVES)

Eligibility for Pell Grants, FSEOG, FSAGCE, DFAP, and Fee Waiver programs is determined using the Free Application for Federal Student Aid (FAFSA). CTE Students are encouraged to complete the FAFSA for the current year to verify financial need. Eligible students are required to complete a new FAFSA for each academic year. The application can be accessed at https://studentaid.gov/.

The Financial Aid Office is in room A-H315 RMEC&TC Campus to assist students with need-based aid and Veterans' benefits.

For more information on the S.A.V.E.S. program, contact the S.A.V.E.S. coordinator at the main campus (305) 248-5723.

GENERAL ELIGIBILITY REQUIREMENTS

- To be eligible for financial aid, a student must comply with the following eligibility requirements:
- United States citizenship, permanent resident, or eligible non-citizen
- Maintains satisfactory progress in academics and attendance.
- Not be in default or owe a refund for any aid previously received.
- Have a high school diploma or GED certificate.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS (SAP)

To remain eligible for financial aid, students must meet Satisfactory Academic Progress (SAP) requirements, which are evaluated using both qualitative (grades) and quantitative (pace/time) standards.

Student Responsibilities

To maintain SAP, students must:

- Earn a minimum grade of "C" or maintain a GPA of 2.0 or higher.
- Complete their program within 150% of the published program length.
- complete at least 67% of the scheduled clock hours for which they are enrolled.

SAP is measured cumulatively and is required by federal regulations (34 CFR 668.34). It ensures students are making consistent progress toward their educational goals.

SAP Evaluation Schedule

- Federal Pell Grant Recipients: Satisfactory Academic Progress (SAP) is evaluated at the end of each payment period.
- Institutional and State Aid Recipients: SAP is assessed at the end of each academic term.
- VA Educational Benefits Recipients: SAP is evaluated at the end of each term, and attendance is monitored monthly.

SAP Monitoring and Documentation

The Financial Aid Office (FAO) and School Certifying Officer (SCO) review all periods of enrollment to determine SAP. The SAP report includes:

- Attendance data from the district's FOCUS platform
- Academic performance based on weekly assessments, class/shop work, externships, and practicums.
- Pace of completion toward program goals

The FAO and SCO confirm that students have completed 67% of the maximum scheduled hours for which they are enrolled.

Financial Aid Officer Responsibilities

To ensure compliance with SAP policy, the Financial Aid Officer will:

- Review SAP at the end of each payment period/term.
- Limit financial aid awards to the number of hours required to complete the program.
- Begin the eligibility period on the student's program start date.

- Measure progress based on calendar time and clock hours.
- Include transfer hours and grades in SAP calculations.
- Count incomplete courses (I), recycled hours, and withdrawn hours toward SAP.

Clock Hour Pace Example

- If a student is scheduled for 450 hours and completes 300 hours: 300 ÷ 450 = 67%
- In calendar time: 10 weeks completed ÷ 15 weeks scheduled = 67%

Failure to meet this benchmark results in loss of financial aid eligibility.

Financial Aid Warning

If a student fails to meet SAP:

1. A meeting is scheduled with the Financial Aid Office
2. The student is placed on Financial Aid Warning for one payment period.
3. The student remains eligible for aid during this period.

If SAP is not met by the end of the warning period, the student's financial aid is canceled.

Financial Aid Appeals Process

Students may appeal a financial aid cancellation by submitting a Financial Aid Student Appeals Form (FM 6863) within five (5) business days of receiving the cancellation notice. The appeal must include:

- A written explanation of the mitigating circumstances
- Supporting documentation (e.g., physician's note, medical records)
- Any additional relevant materials

Appeals Review

Appeals are reviewed by the Financial Aid Appeals Committee, which includes:

- An Administrator
- The Financial Aid Officer
- A Counselor

The committee meets as needed and provides a written decision within 48 hours of the hearing. The decision is final, and students are allowed one appeal per program.

Appeal Outcomes

Approved Appeal

- The student is placed on Financial Aid Probation for one payment period.
- The student remains eligible for Title IV funds.
- The FAO and instructors closely monitor progress.

Denied Appeal

- The student must attend classes for one payment period without financial aid.
- If SAP is achieved during this period, Title IV aid is reinstated.

If the student fails to meet SAP while on probation, they will be notified of ineligibility for future aid and will be financially responsible for all academic expenses until SAP is reestablished.

Veteran-supported students are encouraged to consult the Veteran's Handbook for detailed information regarding warnings, termination, and reinstatement of certification, and the appeals process.

VERIFICATION

FAFSA Information

Students who complete the Free Application for Federal Student Aid (FAFSA) may be selected for verification by the Central Processing System (CPS). This process requires confirmation of the information submitted to the FAFSA before any federal aid can be awarded.

- Verification selection is indicated by flags on the student's Institutional Student Information Record (ISIR) or Financial Submission Summary (FSS) received by Robert Morgan Educational Center & Technical College.
- The Financial Aid Office will contact the student to request the necessary documentation.
- Students must submit all required verification documents within ten (10) calendar days to maintain eligibility for federal financial aid.
- The verification process is conducted in accordance with Title 34, CFR 668.51–668.61 of the Code of Federal Regulations.
- The FAO may select the student for verification if conflicting information exists.

High School Diploma

To be eligible for Federal Student Aid (FSA) and State Financial Aid, students must possess a valid high school diploma or its equivalent. An official transcript must be submitted as proof.

Acceptable documentation includes:

- A standard high school diploma
- A state-issued GED diploma from a Department of Education

- A foreign or international diploma that has been officially evaluated and verified as equivalent to a U.S. high school diploma.
- A private school or home school diploma, subject to review and approval by the school counselor and Financial Aid Officer

All documents must be original, legible, and submitted with the financial aid application. Submission of fraudulent or falsified documents will result in denial of admission, suspension, expulsion, and/or possible criminal prosecution.

RETURN TO TITLE IV

R complies with federal regulations regarding the return of Title IV funds when a student withdraws from their program. The Return to Title IV (R2T4) calculation is completed by the Financial Aid Office (FAO) within 45 days of the date the school determines the student has officially withdrawn.

Calculation of Return Amount

The amount of Title IV funds to be returned is determined by the FAO using the following criteria:

- The school returns the lesser of:
  - The total amount of unearned aid, or
  - The institutional charges multiplied by the percentage of unearned aid.
- This calculation determines the difference between the Title IV aid due from the school and the total aid to be returned.

If a student is required to repay federal financial aid, RMEC&TC will return the funds to the U.S. Department of Education on the student's behalf. This may result in a debt obligation to the student.

Post-Withdrawal Disbursement

If a student has completed at least 60% of the program and did not receive all the aid, they may be eligible for a post-withdrawal disbursement. The FAO will notify the student in writing of any revised disbursement after the R2T4 calculation is completed.

Outstanding Balances & Holds

If the student owes unpaid tuition, fees, or an overpayment after the return of funds, they are financially responsible for the remaining balance due to the institution. Students who fail to pay outstanding tuition and fees will have a financial administrative hold placed on their accounts. This hold will prevent enrollment in any Miami-Dade County Public Schools until the financial obligation is resolved. An overpayment of unearned Title IV funds will be reported to the U.S. Department of Education and may impact the student's future eligibility for federal student aid.

Order of Return of Title IV Funds

Returned funds are distributed in the following order, as required by federal regulations:

1. Unsubsidized Direct Loans (excluding Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. TEACH Grants
7. Iraq and Afghanistan Service Grants

LEAVE OF ABSENCE (LOA) FOR FINANCIAL AID RECIPIENTS

A Leave of Absence (LOA) is a temporary interruption in a student's program of study and should be requested only in cases of emergency or extenuating circumstances. While on an approved LOA:

- The student will not incur additional charges.
- The student enrollment contract will be extended.
- Upon return, a new enrollment contract and updated dates will be used to calculate financial aid awards.

Acceptable Reasons for an LOA include, but are not limited to:

- Military service
- Medical emergencies
- Jury duty
- Loss of employment
- Family or employment emergencies
- Other documented extenuating circumstances

Student Responsibilities

- Request the LOA in writing before the leave begins.
- Include the reason for the leave and the requested start and end dates.
- Sign and date the written request.
- Consult with a Financial Aid Advisor to discuss the impact on financial aid.
- Obtain prior approval from the Financial Aid Office (FAO)

Late requests may be considered if accompanied by a written explanation of the unforeseen circumstances that prevented timely submission.

Duration and Limitations

- LOAs should be reasonable in duration, preferably not exceeding forty-five calendar days.
- While discouraged, multiple LOAs may be granted if unforeseen circumstances arise.
- The total duration of all LOAs must not exceed 180 days within 12 months.
- Veteran students may not receive VA educational benefits while on leave of absence; VA enrollment certification is terminated at the last date of attendance.

Failure to Return from LOA

If a student does not return from an approved LOA by the expected return date:

- The student will be considered withdrawn, effective on the first day of the LOA.
- A Return to Title IV (R2T4) calculation will be performed to determine the return of federal financial aid.

CREDIT BALANCES

In accordance with Title 34 CFR 668.164(e), when the total amount of Title IV, Higher Education Act (HEA) program funds disbursed exceeds the student's tuition, fees, room and board, and other authorized institutional charges, a Title IV credit balance is created.

Robert Morgan Educational Center & Technical College follows these procedures:

- The Financial Aid Office (FAO) identifies and calculates the credit balance.
- The credit balance is paid directly to the student or parent (in the case of a Parent PLUS Loan).
- Payments are issued within fourteen calendar days from the date the credit balance is created.
- The FAO prepares an ACH/EFT Payment Request and submits it to the Business Office for processing and disbursement.

The FAO and the Business Office are responsible for ensuring that all Federal Pell Grant disbursements are processed in compliance with federal regulations.

DISBURSING OF TITLE IV

Disbursements of federal financial aid are made in accordance with Chapter 3 of the current Federal Student Aid Handbook, available at fsapartners.ed.gov.

Payment Periods

- For programs of 900 hours or more, the payment period is divided into two equal periods of 450 hours.
- For programs between 600 and 899 hours, the payment period is half the total program length.

The award year is determined by the student's FAFSA application date and first day of attendance. While multiple disbursements may occur within a single payment period, this does not create additional payment periods.

Eligibility and Satisfactory Academic Progress

- Students must maintain Satisfactory Academic Progress (SAP) to remain eligible for disbursements.
- A student becomes ineligible for aid if it becomes mathematically impossible to complete the program within 150% of the scheduled hours.

Grant Check Distribution and Unclaimed Funds

- Students are responsible for picking up grant checks on time.
- If a check is not claimed within 21 calendar days of the disbursement date, the institution may credit the student's account for allowable charges, in accordance with 34 CFR 690.78(c).
- Students are notified by email, phone, or via U.S. mail of any unclaimed checks within the 21-day window. This process is documented using the Notice of Unclaimed/Stale Checks (FM 5537).
- Unclaimed financial aid checks are returned to the original funding source. Reissuance of funds is considered on a case-by-case basis.

TITLE IV AWARDS POLICY

The amount of federal financial aid a student receives at Robert Morgan Educational Center & Technical College is based on financial need. This need is calculated by subtracting the Student Aid Index (SAI)determined through the Free Application for Federal Student Aid (FAFSA) from the total cost of attendance. Once eligibility is confirmed, the Financial Aid Office will issue an award letter outlining the type and amount of aid the student is eligible to receive.

Federal grant funds, such as the Pell Grant, are awarded by the U.S. Department of Education to students who demonstrate financial need and meet all federal eligibility requirements. These awards are contingent upon the actual receipt of funds from federal, state, or district sources. The Financial Aid Office reserves the right to revise or cancel awards at any time due to changes in a student's financial situation, academic progress, or enrollment status.

Students are required to report any additional sources of financial assistance not previously disclosed. This includes, but is not limited to:

- Scholarships
- Grants
- Loans
- Veterans' benefits
- Social Security income
- Fee waivers

Failure to report these resources may result in adjustments to the financial aid award.
Students may register for classes using a deferment based on their anticipated financial aid. However, the deferment amount must not exceed the student's eligibility for that payment period. Any difference between the deferment and the total cost of registration is the student's responsibility. Students must sign deferment agreements covering tuition, books, and supplies. After registration, any outstanding charges will be deducted from the award, and the remaining balance will be disbursed to the student.

Students must notify the Financial Aid Office immediately of any changes to their:

- Name or address
- Marital status
- Enrollment status (e.g., withdrawal, leave of absence)

All changes must be supported with appropriate documentation.
Financial aid is not automatically renewed each year. Students must complete a new FAFSA annually to determine continued eligibility. The application is available at https://studentaid.gov.

Providing false or misleading information on financial aid applications or related documents is a serious offense and may result in:

- Denial or cancellation of financial aid
- Disciplinary action by the institution
- Fines, imprisonment, or both under federal law

Financial aid awards are based on continuous enrollment. If a student withdraws from the program, the award may be canceled. Students who re-enter must meet with the Financial Aid Office to reactivate their award, which may be recalculated based on current eligibility and enrollment status.

TUITION, FEES, & OTHER COST

Tuition and fees are due at the time of registration each trimester. The State of Florida sets the tuition rate based on a per contact hour model, within an approved range. Current tuition rates and associated fees are published in the Class Schedule and are subject to change without prior notice.

When student fees are paid by credit card, the name and address of the registering student must match the credit card information.

Other fees/costs, such as laboratory, textbooks, tools, and uniforms vary according to the program. A fee is charged for duplicate transcripts and certificates.

CAREER & TECHNICAL EDUCATION	
In-State Tuition	$ 2.56/hr.
Out-of-State Tuition	$ 10.25/hr.
Application fee	$ 20.00
Lab fee	Differ by course.
Student ID Fee	$ 5.00

ADULT GENERAL EDUCATION	
Tuition	$ 30.00
Student ID Fee	$ 5.00
Testing Fee	$ 8.00

FLORIDA RESIDENCY

As a result of Florida Statute 1009.21, effective July 1, 2010, and Florida Statute 1009.22, effective July 1, 2011, an applicant seeking to enroll in Career and Technical Education courses must provide proof of Florida residency. A student is eligible for in-state tuition and fees once Florida residency is verified. A student who cannot verify residency will be charged out-of-state tuition fees for Career and Technical Education programs. Florida residency is defined as documentation verifying that a student has lived or resided in the State of Florida for twelve (12) consecutive months. This does not refer to other definitions of residency established by other entities, including the U.S. Citizenship and Immigration Service (USCIS).

REFUND POLICY

Adult General Education (Non-Accredited Programs)

Adult General Education (Adult High School, ESOL, Adult Basic Education, and GED) fees, ID fees, lab fees, AGE test, and application fees are non-refundable after class starts.

In cases of unusual or extraordinary circumstances (such as illness, death in the family, etc.) that preclude a student's enrollment, the school Director/designee may honor a request for full or partial refund of fees if:

- The request is made, in writing, before the end of the course; and

- Supporting documentation (where appropriate) must be provided.

Postsecondary Career and Technical Education

Students are eligible for a full refund of Career and Technical Education (CTE) tuition, test fees, and insurance fees if withdrawn within five days of the beginning of the class start date or the student registration date, whichever is later.

The five-day policy shall not apply to CTE courses less than three weeks or 90 hours in duration. In such cases, the withdrawal request must be made before the course meeting more than two days.

A student is entitled to a full refund of fees if a course is cancelled by the school Director or designee, if the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees more than the State requirement shall be refunded.

Refunds when they are due can be made without requiring a request from a student. The school must forward an Application for Refund by Check/Credit (Form-2057, Rev.05-20) to the student, and it must be completed and approved for all eligible refunds. A request for a refund must be made within forty-five days of the withdrawal date.

A student withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct is not entitled to a refund of any tuition and fees.

A student who paid fees but is entitled to a waiver, voucher, or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher, or agency payment is presented to the school within 15 school days of the beginning of the term.

If student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the scheduled hours and if the request is made in writing.

In cases of unusual or extraordinary circumstances (such as illness, death in the family, etc.) that preclude a student's enrollment, the school Director/designee may honor a request for full or partial refund of fees if:

- The request is made, in writing, before the end of the course.
- Supporting documentation (where appropriate) must be provided.

Students receiving Title IV federal financial aid who withdraw from their program must contact the Financial Aid Office. Refunds are calculated in accordance with the federal Return to Title IV (R2T4) regulations under 34 CFR §668.22.

Federal aid is awarded with the expectation of full-term attendance. If a student withdraws before completing 60% of the term, a prorated portion of the aid must be returned. After 60%, the student is considered to have earned the full amount.

Both the institution and the student may be responsible for returning unearned funds. The school may recover any portion it returns on the student's behalf.

For full details, refer to the 2026–2027 Federal Student Aid Handbook, Volume 5, Chapter 1.

Veteran's Refund Policy (Non-Accredited Programs Only)

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, or who withdraw or discontinue before completion, will be made for all amounts paid that exceed the approximate pro-rata portion of the total charges corresponding to the length of the completed portion of the course relative to the total course length. The proration will be determined based on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The school may retain a registration fee of no more than $10, a breakage fee not exceeding the exact amount of breakage, and a fee for consumable supplies not exceeding the value of supplies consumed. — 38 CFR 21.4255

GRADING SYSTEM

The grading system used for dual enrollment students and selected technical programs—primarily those in the post-secondary health science area—follows the M-DCPS Grading System.

The majority of CTE programs are competency-based and use a variety of methods to assess students' mastery of the program, including competency checklists, written tests, performance tests, and student portfolios. A final grade is issued when an OCP is earned.

Grade	Numeric Value	Interpretation	GPA
A	90 -100%	Outstanding	4
B	80 -89%	Good	3
C	70 -79%	Satisfactory	2
D	60 -69%	Minimal; improvement needed	1
F	0 –59%	Unsatisfactory	0
I	0%	Incomplete	0

UNSATISFACTORY PROGRESS

The School Board of Miami-Dade County, Florida, requires that all students be notified in writing at any time during a grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or program. An acknowledgment of such notification is obtained. A conference must be called among the teacher, student, counselor, and administrator to create a contract to assist the student and avert an action leading to dismissal or failure.

PROBATION

Students ages 18 and under are admitted into all programs in the first trimester on a probationary basis. After the first trimester of study, depending on academic progress, the probationary status may be lifted. An adult student with an extensive disciplinary case management record from high school, who has been referred twice in one trimester or who has accumulated three referrals more than one trimester, will be placed on probation. Instructors will refer a student to counselors for reasons such as tardiness, lack of attendance, poor performance, and in-class disruption. This probation will extend for the remainder of the enrolled trimester. When the probation takes place within the last four weeks of the trimester, the probationary period will extend to the end of the next enrolled trimester.

TEST OF ADULT BASIC EDUCATION (TABE)

Students who want to enter CTE programs but have not met the minimum basic skills levels established by the State of Florida for completion of their selected program may need to register for remediation in Adult Basic Education (ABE) classes and/or the Applied Academics for Adult Education (AAAE) laboratory concurrently with their CTE program or before entering their selected program.

For students who enroll in a CTE program, basic skills testing in mathematics, language, and reading must be completed no later than six weeks from the time of entry. Robert Morgan Educational Center & Technical College uses the Test of Adult Basic Education (TABE) for all basic skills testing. All students must be administered a basic skills test, with the following exceptions:

- Students possessing an Associate of Arts or Associate in Science, Baccalaureate, or Graduate-level Degree, or those who have passed the College Level Academic Skills Test (CLAST) and/or have met the minimum requirements on college placement exams. Students must present an official copy of the degree, transcript, and/or documentation of test scores, as evidence of the above.
- Students enrolling in job preparatory programs of less than 450 clock hours of instruction.
- Students who have passed a state, national, or industry licensure exam are exempt from post-testing on the basic skills test, Test of Adult Basic Education (TABE), although they must take an initial test within six weeks of entering a CTE program. Every school year, the State of Florida submits updates to the TABE exemption list based on industry licensure exams.

PROGRESS RECORDS

Hours of attendance and earned Occupational Completion Points (OCPs) summaries for students enrolled in career/technical programs can be obtained through FOCUS.

Verification of enrollment and hours of attendance for students enrolled in AGE classes can also be obtained through FOCUS.

Grades and transcripts for students completing OCPs or full programs are kept in the Student Services Department together with the Certificate Request Clearance Packet. Grades for completion of OCPs are manually posted in FOCUS by the registrar. In addition, instructors must report students' attainment of competencies and grades in FOCUS.

ATTENDANCE POLICY

Students are expected to attend all classes daily and on time. Regular attendance is essential for academic success and is the responsibility of each student. In the event of an absence due to unforeseen circumstances, students must submit appropriate documentation to justify the absence and are responsible for requesting and completing any make-up assignments upon return.

Attendance is recorded daily by instructors using the FOCUS platform. Students enrolled in Career and Technical Education (CTE) or Adult General Education (AGE) programs who are absent for six (6) consecutive class meetings are withdrawn from the class. CTE students are required to complete at least 67% of scheduled clock hours each trimester.

Student attendance will be reviewed every 30 days through the FOCUS platform. Any student who does not meet the minimum 67% attendance requirement, as outlined in the Standards of Academic Progress (SAP), will be subject to disciplinary measures in accordance with the M-DCSP Post-Secondary Student Code of Conduct.

Excessive absences or tardiness will result in referral to a counselor and will be grounds for disciplinary action according to the M-DCSP Post-Secondary Student Code of Conduct. Additionally, students must maintain continuous enrollment. Withdrawal will result in cancellation of financial aid/educational benefits (VA, DFAP, Fee Waiver).

CAREER TECHNICAL EDUCATION STANDARDS OF ACADEMIC PROGRESS (SAP)

Robert Morgan Educational Center & Technical College is committed to maintaining high standards of academic progress for all students enrolled in Career Technical Education (CTE) programs. These standards are aligned with the Florida Department of Education (FLDOE) Curriculum Frameworks, which define the approved number of clock hours required for each training program.

Students are expected to complete their training programs within the designated clock hours approved by FLDOE. Extensions beyond the approved program length are generally not permitted. Students who exceed the maximum hours may incur additional costs or risk losing eligibility for financial aid and other benefits. It is the student's responsibility to monitor their progress throughout the program. To review accumulated or remaining hours, students may consult with a counselor or registration clerk.

Attendance and Academic Monitoring

Student attendance and academic progress are tracked using the district's FOCUS platform. Instructors record hourly attendance and grades daily to ensure accurate monitoring. Early departures, tardiness, and class cuts are recorded as missed clock-hour time. Designated school officials, including administrators, counselors, Financial Aid Officers (FAO), and School Certifying Officials (SCO), periodically review student progress using the FOCUS Attendance Charts and Student Academic Report.

To maintain satisfactory academic progress, students must:

· Achieve a minimum cumulative GPA of 2.0 trimester.

· Complete at least 67% of scheduled clock hours for each trimester.

Failure to meet these standards may result in consequences as outlined in the Miami-Dade County Public Schools Post-Secondary Code of Student Conduct, including loss of funding, academic probation, suspension, or recommendation for dismissal.

Intervention and Advising

Students who exhibit patterns of poor attendance, frequent absences, or inadequate academic performance will be referred for intervention. This process is designed to provide support, identify challenges, and help students get back on track academically. Intervention may be initiated by an instructor, counselor, or department head.

In accordance with School Board policy, students must be notified in writing if they are at risk of failing or performing unsatisfactorily during any grading period. Upon notification, a conference will be scheduled involving the student, instructor, counselor, and administrator. During this meeting, an academic improvement plan or contract will be developed to address the student's needs and prevent further academic decline or dismissal from the program.

SAP Statuses

Warning

Students who fall below SAP standards anytime during a trimester may receive a formal warning. This serves as an opportunity to improve performance before further action is taken.

Probation

Students who do not meet SAP at the end of a trimester will be placed on academic probation for one trimester. During this probationary period, students must demonstrate improvement to continue in their program.

Suspension

If SAP is not met by the end of the probationary trimester, students may be denied re-registration for the next enrollment period. This decision requires administrative approval and is based on factors such as poor attendance, unsatisfactory coursework, or failure to meet industry-specific skill standards. The institution reserves the right to suspend a student's eligibility for continued financial aid or educational benefits based on established attendance and academic patterns.

Reinstatement Policy

Students suspended due to unsatisfactory academic progress or attendance may petition for reinstatement. Reinstatement may be granted if mitigating circumstances beyond the student's control directly impacted their ability to meet SAP standards. Acceptable circumstances include, but are not limited to:

· Serious illness or injury of the student

· Serious illness or death in the student's immediate family

· Mandatory court appearance or jury duty

· Emergency financial hardship or changes in employment

· Unanticipated changes in child-care responsibilities

· Activation for military service

All petitions will be reviewed by the school administration and designated personnel. Supporting documentation may be required. Each case will be evaluated individually, and students must provide evidence to support their request.

ATTENDANCE POLICY Title IV Federal Financial Aid (e.g., Pell Grants)

Students receiving Title IV Federal Financial Aid (e.g., Pell Grants) must meet additional attendance and academic progress requirements:

- Students must maintain continuous enrollment. Withdrawal may result in cancellation of awards.
- Programs must be completed within 150% of the published program length.
- Pell Grant eligibility is limited by the number of hours required to complete the program.
- Students exceeding the maximum trimesters listed above are considered not making Satisfactory Academic Progress (SAP) and will lose Pell Grant eligibility.
- Excused absences may not exceed 10% of the total hours in any payment period.

Program Hours	Maximum Trimesters Allowed
600	3
750	3
1050	5
1300	6

TRANSFERS

Program Transfers Within the School

Students requesting a transfer between programs must complete a "Request for Transfer" form, which requires approval from the instructor, counselor, and a Student Services administrator. Once approved, the Registration Office will process the transfer.

- Financial aid recipients are permitted one transfer between Career and Technical Education (CTE) programs.
- Non-program completers are allowed only one program transfer.

Tuition Adjustments:

- Students transferring to a higher-cost program must pay the difference at the time of transfer.
- Students transferring to a lower-cost program:
    - Are you eligible for a refund of the difference if the transfer occurs within two weeks of the original registration date?
    - Are not eligible for a refund if the transfer occurs two weeks from the registration date.

- If a student has already received a refund and wishes to re-enroll, tuition is charged according to the current fee schedule.

Transfers from Other Institutions

Students who have completed vocational hours at another Miami-Dade County Public School may transfer those hours. Students from other institutions must provide an official transcript or evidence of competency mastery. Placement and advancement in the program will be determined by the instructor following transcript evaluation.

Once evaluated, students will complete the enrollment process for the requested program.

WITHDRAWAL POLICY

Official Withdrawal

Students may officially withdraw by notifying the Registrar, teacher, counselor, or Financial Aid Office (FAO) via phone, email, or in person. Students may complete the Career and Technical Education Withdrawal Form (Form 7752) and submit it to the Registrar.

Unofficial Withdrawal

A student is unofficially withdrawn if they are absent for six (6) consecutive class meetings in either Adult General Education (AGE) or Career and Technical Education (CTE) programs. Students who do not attend class within the first three (3) days of initial registration are withdrawn as "no-shows."

Financial Aid Receipts Withdrawal

For both official and unofficial withdrawals, the withdrawal date is determined by the student's last day of attendance, as recorded in the school's electronic gradebook. The Financial Aid Office (FAO) uses this date to perform the Return to Title IV (R2T4) calculation, which determines how much federal aid the student has earned and whether any funds must be returned. Financial aid awards are based on continuous enrollment. If a student withdraws, their financial aid is canceled. To reinstate aid, the student must meet with the FAO, and the award will be recalculated based on current eligibility.

If a student withdraws before the financial aid disbursement date, they may not be eligible to receive the full award for that payment period. In accordance with Title 34, Part 668.22 of the Code of Federal Regulations, the school will only collect the amount the student has deferred against their Federal Pell Grant for tuition, registration, and program costs. The student is responsible for paying any remaining balance not covered by the Pell Grant.

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

The Applied Academics for Adult Education (AAAE) Laboratory provides basic skills remediation to support students enrolled in Career and Technical Education (CTE) programs. Using the ABE (Adult Basic Education) examination, the lab identifies students' strengths and areas for improvement in reading, language, and mathematics. This targeted remediation helps students meet the basic skills requirements necessary to earn a CTE certificate. Students whose test scores fall one to two grade levels below the required benchmarks for their CTE program are required to participate in AAAE remediation.

LICENSURE PROGRAMS

Certain programs require students to pass a licensure examination to enter the workforce. These currently include:

- Cosmetology
- Facials Specialty
- Nails Specialty
- Practical Nursing

Preparation for licensure exams is an integral part of the curriculum in these programs. Licensure exam pass rates are reported annually to the Commission of the Council on Occupational Education (COE) as part of the institution's accountability and compliance reporting.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Student Right-to-Know Act requires institutions to disclose specific information about the general student population. The Campus Security Act of 1990 requires the Clery Act postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. To comply with these provisions, security reports are available on the school's website and in the Student Services Office.

During student orientation, a Robert Morgan Educational Center & Technical College counselor provides new students with digital copies of the current School Catalog, Student Handbook, Annual Security Report, and Student Code of Conduct.

The state agency's complaint process for students and staff is outlined in the School Catalog and Student Handbook. Additional information may be accessed at:

https://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/concerns-complaints.stml

GRIEVANCE PROCEDURES

An informal grievance is defined as an alleged violation, misunderstanding, or misinterpretation of school policy by any member of the student body.

The purpose of this grievance procedure is to resolve issues equitably at the lowest administrative level possible. This procedure does not apply to alleged discrimination based on race, sex, disability, or other federally protected civil rights. Proceedings will be kept as informal and confidential as appropriate at all levels. Each grievance level must be followed in proper order, except in emergencies.

Level One (Information Procedures)

The aggrieved person must first discuss the grievance with their immediate supervisor, typically the teacher, to resolve the matter informally. If the issue is not resolved, the student must submit a written grievance to the Administrator of Student Services, including:

- The nature of grievance (within five [5] school days)
- The result of the previous discussion
- Dissatisfaction with the decision previously rendered

The Administrator of Student Services will respond in writing within three (3) school days of receiving the grievance.

Level Two (Formal Procedures)

Formal grievance procedures apply to cases involving alleged discrimination based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability. They also apply to cases of harassment, including sexual harassment.

If the student is not satisfied with the outcome at Level One, they may submit the grievance to the Director within five (5) school days. The Director will meet with the student, who may bring a mutually agreed-upon representative. A decision will be issued within five (5) school days of the meeting and shared with all parties involved.

If the student remains dissatisfied, they may submit the grievance in writing to:

Office of Postsecondary Career & Technical Education

Miami-Dade County Public Schools
1450 NE Second Avenue
Miami, Florida 33132

Robert Morgan Educational Center & Technical College is accredited by the Commission of the Council on Occupational Education. Concerns that cannot be resolved with the school and/or district may be referred to:

Executive Director, Dr. Kirk Nooks

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898, ext. 21

Complaints involving discrimination may also be directed to:

The Office for Civil Rights

U.S. Department of Education, Customer Service Team
Hotline: 1-800-421-3481 or (202) 205-5413
Fax: (202) 205-9862 TTY: (877) 521-2172
Email: ocr@ed.gov **ocr@ed.gov**

DISCRIMINATION, BULLYING, HARASSMENT: COMPLAINT PROCEDURES FOR STUDENTS

M-DCPS does not discriminate based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by the law in its educational programs, services, or activities or in its hiring or employment practices. Please refer to School Board Policies:

5517	Anti-Discrimination/ Harassment (Students)
5517.02	Discrimination/ Harassment Complaint Procedures
5517.01	Bullying and Harassment for Students

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Executive Director, Civil Rights Compliance Office
155 NE 15 Street, Suite P104E, Miami, FL 33132,
PH: 305-995-1580
Email: crc@dadeschools.net
Hours: Monday – Friday 8:00 AM -4:30 PM

STUDENT RECORDS

Miami-Dade County Public Schools maintain educational records in accordance with state and federal laws. Educational records are maintained to facilitate the instruction, guidance, and educational progress of students in programs operated under the authority and direction of the School Board of Miami-Dade County. These records include the data necessary to facilitate the orderly educational progress of students as stated in School Board Policy 8320, Student Records. The document Student Educational Records, published by the Division of Student Services, contains the guidelines and district directives regarding student records and outlines the rights accorded to eligible students.

AMERICANS WITH DISABILITIES ACT

Robert Morgan Educational Center & Technical College complies with the Americans with Disabilities Act (ADA), which protects citizens of the United States who possess physical or mental disabilities. The school complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973, which states that “no otherwise qualified handicapped individual in the United States shall, solely because 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." If it is determined that an individual is a qualified person with disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional programs."

STUDENT CONDUCT AND DISCIPLINE

The primary objective of RMECTC and Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships; thus, the school environment must be free from disruptions that interfere with teaching and learning activities. A Post-Secondary Student Code of Conduct has been developed by the school district to ensure that students have an environment conducive to learning.

Additional information regarding the Student Code of Conduct can be found at: https://www.careerinayear.com/wp-content/uploads/2025/05/Postsecondary_Code_of_Student_Conduct_Handbook_2024-2025.pdf

DRUGS, ALCOHOL, SMOKING

Smoking, alcoholic beverages, illegal drugs/mood modifiers, and gambling devices are not allowed in schools or on-Board property.

(School Board of Miami-Dade County Policy #5512)
(School Board of Miami-Dade County Policy #5530)

Additional information on RMEC&TC's drug and alcohol policy is found in the Robert Morgan Educational Center & Technical College Annual Security Report.

WEAPONS

Weapons, including licensed, concealed weapons, are prohibited, except when in the possession of law enforcement officers during the execution of their official duties.

DRESS CODE REQUIREMENTS

Robert Morgan Educational Center & Technical College is committed to preparing students for success in the workforce. To support a safe, respectful, and professional learning environment, all students are expected to follow the dress code outlined below:

1. Footwear
    - Shoes with metal cleats are not permitted.
    - Clogs, thongs, sandals, bedroom slippers, or any footwear without back straps are prohibited.
    - Safety shoes are required in all industrial labs and shop areas.
2. Clothing Messages and Symbols
    - Clothing must not display messages, images, or symbols that are offensive or inappropriate.
    - Prohibited content includes references to drugs, alcohol, tobacco, sex, violence, or profanity.
3. Prohibited Clothing Items
    - Mini-shorts, micro-mini skirts, cut-offs, and oversized pants.
    - Tank tops, tube tops, and see-through blouses without appropriate undergarments (e.g., camisole or slip).
    - Clothing that exposes bare backs, midriffs, or features plunging necklines.
    - Hats or bandanas, unless worn for religious purposes.
4. Uniform Requirements
    - Most programs require students to wear uniforms or attire appropriate to their field of training.
    - Students must comply with specific uniform guidelines as outlined by their program instructors.

Failure to comply with the dress code may result in disciplinary action, as detailed in the Student Handbook.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

FERPA is a federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). It gives students who are 18 years or older who attend a postsecondary institution, including Robert Morgan Educational Center & Technical College, who receive funding under any program administered by the U.S. Department of Education, the right to have access and control over the disclosure of personally identifiable information from their educational records.

Policies and procedures concerning the privacy of student records are governed by the Family Education Rights and Privacy Act of 1974 (Public Law 93-380). FERPA sets limits on the disclosure of personally identifiable information from school records and defines the rights of students to review records and request changes to them. Robert Morgan Educational Center & Technical College Waiver for Release of Educational Records Form can be accessed on the school's website.

Notification Of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the technical college receives an access request. A student should submit to the registrar, dean, or head of the academic department a written request that identifies the record(s) the student wishes to inspect. The school official will plan for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the technical college to amend a record should write to the technical college's Director/Chief Executive Officer, clearly identify the part of the record the student wants to change, and specify why it should be changed.

If the technical college decides not to amend the record as requested, the technical college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the students when notified of the right to a hearing.

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

The technical college discloses education records without a student's prior written consent under the FERPA except for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the technical college in an administrator, supervisor, instructor, or support staff member (including law en-forcement unit personnel and health or medical staff); a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney,

auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility for the technical college.

Upon request, the technical college discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request, or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA. See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without the consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Robert Morgan Educational Center & Technical College, whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional

services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA), a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, before adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to conduct their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Source: U.S. Department of Education, Laws and Guidance/General, Family Policy Compliance Office (FPCO) https://studentprivacy.ed.gov/ferpa

Adult General Education (AGE) non-accredited courses provide students with the opportunity to improve the level of literacy skills required to lead productive lives. Students perform and progress at their own pace depending on ability, levels of achievement, and educational goals. The program includes ESOL, ABE, and GED.

ADMISSION REQUIREMENTS

The Test of Adult Basic Education (TABE) is a required examination to ensure placement in an appropriate level in Adult Basic Education (ABE) and General Education Development (GED) preparation classes. The Comprehensive Adult Student Assessment System (CASAS) is a required test for the appropriate placement in the English for Speakers of Other Languages (ESOL) program. Students must be at least 16 years of age and not currently enrolled in another K-12 program to enroll in all Adult General Education classes.

LENGTH OF COURSE

ABE	Reading/Writing/Math – variable
ESOL	One trimester minimum per level
GED	One trimester minimum

COST

ADULT GENERAL EDUCATION:	
Tuition	$ 30.00
Student ID	$ 5.00
Testing Fee	$ 8.00

Tuition and fees for Adult General Education programs are non-refundable.
Students are responsible for purchasing the required textbooks and workbooks for their class.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education courses provide basic literacy, mathematics, and writing skills to those students who are performing below ninth-grade level. Instruction is in the areas of reading, mathematics, and language. The emphasis of these courses is to assist adults to function in today's competitive society, to encourage further educational endeavors, and to improve employment opportunities.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

English for Speakers of Other Languages (ESOL) courses assist students in developing literacy skills to help communicate in English, succeed in Career/Technical Education programs, find and keep a job, and advance in chosen careers. There are five consecutive levels of language instruction in ESOL.

GENERAL EDUCATIONAL DEVELOPMENT PROGRAM (GED)

This course prepares students for the General Educational Development (GED) test, often referred to as the high school equivalency exam. It consists of reading comprehension, mathematics, writing, social studies, and science, and provides a review for students taking the GED test. Upon receiving a passing score on the GED examination, the student is issued a State of Florida High School diploma.

TECHNOLOGY SUPPORT FOR ADULT GENERAL EDUCATION

English for Speakers of Other Languages (ESOL) students are scheduled weekly in the ESOL computer language laboratory. They receive additional practice in reading, listening, and speaking using Burlington English and Rosetta Stone. Students view mini-videos; listen, repeat, record words, phrases, and sentences; and interact with the program to complete multiple-choice, true/false, matching, and fill-in-the-blank exercises.

Adult Basic Education (ABE) classes are scheduled in the ABE labs weekly basis. Students receive additional practice in reading, language, and mathematics. Using Instruction Targeted for TABE Success (ITTS), the student completes exercises to prepare him/her for the Test of Adult Basic Education (TABE) and a CTE class of their choice.

CAREER & TECHNICAL EDUCATION (CTE) PROGRAMS

Baking & Pastry Arts

Mission Statement

The Mission of the Baking & Pastry Arts Program is to provide a quality educational program to the student emphasizing essential skills, knowledge, and the need for desirable work habits and attitudes. The program is flexible enough for teaching specialties, seeking basic job preparatory skills or for upgrading those in the trade.

Program Content

The course has clearly stated objective, defined content relevant to these objectives and the current needs of business and industry. Students are evaluated based on the program objectives and content. Academic competencies and occupational skills are integrated into the course.

The instructional course provides instruction in the competencies essential to the success of students in the hospitality and tourism career cluster. This includes job knowledge, skills, work habits, industry standards, professional attitudes, employability skills, basic management skills and nutrition.

To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the industry. Laboratory activities are instructed in similar ways that are current in the workplace. Students are instructed to emulate the current professional conditions in the industry.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Hospitality and Tourism	
Program Number	N100600
CIP Number	0612050103
Grade Level	30, 31
Program Length	600 hours
CTSO	SkillsUSA
SOC Codes	Please see the CIP to SOC Crosswalk located at the link below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 9 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 8:00 AM - 1:00 PM
Cost	In-State Tuition $1536.00 Out-of-State Tuition $ 6150.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	

OCP	Course Number	Course Title	Teacher Certification	Length
A	FSS0090A1	Pastry Cook/ Baker	FAM CON SCI	300 hours (Articulate toward commercial food program)
B	FSS0091A1	Pastry Chef/ Head Baker	CULINARY 7 G	300 hours

Professional Culinary Arts & Hospitality

Mission Statement

The Professional Culinary Arts & Hospitality Program has a commitment to provide a quality educational program to the student emphasizing essential skills, knowledge, and the need for desirable work habits and attitudes. The program is flexible enough for teaching specialties, seeking basic job preparatory skills or for upgrading those in the trade.

Program Content

This program provides students with the technical knowledge and skills for employment in the areas of Commercial Cooking and Baking as cooks, bakers and/or food preparation workers in the commercial foods and culinary arts industry, as well as supplemental training for persons previously employed in food service occupations. Instruction includes a combination of classroom theory and practical experience.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Hospitality and Tourism	
Program Number	N100700
CIP Number	0412050313
Grade Level	30, 31
Program Length	1200 hours
CTSO	SkillsUSA
SOC Codes	Please see the CIP to SOC Crosswalk located at the link below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 9 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 8:00 AM - 1:00 PM Monday- Thursday 5:15PM – 9:15PM
Cost	In-State Tuition $3,072.00 Out-of-State Tuition $ 12,300.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	ServSafe Certified Food Protection Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	HMV0100A1	Food Preparation		300 hours
B	HMV0170A1	Cook - Restaurant	FAM CON SCI	300 hours
C	HMV0171A1	Chef/ Head Cook	CULINARY 7 G	300 hours
D	HMV0126A1	Food Service Management		300 hours

Early Childhood Education

Mission Statement
To strengthen families and empower individuals to take action for the well-being of self and others in the home, workplace, community and world.

Program Content
Students must complete a core curriculum which includes
- Child growth and development
- Maintaining a safe, clean, and healthy environment
- Implementation of age-appropriate activities
- Child abuse
- Curriculum for children
- Infant/ Toddler care
- Guiding behavior
- Health and Safety regulations
- Nutrition and Food service
- Employability and Leadership skills
- Balancing family, school and work

Career Certificate Program Program Type: Career Preparatory Career Cluster: Education and Training	
Program Number	E300100
CIP Number	0419070913
Grade Level	30, 31
Program Length	600 hours
CTSO	SkillsUSA
SOC Codes	Please see the CIP to SOC Crosswalk located at the link below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 9 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $1,536 Out-of-State Tuition $ 6,150.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	ECPC Certificate

OCP	Course Number	Course Title	Teacher Certification	Length
A	HEV0870A1	Child Care Worker 1	FAM CON SC 1	150 hours
B	HEV0871A1	Child Care Worker 2	CH CARE TR 7 G	150 hours
C	HEV0872A1	Teacher Aide Preschool	PK PRIMARY H	150 hours
D	HEV0873A1	Preschool Teacher	PRESCH ED L PRIMARY ED @B E CHILD ED @0	150 hours

Commercial Art Technology

Mission Statement

The Commercial Art Technology Program is designed to prepare students for employment as Graphic Designers and related work. This course also provides supplemental training for persons currently or previously employed in this occupation.

Program Content

Students in the Commercial Art Technology Program will learn to produce promotional and informational material for print, specialty and web media from concept to completion. Special emphasis is placed on advertising, illustration and graphic design. Individuals shall be trained in the elements & principles of design, layout, typography and image creation. Using both traditional methods and industry standard software, students will build a portfolio of work. This course also covers employability skills and preparation for industry certification. Our classroom is set up to emulate and actual art department within an ad agency in order to replicate a true to life experience for the learner. The curriculum is intended to build knowledge, skill and self-confidence as it provides the perfect mixture of theory and practical application.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Arts/AV Technology and Communication	
Program Number	I480203
CIP Number	0650040208
Grade Level	30, 31
Program Length	1500 hours
CTSO	SkillsUSA
SOC Codes	Please see the CIP to SOC Crosswalk located at the link below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 9 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 8:00 AM - 2:00 PM & Monday-Thursday 5:00PM – 9:00PM
Cost	In-State Tuition $3,840.00 Out-of-State Tuition $ 15,375.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	Adobe Certified Professional in Visual Design Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	GRA0036A1	Graphic Designer		450 hours
B	GRA0037A1	Digital Designer	COMM ART @7 7G	450 hours
C	GRA0038A1	Print Media Artist	GRAPHIC COMM 7G	300 hours
D	GRA0039A1	Web Designer		300 hours

Computer Systems & Information Technology

Mission Statement

The Computer Systems and Information Technology Program's mission is to prepare students for employment in the information Technology Industry.

Program Content

The program focuses on broad, transferable skills and stresses understanding and demonstration of the Information Technology Industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

The program includes:

- Installation and set up of components and peripherals
- Computer Operation
- Maintenance and servicing of computer systems
- Diagnosis and correction of operational problems
- Basic and advanced Networking concepts
- Network Hardware
- Training in communication
- Networking elements
- Install and configure basic network devices
- Leadership
- Human relations
- Employability skills
- Safe and efficient work practices

Supplemental training is also available for persons previously or currently employed in this occupation.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Information Technology	
Program Number	Y100200
CIP Number	0511090107
Grade Level	30, 31
Program Length	900 hours
CTSO	FBLA-PBL, BPA, SkillsUSA
SOC Codes	Please see the CIP to SOC Crosswalk located at the link below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 9 Communications (Reading and Language Arts): 9
Schedule	Monday – Friday 8:00am - 2:00pm Monday- Thursday 5:00pm – 10:30pm
Cost	In-State Tuition $2,304 Out-of-State Tuition $9,225.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	CompTIA A+ Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	CTS0082A1	Computer Systems Technician - IET	BUS ED 1 @2	300 hours
B	CTS0083A1	Computer Network Technician - IET	COMPU SCI 6	150 hours
C	CTS0084A1	Computer Networking Specialist	COMP SVC 7G	150 hours
D	CTS0069A1	Computer Security Technician	INFO TECH 7 G Cyber Tech 7 G Electronic @ 7 7 G	300 hours

Network Support Services

Mission Statement

The Network Support Services program focuses on broad, transferable skills and stresses understanding and demonstration of the information Technology Industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Program Content

The course content includes:

- Employability skills
- Security and Safety
- An introduction to Computer Components
- Laptop and Portable Devices
- Wireless Connectivity
- Environmental Concerns
- Diagnostic Tools
- General Networking Theory
- Advance Networking Concepts
- Hands-On Introduction to Network Security
- Human Relations
- Leadership

Supplemental training is also available for persons previously or currently employed in this occupation.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Information Technology	
Program Number	B078000
CIP Number	0511090102
Grade Level	30, 31
Program Length	1050 hours
CTSO	PBL, BPA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 9 Communications (Reading and Language Arts): 9
Schedule	Monday – Friday 8:00 AM – 2:00 PM Tuesday/Wednesday/Thursday 5:00pm – 10:30pm
Cost	In-State Tuition $2,688 Out-of-State Tuition $ 10,762.50 All fees are subject to change
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	CompTIA A+ Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	OTA0040A6	Information Technology Assistant-IET	BUS ED 1 @2	150 hours
B	EEV0504A1	Computer Support Assistant-IET	COMPU SCI 6	150 hours
C	CTS0022A1	Network Support Help Desk Assistant	COMP SVC 7G	150 hours
D	CTS0023A1	Network Support Administrator	CYBER TECH 7G	150 hours
E	CTS0024A1	Senior Network Administrator	INFO TECH 7G	150 hours
F	CTS0029A1	Wireless Network Administrator	INFO TECH 7G	150 hours
G	EEV0317A1	Data Communications Analyst		150 hours

COSMETOLOGY

Mission Statement

The mission of the Cosmetology program is to prepare a student for employment as a Licensed Cosmetologist. Instruction is designed to qualify students for the Florida Cosmetology Licensing Examination.

Program Content

Specialized classroom and practical experience is provided relating to a variety of beauty treatments. These include the care and beautification of the hair, complexion and hands. Training in giving shampoos, rinses and scalp treatment; hair styling, blow drying and thermal techniques; setting, cutting, tinting, bleaching, permanent waving; chemical relaxing, facials, manicures/pedicures hand/arm and leg/foot massaging are included. Bacteriology, anatomy, hygiene, sanitation, customer relations and salon management, including record keeping, are also emphasized.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Human Services

Program Number	D500100
CIP Number	0612040102
Grade Level	30, 31
Program Length	1200 hours
CTSO	SkillsUSA
SOC Codes	39-5012 Hairdressers, Hairstylists, and Cosmetologists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 8 Communications (Reading and Language Arts):8
Schedule	Monday-Friday 8:00 AM - 2:00 PM Monday – Thursday 5:00pm – 9:00PM
Cost	In-State Tuition $3,072.00 Out-of-State Tuition $ 12,30.00 All fees are subject to change.
Licensing & Certification Information	This program meets the Licensure requirements for this profession in Florida and is regulated by the Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.
Industry Certifications	State of Florida Cosmetology License

OCP	Course Number	Course Title	Teacher Certification	Length	
A	CSP0009A1	Grooming and Salon Services Core, Facials, and Nails	COSMETOL @7 7G	225 hours	
	COS0002A1	Cosmetologist and Hairdresser 1		300 hours	
	COS0003A1	Cosmetologist and Hairdresser 2		300 hours	
	COS0009A1	Cosmetologist and Hairdresser 3		375 hours	

NAILS SPECIALTY

Mission Statement

The mission of the Nails Specialty program is to prepare students for employment as a Licensed Nails Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Nails Specialist license.

Program Content

The content includes, but is not limited to: communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nail specialist and the related chemistry; bacteriology, anatomy, and physiology; and development of skills in performing the techniques required in the practice of nail specialist occupations.

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

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with chemicals, implements, and equipment appropriate to the program's content and in accordance with safety and sanitation practices in the trade.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Human Services

Program Number	I120415
CIP Number	06120410045
Grade Level	30, 31
Program Length	180 hours
CTSO	SkillsUSA
SOC Codes	39-5092 Manicurists and Pedicurists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A
Schedule	Monday, Wednesday, Friday 4:30 PM – 9:45 PM
Cost	In-State Tuition $460.80 Out-of-State Tuition $ 1,845.00 All fees are subject to change.
Licensing & Certification Information	This program meets the Licensure requirements for this profession in Florida and is regulated by the Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.
Industry Certifications	State of Florida Board of Cosmetology: Nail Specialist

OCP	Course Number	Course Title	Teacher Certification	Length
A	CSP0016A1	Manicure and Pedicure Specialist	NAIL TEC 7 G COSMETOL @7 7 G	180 hours

FACIALS SPECIALTY

Mission Statement
The mission of the Facials Specialty program is to prepare students for employment as a Licensed Facials/Skin Care Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialist license.

Program Content
The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry: planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.
Instruction and learning activities are provided in a laboratory setting using hands-on experiences with chemicals, implements, and equipment appropriate to the program's content and in accordance with safety and sanitation practices in the trade.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Human Services	
Program Number	I120425
CIP Number	0612040806
Grade Level	30, 31
Program Length	220 hours
CTSO	SkillsUSA
SOC Codes (all applicable)	39-5094 Skin Care Specialists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A
Schedule	Tuesday, Wednesday, Thursday 4:30 PM – 9:45 PM
Cost	In-State Tuition $563.20 Out-of-State Tuition $ 2,255.00 All fees are subject to change.
Licensing & Certification Information	This program meets the Licensure requirements for this profession in Florida and is regulated by the Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.
Industry Certifications	State of Florida Board of Cosmetology: Facial Specialist License.

OCP	Course Number	Course Title	Teacher Certification	Length
A	CSP0266A2	Facials/ Skin Care Specialist	FACIAL TEC 7 G COSMETOL @7 7 G	220 hours

DENTAL ASSISTING

Mission Statement

The Dental Assisting program is committed to help students gain new knowledge and acquire professional skills in order to attain a meaningful position in a highly regarded field. By creating an environment in which students are stimulated to learn, grow personally, and to develop decision making and problem-solving skills necessary to meet the demands of the profession and the community.

Program Content

The course content includes, but is not limited to:

- Dental office and patient management
- Basic Dental laboratory procedures
- Dental and general anatomy
- Dental terminology
- Oral pathology
- Nutrition and preventive dentistry
- Dental instrument and equipment
- Microbiology
- Dental pharmacology and anesthesia
- Chairside assisting and expanded functions
- Maintenance and asepsis of dental operator and instrumentation
- Employability skills
- Leadership and human relations skills: OSHA membership and participation activities
- Ethics and jurisprudence
- Dental materials and preventive dentistry

This program incorporates practical experience in dental clinics and offices.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Health Science	
Program Number	H170106
CIP Number	0351060112
Grade Level	30, 31
Program Length	1230 hours
CTSO	HOSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A
Schedule	Monday - Friday 8:00 AM – 2:15 PM
Cost	In-State Tuition $3,148.80 Out-of-State Tuition $ 12,607.50 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	Certified Dental Assistant Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	DEA0725A1	Introduction to Dental Assisting		90 hours
B	DEA0726A1	Dental Infection Control Assistant		210 hours
C	DEA0727A1	Dental Assistant 1	DENTL ASST @7 7G	465 hours
D	DEA0728	Dental Assistant 2		465 hours

MEDICAL ASSISTING

Mission Statement

The mission of the Medical Assisting program at RMEC&TC is to ensure job readiness by providing state-of-the-art theory and clinical training using competency-based curriculum.

Program Content

The program's educational goal is "to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

Upon completion of the program, the student is eligible to take the national certification exam for CMA (Certified Medical Assistant) offered by the American Association of Medical Assistants or the RMA (Registered Medical Assistant) offered by the American Medical Technologists. Classroom and laboratory activities follow a competency-based format where students establish their own learning pace based on their individual learning style. This allows for flexibility based on life-long experience and basic skills level achievement.

When students have completed instruction and clinical practice in the classroom, they are placed in a medical office or appropriate clinical working environment for practicum experience.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Health Science	
Program Number	H700300
CIP Number	0351080105
Grade Level	30, 31
Program Length	900 hours
CTSO	HOSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading and Language Arts): 10
Schedule	Monday - Friday 8:00 AM – 2:00 PM
Cost	In-State Tuition 2,304.00 Out-of-State Tuition $ 9,225.00 All fees are subject to change.
Licensing & Certification Information	
Industry Certifications	Registered Medical Assistant (RMA) Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	MEA0003	Introduction to Medical Assisting and Pharmacology		250 hours
	MEA0502	Introduction to Medical Office Procedures		100 hours
B	MEA0521	Phlebotomist	MED ASST 7G LPN 7G c REG NURSE 7 G	75 hours
C	MEA0574	Laboratory Procedures		80 hours
D	MEA0543	EKG Aide		75 hours
E	MEA0584	Clinical Assisting		130 hours
F	MEA0943	Practicum Experience		190 hours

PRACTICAL NURSING

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Health Science

Program Number	H170607
CIP Number	0351390101
Grade Level	30, 31
Program Length	1350 hours
CTSO	HOSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A
Schedule	Monday - Friday 8:00 AM – 2:00 PM
Cost	In-State Tuition $3,456.00 Out-State Tuition $13,837.50
Licensing & Certification Information	This program meets the Licensure requirements for this profession in Florida.
Industry Certifications	NCLEX Certification

Mission Statement

The mission of the Medical Assisting program at RMEC&TC is to ensure job readiness by providing state-of-the-art theory and clinical training using competency-based curriculum.

Program Content

The program's educational goal is "to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

Upon completion of the program, the student is eligible to take the national certification exam for CMA (Certified Medical Assistant) offered by the American Association of Medical Assistants or the RMA (Registered Medical Assistant) offered by the American Medical Technologists. Classroom and laboratory activities follow a competency-based format where students establish their own learning pace based on their individual learning style. This allows for flexibility based on life-long experience and basic skills level achievement.

When students have completed instruction and clinical practice in the classroom, they are placed in a medical office or appropriate clinical working environment for practicum experience.

OCP	Course Number	Course Title	REG NURSE 7 G	Length
A	PRN0098	Practical Nursing (PN) Foundations 1	REG NURSE 7 G	300 hours
	PRN0099	Practical Nursing (PN) Foundations 2	PRAC NURSE @7 (Must be a Registered Nurse)	300 hours
B	PRN0290	Practical Nursing (PN) Medical Surgical 1	REG NURSE 7 G PRAC NURSE @7 (Must be a Registered Nurse)	300 hours
	PRN0291	Practical Nursing (PN) Medical Surgical 2	REG NURSE 7 G PRAC NURSE @7 (Must be a Registered Nurse)	300 hours
	PRN0690	Practical Nursing (PN) Transition to Practice	REG NURSE 7 G PRAC NURSE @7 (Must be a Registered Nurse)	150 hours

PATIENT CARE TECHNICIAN

Mission Statement
The mission of the Patient Care Technician program at RMEC&TC is to ensure job readiness by providing state-of-the-art theory and clinical training using competency-based curriculum.

Program Content
The 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 tha contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.
This program is designed to prepare students for employment as advanced cross trained nursing

Career Certificate Program Program Type: Career Preparatory Career Cluster: Health Science	
Program Number	H700600
CIP Number	0351390208
Grade Level	30, 31
Program Length	600 hours
CTSO	HOSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading and Language Arts): 10
Schedule	Monday - Friday 8:00 AM – 2:00 PM
Cost	In-State Tuition $1,536.00 Out-of-State Tuition $ 6,150.00 Fees are subject to change.
Licensing & Certification Information	
Industry Certification	Certified Nursing Assistant Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	HCP0124	Nurse Assistant	REG NURSE 7 G PRAC NURSE @7 %	165 hours
B	HCP0333	Accelerated Home Health Aide		25 hours
C	HCP0021	Advanced Home Health Aide		45 hours
D	HSC0012	Allied Health Assistant	REG NURSE 7 G PRAC NURSE @7 %7%G (Must be a Registered Nurse)	100 hours
E	MEA0585	Advanced Allied Health Assistant		200 hours
F	PRN0095	Patient Care Technician		65 hours

MAJOR APPLIANCE & REFRIGERATION TECHNICIAN

Mission Statement

The Major Appliance and Refrigeration Technician Program is dedicated to providing knowledge and skills that will produce the highest quality training for the current and future needs of the Major Appliance and Refrigeration Industry. In addition, the Major Appliance and Refrigeration Technician Program has a very unique training program. RMEC&TC is a factory authorized Whirlpool Corporation Southeast Regional Training Center and trains students on refrigeration, laundry, cooking, cleanup, specialty, basic electricity, and customer service skills. Training includes hands-on, tear-down, and diagnostic techniques. Students are afforded up- to-date factory training as well as training on new technologies not yet on the market.

Program Content

Students in this program will learn operational and electrical theory, troubleshooting techniques, repair and maintenance of refrigerators, freezers, air conditioners, ice makers, washers, dryers (gas and electric), dishwashers, compactor, ranges (gas and electric), and microwave ovens. Content also includes customer relations, record-keeping, basic supervisory skills, use and care of hand tools, power tools, specialized tools and equipment, and use of current industry standards, practices and techniques. The Course/Program also provides supplemental training for persons previously or currently employed in these occupations.

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Career Certificate Program Program Type: Career Preparatory Career Cluster: Manufacturing	
Program Number	J620300
CIP Number	0647010604
Grade Level	30, 31
Program Length	1200 hours
CTSO	SkillsUSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computations (Mathematics): 10 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 8:00 AM - 1:15 PM Part time Monday – Friday 8:00am – 10:30am
Cost	In-State Tuition $3,072.00 Out-of-State Tuition $12,300.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	EPA Section 608 certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	EER0391A1	Appliance Installation Helper	APPLI REPR @7 7G GAS FITTER 7G	200 Hours
B	EER0315A3	Laundry Technician		300 Hours
C	EER0392A1	Cooking Appliance Technician		350 Hours
D	ACR0084A1	Cooling Appliance Technician		350 Hours

WELDING TECHNOLOGY

Mission Statement
The mission of the Welding Technology Program is to prepare students for employment in a variety of occupations in the welding industry.

Program Content
This course includes specialized classroom and practical experience in the cutting and joining of metal parts through the application of intense heat, using gas and electric welding equipment. Applications include oxyacetylene welding (OAW), fusion and non- fusion welding, shield metal arc welding (GMAW). The skills for cutting metal include OAW (flame cutting) equipment and plasma arc cutting equipment. Related skills include print reading and layout, metal identification and math. Content also includes use and care of hand tools, power tools, specialized tools and equipment, safe and effective work practices and use of current industry standards, practices and techniques. The course/program also provides supplemental training for persons previously or currently employed in these occupations. *** Welding Technology is a core program. It is recommended that students successfully complete Welding Technology or demonstrate mastery of the outcomes in that program prior to enrollment in the Welding Technology - Advanced program.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Manufacturing	
Program Number	J400400
CIP Number	0648050805
Grade Level	30, 31
Program Length	1050 hours
CTSO	SkillsUSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computations (Mathematics): 10 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 9:00 AM - 3:00 PM & 4:30PM - 9:30PM
Cost	In-State Tuition $2,688.00 Out-of-State Tuition $10,762.50 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	AWS Certification Plate or Pipe welding.

OCP	Course Number	Course Title	Teacher Certification	Length
A	PMT0070A1	Welder Assistant 1	METAL WORK 7G WELDING @7 7G	150 Hours
	PMT0071A1	Welder Assistant 2		150 Hours
B	PMT0072A1	Welder, SMAW 1		150 Hours
	PMT0073A1	Welder, SMAW 2		150 Hours
C	PMT0074A1	Welder		450 Hours

WELDING TECHNOLOGY ADVANCED

Mission Statement

he mission of the Welding Technology-Advanced Program is to prepare students for employment as an advanced welder in a variety of occupations in the welding industry. The student will gain advanced knowledge on setting up and fabricating fixtures for welding as efficiently as possible in order to maintain cost savings

Program Content

The Advanced Welding Technology course prepares students for opportunities in the welding industry. Content emphasizes advanced skills key to the success of working in the welding industry. Students study intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques, and advanced Gas Tungsten Arc Welding (GTAW) skills. The program is also designed to prepare advanced welders for entry into emerging welding industries directly related to geographically relevant welding needs of business and industry. The course/program also provides supplemental training for persons previously or currently employed in these occupations. The principles and theories on advanced welding procedures are explored. The principles for fabricating fixtures to hold parts in place for Robotic Welding, Semi-Automatic Welding, Pipe Welding is expanded in the shop setting. The principles and theories on the Computer Numerical Controlled Plasma Cutter (CNC) include hands-on set-up, basic programming, loading of programs and parts on the computer and basic trouble shooting of the computer (CNC).

Career Certificate Program Program Type: Career Preparatory Career Cluster: Manufacturing	
Program Number	J400410
CIP Number	0648050806
Grade Level	30, 31
Program Length	750 hours
CTSO	SkillsUSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computations (Mathematics): 10 Communications (Reading and Language Arts): 9
Schedule	Monday-Thursday 9:00 AM - 3:00 PM & 4:30PM – 9:30PM
Cost	In-State Tuition $1,920.00 Out-of-State Tuition $ 7687.50 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	AWS Certification Plate or Pipe Welding

OCP	Course Number	Course Title	Teacher Certification	Length
A	PMT0075A1	Advanced Welder 1	METAL WORK 7G	600 Hours
B	PMT0076A1	Advanced Welder 2	WELDING @7 7G	150 Hours

PLUMBING

Mission Statement

The Plumbing program's mission is to facilitate productivity by preparing students for employment or advanced training in a variety of pipe occupations.

Program Content

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. The content includes but is not limited to reading construction documents, understanding building codes in the pipe trades, plumbing pipe cutting and joining skills and plumbing layout and installation.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Manufacturing	
Program Number	C500500
CIP Number	0646050312
Grade Level	30, 31
Program Length	1080 hours
CTSO	SkillsUSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computations (Mathematics): 10 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 5:00 PM - 10:00 PM
Cost	In-State Tuition $2,764.80 Out-of-State Tuition $11,070.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	Gas/Heat Employment Ready Certification.

OCP	Course Number	Course Title	Teacher Certification	Length
A	BCV0508	Helper, Plumber, Pipefitter	PLUMBIN @7 7G	360 Hours
B	BCV0540	Residential Plumber	BLDG CONST @ 7G	240 Hours
C	BCV0562	Commercial Plumber	TEC CONSTR @ 7G	240 Hours
D	BCV0596	Plumbing Applications		240 Hours

HVAC/R-1

Heating, Ventilation, Air-Conditioning/Refrigeration 1

Mission Statement

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

Program Content

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.

The content includes but is not limited to designing, testing, and repairing heating, ventilation, air-conditioning/refrigeration (HVAC/R) systems.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

Program Number	C400410
CIP Number	0615050111
Grade Level	30, 31
Program Length	750 hours
CTSO	SkillsUSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computations (Mathematics): 10 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday (2 Classes) 8:00 AM - 2:00 PM 5:00 PM – 9:00 PM
Cost	In-State Tuition $1,920.00 Out-of-State Tuition $ 7687.50 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	EPA Section 608 Refrigerant Handling Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	ACR0000	Introduction to HVAC/R	AC HEAT ME @7 G REFRG MECH 7 G	250 hours
B	ACR0001	HVAC/R Fundamentals		250 hours
C	ACR0012	HVAC/R Service Practices		250 hours

Manufacturer Specific Automotive Service Technology Honda PACT

Mission Statement
RMEC&TC is dedicated to developing world-class technicians who can provide the professional customer service necessary to retain loyal Honda customers.

Program Content
The Honda Professional Automotive Career Training (Honda PACT) Program entered into a cooperative agreement with RMEC&TC to address the need for highly trained Honda and Acura automotive technicians.
The PACT Program was developed as a two-year training program leading to an Advanced Automotive Service Technology Certificate. The program includes academic study, laboratory application, and on the job work experience at Honda and Acura Automotive Dealership. American Honda provides the technical curriculum, product donations, advisory support, tools, and technical training. The training is conducted on late model vehicles only. American Honda continuously updates the vehicles and equipment to ensure state of the art technology for participating students.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Program Number	I470604
CIP Number	0647060406
Grade Level	30, 31
Program Length	2400 hours
CTSO	SkillsUSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 8:00 AM – 3:15PM
Cost	In-State Tuition $6,144.00 Out-of-State Tuition $24,600.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	ASE Certification.

OCP	Course Number	Course Title	Teacher Certification	Length
A	AER0011	Automotive Maintenance Technician	AUTO IND @7 7G AUTO MECH @7G	200 hours
B	AER0118	Advanced Engine Repair Technician		200 hours
C	AER0258	Advanced Automatic Transmission & Transaxle Technician		200 hours
D	AER0275	Advanced Manual Drivetrain and Axle Technician		200 hours
E	AER0459	Advanced Automotive Suspension and Steering Technician		200 hours
F	AER0419	Advanced Automotive Brake System Technician		200 hours
G	AER0319	Advanced Automotive Electrical/ Electronic System Technician		500 hours
H	AER0173	Advanced Automotive Heating and Air Conditioning Tech		200 hours
I	AER0506	Advanced Automotive Engine Performance Technician		500 hours

Automotive Collision Technology Technician

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Mission Statement

The purpose of the Automotive Collision Technology Technician Program is to prepare students for employment in the Automotive Collision Repair Industry. This program is flexible enough for teaching basic job preparatory skills, enhancing existing trade skills, and specialty training.

Program Content

Specialized classroom and shop/lab experiences will enable the student to become proficient in various phases of the repair of damaged vehicles, including unibody frame and alignment. Instruction includes basic and advanced body repair, preparation and refinishing, damage analysis and estimating, repair of aluminum and plastic components, metal straightening, welding and cutting, use of automotive filler materials, repair, replacement and alignments of body panels, use of parts and repair manuals, price lists and data bases, record keeping, shop safety and housekeeping, care of hand tools, specialized tools and equipment; use of current industry standards, practices and techniques, and paint mixing.

Program Number	T401300
CIP Number	0647060306
Grade Level	30, 31
Program Length	1400 hours
CTSO	SkillsUSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 8:00 AM - 2:00 PM Part time 8:00AM – 10:30AM
Cost	In-State Tuition $3,584.00 Out-of-State Tuition $ 14,350.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	ASE Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	ARR0140A1	Automotive Collision Repair and Refinishing Helper/Assistant	AUTO IND @7 %7 %G AUTO MECH @7 7G	150 hours
B	ARR0141A1	Auto Collision Refinishing Technician		450 hours
C	ARR0312A1	Non-Structural Damage Repair Technician		300 hours
D	ARR0022A1	Damage Analysis and Estimating		75 hours
E	ARR0112A1	Automotive Collision Welding, Cutting and Joining		75 hours
F	ARR0295A1	Structural Damage Repair Technician		350 hours

Master Automotive Service Technology

Mission Statement

The mission of the Automotive Service Technology Program is to provide students with the necessary academic, vocational, and interpersonal skills for successful employment and lifelong learning in a rapidly changing, technologically oriented, global society.

Program Content

Basic automotive skills are taught in the automotive auto-core program along with electronics and theory for engine performance and advanced system diagnosis. Students receive advanced training in the eight areas of ASE testing, with preparation skills provided to pass the ASE certification tests in each of the eight specific areas, as well as, the advanced engine performance test.

ASE areas include:

- Engine Repair
- Automatic Transmission/Trans-axle
- Manual drive train and axles
- Suspension and Steering
- Brakes System Technology
- Electrical/Electronic systems
- Heating and Air Conditioning
- Engine Performance and Advanced
- Engine Performance

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Program Number	I470608
CIP Number	0647060405
Grade Level	30, 31
Program Length	1800 hours
CTSO	SkillsUSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $4,608.00 Out-of-State Tuition $18,450.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	ASE Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	AER0014	Automobile Services Assistor	AUTO IND @7 7G AUTO MECH @7 7G	300 hours
B	AER0110	Engine Repair Technician		150 hours
C	AER0257	Automatic Transmission and Transaxle Technician		150 hours
D	AER0274	Manual Drivetrain and Axle Technician		150 hours
E	AER0453	Automobile Suspension and Steering Technician		150 hours
F	AER0418	Automotive Brake System Technician		150 hours
G	AER0360	Automotive Electrical/Electronic System		300 hours
H	AER0172	Automotive Heating & Air Cond Technician		150 hours
I	AER0503	Automotive Engine Performance Technician		300 hours

Diesel Systems Technician

Mission Statement

The Mission of Diesel Systems Technician program is to prepare students for employment in a wide variety of diesel related occupations as entry level Diesel Technicians.

Program Content

This program offers a sequence of courses that provide challenging academic standards and relevant technical knowledge and skills needed to prepare for a career in Transportation. The content includes but is not limited to maintaining and repairing diesel engines and electrical systems, work on brakes, HVAC, drive train, and performing diesel engine preventive maintenance.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Program Number	I470605
CIP Number	0647060501
Grade Level	30,31
Program Length	1800 hours
CTSO	SkillsUSA
SOC Codes	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading and Language Arts): 9
Schedule	Monday-Friday 5:00PM - 10:30 PM Part time 4:00PM – 9:30PM
Cost	In-State Tuition $4,608.00 Out-of-State Tuition $18,450.00 All fees are subject to change.
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	ASE Certification

OCP	Course Number	Course Title	Teacher Certification	Length
A	DIM0101	Diesel Engine Mechanic/Technician helper	DIESEL MECH @7 7G	150 hours
B	DIM0102	Diesel Electrical and Electronics Technician		300 hours
C	DIM0103	Diesel Engine Preventive Maintenance Technician		150 hours
D	DIM0104	Diesel Engine Technician		300 hours
E	DIM0105	Diesel Brakes Technician		300 hours
F	DIM0106	Diesel Heating and Air Conditioning Technician		150 hours
G	DIM0107	Diesel Steering and Suspension Technician		150 hours
H	DIM0108	Diesel Drivetrain Technician		150 hours
I	DIM0109	Diesel Hydraulics Technician		150 hours

Robert Morgan Educational Center & Technical College's Administrative and Instructional personnel are certified by the Florida Department of Education (FLDOE) and/or Miami-Dade County Public Schools. Each instructor has met or exceeded the teacher certification requirements in their respective subjects as indicated on the 2026-2027 FLDOE Curriculum Frameworks, accessible at: https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2025-26-frameworks/

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	Network Support Services	
HUMAN SERVICES	Cosmetology	Davis, Deborah Garcia, Juliana
	Nails Specialty	Arduz-Mihaic, Marcela
	Facials Specialty	
HEALTH SCIENCE	Dental Assisting	Shur, Marcelina Duque, Angela
	Medical Assisting	Hernandez, Elizabeth
	Practical Nursing	Chavez, DianaChaney, Joanne De Varona, Carlos Hodgson, Claudia Patterson-Alleyne, Shirley
	Patient Care Technician	De Varona, Lucelle
MANUFACTURING	Major Appliance & Refrigeration Technician	Douglas, Leroy
	Welding Technology	Delgado, Ricardo
	Welding Technology - Advanced	
ARCHITECTURE AND CONSTRUCTION	Plumbing	Soler, Yuniel Eaton, Eric
	Heating, Ventilation, Air-Conditioning/Refrigeration Technician (HVAC/R-1)	DeCespedes, Carlos Fernandez-Abreu, Alexander
TRANSPORTATION, DISTRIBUTION AND LOGISTICS	Manufacturer Specific Automotive Service Technology Honda PACT	Martinez, John Almeida, Jesus
	Automotive Collision Technology Technician	Derr, William
	Master Automotive Service Technology	Boele, Andre Moreira, Lazaro Fernandez, Gustavo
	Diesel Systems Technician	Portuondo, Amado Williams, Philip

Out-of-State Tuition and Fee Waiver for Military Affiliated Students

Required Information

In accordance with Florida Statute 1009.26(13) and (14), out-of-state tuition and fees shall be waived for covered eligible individuals (Chapters 30, 31, 33, 35, 1606, 1607, and Transfer of Entitlement (TOE), or Active-Duty member outside of the state) **who meet any ONE of the following.** Check the appropriate box below and submit this signed form along with the appropriate supporting documents to the address at the bottom of this form. By signing this form, I acknowledge approval of this Out-of- State Tuition and Fee Waiver does not constitute a change in my designated residency status.

☐ Honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, and the National Guard

- Copy of DD214 Certificate of Release
- Proof of residing in Florida. This may include but is not limited to a copy of Florida driver's license, Florida identification card, or a copy of lease.
- Additional documentation that may be required

☐ Any student who is entitled to and uses education assistance provided by the United States Department of Veterans Affairs who physically resides in the state of Florida while enrolled as a degree or certificate seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program. I acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for anyterm.

I do not elect to utilize VA educational assistance.

- Copy of VA Certificate of Eligibility (COE)
- Proof of residing in Florida. This may include, but is not limited to copy of Florida driver's license, Florida identification card or copy of lease
- Additional documentation that may be required

☐ Active-Duty member of the Armed Forces of the United States residing or stationed OUTSIDE of the state of Florida who are enrolled as a degree or certificate seeking student. Tuition and fees charged to as student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program.

- Proof of Active-Duty status

Out-of-State Tuition and Fee Waiver for Military Affiliate Students

☐ Individual using educational assistance from the U.S. Department of Veterans Affairs under Chapter 31, Veterans Readiness & Employment {VR & E) who physically resides in the state of Florida while enrolled in the institution. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program. 1 acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for any term.

I do not elect to utilize VA educational assistance.

- Copy of VAF 28-1905
- Proof of residing in Florida. This may include but is not limited to copy of Florida driver's license, Florida identification card or COPY of lease.
- Additional documentation that may be required

Student Name (Print)	Signature	Date

☐ **Lindsey Hopkins Technical College**
750 NW 20th St, Miami, FL 33147
Office: (305) 324-6070

☐ **D.A. Dorsey Technical College**
7100 NW 17th Ave, Miami Fl 33147
Office: (305) 693-2490

☐ **Robert Morgan Educational Center & Technical College**
18180 SW 122 Ave, Miami, Fl 33177
Office: (305) 253-9920

☐ **William H. Turner Technical Arts Adult Education Center**
10151 NW 19th Ave, Miami, Fl 33147
Office: (305) 691-8324

☐ **George T. Baker Aviation Technical College**
3275 NW 42nd Avenue, Miami Fl 33142
Office: (305) 871-3143

☐ **Miami Lakes Educational Center and Technical College** *Main Campus*
5780 NW 158th Street, Miami Lakes, Fl 33014
(305)557-1100

Parkway Educational Complex
2349 NW 175th St, Miami Gardens, Fl 33056
Office: (305) 624-9613

☐ **South Dade Technical College**
Homestead Campus
109 NE 8th St, Homestead, Fl 33030
Office:(305) 248-5723

☐ **South Dade Skills Center Campus**
28300 SW 152nd Ave, Leisure City, Fl 33033
Office:(305) 247-7839

ISAKSON AND ROE, SECTION 1018 REQUIREMENTS

Overview

Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. The Veterans Health Care and Benefits Improvement Act of 2020 adds new requirements for educational institutions participating in VA educational assistance programs. Effective June 15, 2021, these provisions apply to Institutions of Higher Learning and Non-College Degree institutions beginning August 1, 2021.

Codified Requirements

SECTION 1: Schools must provide covered individuals (students using benefits under chapters 30, 31, 32, 33, 35 of title 38, or chapter 1606 of title 10) with a personalized shopping sheet including:

- Estimated total cost of the course (tuition, fees, books, supplies, and other costs)
- Estimated cost of living expenses.
- Amount covered by VA Education Benefits
- Other federal financial aid offered by the institution.
- Estimated student loan debt upon graduation.
- Graduation rates
- Job-placement rates (if available)
- Acceptance of transfer credits, including military credits
- Additional requirements for licensure or certification
- Information to compare aid packages across institutions.

Shopping sheets must be provided within 15 days after tuition and fees are determined for the academic year if changes occur.

School Policies

Schools must maintain policies that:

- Inform students of available federal financial aid not administered by VA.
- Alert students of potential eligibility before arranging loans or alternative financing.
- Prohibit automatic course/program enrollment.
- Require student approval for course enrollment.
- Allow readmission for service members temporarily unavailable due to military service.
- Accommodate short absences for military service.

Graduation Requirements

Schools must provide covered individuals with graduation requirements and timelines. Accredited Institutions must obtain approval from an accrediting agency for each new course or program.

Point of Contact

Schools must designate an employee to assist covered individuals and their families with:

- Academic Counseling
- Financial Counseling
- Disability Counseling
- Other educational support

SECTION 2

State Approving Agency Actions

The State Approving Agency will take action if an institution:

- Use deceptive or persistent recruiting techniques.
- Misrepresents incentive compensation.
- Make three or more unsolicited contacts in one month.
- Engages in same-day recruitment and registration.
- Provides incentive payments based on enrollment or financial aid decisions (per 38 U.S.C. § 3696(d)(1))

5517 - PROHIBITION ON DISCRIMINATION AND HARASSMENT AGAINST STUDENTS BASED ON PROTECTED CATEGORIES

I. Discrimination and Harassment

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination and harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of the Education Amendments of 1972. Title IX prohibits all forms of sex discrimination and unwelcome sexual conduct, including conditioning any aid, benefit or service of the school on an individual's participation in unwelcome sexual conduct, sexual assault, dating or domestic violence, stalking, and all forms of sexual harassment that a reasonable person would determine so severe, pervasive, and objectively offensive that it denies a student access to an education program or activity. Such conduct may include, but is not limited to, unwelcome touching, graphic verbal comments, sexual jokes, slurs, gestures, or pictures, whether in-person or through any other method, including sexual cyber-harassment. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of prohibited discrimination or harassment against students by employees, other students, and their parents or guardians, or third parties. This policy prohibits discrimination and harassment at locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the prohibited conduct occurs, including but not limited to such events occurring on school property, during any school-related or school-sponsored program or activity, and on school-sponsored transportation. This policy also prohibits retaliation against a person who has made a report or filed a formal complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

The Board does not, as a condition of employment, membership, certification, licensing, credentialing, or passing an examination, subject individuals to training, instruction, or other required activity that is prohibited under F.S. 760.10 and F.S. 1000.05. Prohibited discrimination occurs when any student or employee is subjected to training or instruction that is unlawful under these provisions. The prohibited activities should not be construed to exclude discussion of the concepts listed therein as part of a larger course of training or instruction, provided such training or instruction is given objectively without endorsement of the concepts.

For additional information about Title IX or any other discrimination or harassment concerns, contact:

Office of Civil Rights Compliance (CRC)
Executive Director/District Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, FL 33132
Phone: (305) 995-1580
Fax: (305) 995-2047
crc@dadeschools.net
http://crc.dadeschools.net/

For additional information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns, contact:

Division of Special Education
504 Coordinator
1501 N.E. 2nd Avenue, Suite 409
Miami, FL 33132
Phone: (305) 995-1796
Fax: (305) 523-0591

ese@dadeschools.net
http://ese.dadeschools.net/

II. Retaliation and Other Violations

The Board will take immediate steps to discipline individuals for:

Retaliating against a person who has made a report or filed a complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

Filing a malicious or knowingly false report or complaint of discrimination or harassment.

Disregarding, failing to investigate adequately, or delaying investigation of allegations of prohibited discrimination or harassment, when responsibility for reporting and/or investigating unlawful discrimination or harassment charges comprises part of one's duties.

The District compliance officer will supervise compliance with Federal and State regulations and address complaints in accordance with law and Policy 5517.02. The Board will provide proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

III. Reports and Complaints

Students who believe they have been the victim of discrimination, harassment, or retaliation are entitled to use the complaint procedures in Policy 5517.02, or, if the complaint involves sexual harassment prohibited by Title IX, to file a formal complaint in accordance with the District's Title IX Sexual Harassment Manual and request an investigation. Reports will be addressed as soon as possible after the alleged conduct occurs, while the facts are known and potential witnesses are available. When a sexual harassment report is made, supportive measures will be offered, and the formal complaint process will be explained to the complainant. During an investigation of prohibited conduct, the complainant and the respondent shall be provided an equal opportunity to present witnesses and evidence relevant to the complaint. The Principal shall apply the Code of Student Conduct to allegations of discrimination and harassment by students, except as otherwise specified in law or regulation.

Initiating a report or formal complaint will not adversely affect the complainant's participation in educational or extracurricular programs unless the complainant makes the complaint maliciously or with knowledge that it is false. Investigation of an allegation shall not proceed solely based on an anonymous complaint without first attempting to ascertain the identity of the complainant. If, after such efforts, the complainant remains anonymous, the investigation will proceed to the extent possible.

The Superintendent shall develop guidelines setting forth the conditions and requirements to implement this policy in accordance with Federal and State laws, regulations, and Board policies. The District's Title IX Coordinator is authorized to coordinate the Board's Title IX obligations.

IV. Privacy/Confidentiality

The District respects the privacy of students, including the complainant, the respondent, and the witnesses, consistent with the Board's legal obligations to investigate, take appropriate action, and comply with any regulatory, discovery, or disclosure obligations. All records generated under this policy and Policy 5517.02 shall be maintained as confidential to the extent permitted by law, except as otherwise outlined in law or regulation.

The complaint processes in Policy 5517.02 and/or the Title IX Sexual Harassment Manual are not intended to interfere with student rights to pursue complaints with the United States Department of Education, Office for Civil Rights, or the Florida Department of Education. The CRC Office processes such complaints according to the procedures and standards set forth by Federal and State agencies.

V. Retention of Investigatory Records and Materials

All individuals responsible for receiving reports, applying formal complaint procedures, and/or conducting investigations under this policy, Policy 5517.02, Policy 5517.03, and/or the Title IX Sexual Harassment Manual shall retain all information, documents, electronically stored information (ESI), and electronic media created and/or received as part of the report, complaint, or investigation. The information shall be retained immediately upon receipt of specific information and/or written notice that could lead to an investigation, formal complaint, or potential litigation.

The information, documents, ESI, and electronic media retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media created or received a part of a sexual harassment complaint procedure shall be retained for not less than seven (7) years. All other types of investigations shall be maintained for not less than three (3) years, but longer if required by Policy 8320, Policy 8330, or the District's records retention schedule.

VI. Education and Training

The Board promotes preventative educational measures to create greater awareness of unlawful harassment and discrimination. The Superintendent shall provide appropriate training to members of the School District community related to the implementation of this policy and Policy 5517.02. The District's sexual harassment training information shall be retained for not less than seven (7) years.

VII. Employee Sexual Conduct

Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.

VIII. Effect of Other Policies

The definition of harassment that is not based upon protected categories is contained within the Code of Student Conduct, referenced in Policy 5500. Florida law also defines Bullying and Harassment, as outlined in Policy 5517.01. In accordance with Florida law, Policy 5517.03 defines Dating Violence or Abuse. Policy 5136.02 defines Sexting.

Effective 7/1/11
Revised 11/19/13.
Revised 10/21/20.
Revised 10/19/22.

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Legal
F.S. 110.1221
F.S. 784.049
F.S. 1000.05
F.S. 1006.07
F.S. 1006.147
F.S. 1006.148
F.A.C. 6A-19.008
20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)
20 U.S.C. 1681 et seq.
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended.
42 U.S.C. 1983
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
34 C.F.R. Part 106

Anti-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964, as amended - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, and national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

Age Discrimination in Employment Act of 1967, as amended (ADEA) - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963, as amended - prohibits gender discrimination in the payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against qualified students with disabilities.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, color, sex, gender, national origin, religion, marital status, or disability in public education.

Florida Civil Rights Act of 1992 - secures all individuals within the state freedom from discrimination because of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – No public school shall deny equal access to or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 as a patriotic society.

Veterans are provided re-employment rights in accordance with 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and discrimination against students, employees, or applicants on the basis of age, citizenship status, color, disability, ethnic or national origin, FMLA, gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sexual harassment, sexual orientation, social and family background, and any other legally prohibited basis. Retaliation for engaging in a protected civil rights activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or:

Office of Civil Rights Compliance (CRC)
District Director/Title IX Coordinator
155 NE 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net
Website: https://tinyurl.com/MDCPS-CRC

For additional information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

Department of Exceptional Student Education
1501 NE 2nd Ave, Suite 407
Miami, Florida 33132
Phone: (305) 995-2037 TDD: (305) 995-2400
Email: ese@dadeschools.net
Website: https://ese.dadeschools.net