PINELLAS TECHNICAL COLLEGE

High School Career Dual Enrollment
Career Training *while in High School*

PTC PROGRAM	CLW	SP	CAMPUS (HS)
Automotive Collision Technology Technician		SP	
Automotive Service Technology	CLW	SP	HS: Largo | Northeast
Barbering*	CLW	SP	
Building Trades & Construction Design Technology		SP	HS: Dunedin | Lealman Innovation Academy | St. Petersburg
Cabinetmaking	CLW		
Central Sterile Processing Technology		SP	
Computer-Aided Drawing & Modeling		SP	
Commercial Photography Technology		SP	
Computer Systems & Information Technology	CLW	SP	HS: Countryside
Cosmetology*		SP	
Diesel Systems Technician	CLW		
Digital Video Technology		SP	
Early Childhood Education			HS: Countryside | Gibbs | Largo | Tarpon Springs
Electricity	CLW	SP	
Electronic Systems Integration & Automation – Limited Voltage Technician	CLW		
Emergency Medical Technician		SP	HS: Gibbs | Lakewood
Facials Specialty		SP	
Heating, Ventilation, Air Conditioning/Refrigeration		SP	
Machining Technologies	CLW		HS: Hollins
Marine Service Technologies			HS: Jacobson Technical
Medical Administrative Specialist	CLW		
Nails Specialty		SP	
Network Support Services	CLW	SP	HS: Hollins
Plumbing		SP	
Practical Nursing	CLW	SP	HS: Boca Ciega | Jacobson Technical | Palm Harbor University
Professional Culinary Arts & Hospitality	CLW	SP	HS: Hollins | Northeast | Osceola | Tarpon Springs
Public Works		SP	
Web Development	CLW		
Welding Technology		SP	HS: Largo

CLW — **CLEARWATER CAMPUS**
727.538.7167 x 2016
6100 154th Ave N, Clearwater, FL 33760

SP — **ST. PETERSBURG CAMPUS**
727.893.2500 x 2060
901 34th St S, St. Petersburg, FL 33711

HS — **HIGH SCHOOL CAMPUSES PINELLAS COUNTY**
Check for Program availability

*Program offered for co-enrollment. Enrollment based on space availability; learn more at **myptc.edu** | *Your Career is Closer Than You Think...*

Pinellas Technical College
High School Career Dual Enrollment

■ What is High School Career Dual Enrollment? How does it work?

High School Career Dual Enrollment (aka Dual Enrollment) is an educational option that allows qualified high school students to enroll in PTC postsecondary courses creditable toward both high school graduation and a career technical program certificate. Participating high school students earn weighted high school elective credits for High School Career Dual Enrollment. Classes are usually a few hours each school day.

■ What type of academic credit do High School Career Dual Enrolled students earn?

- **High School Credit** – Students have the opportunity to earn up to (3) credits per year. These credits apply toward graduation requirements.
- **College Credit** – All course credit applies to PTC program completion. Many programs articulate college credit to degree programs within the Florida College System. For specific information, see a PTC Counselor or Occupational Specialist.

■ Where are Dual Enrollment Programs offered?

PTC–Clearwater and PTC–St. Petersburg both offer High School Career Dual Enrollment programs. Additionally, PTC Dual Enrollment programs are offered at most high schools where facilities and program offerings align with the requirements of the Technical College.

■ Which programs are currently available for Dual Enrollment?

All PTC Dual Enrollment programs are listed on the cover of this document and at **myptc.edu**

■ What qualifies a high school student for Dual Enrollment?

All Dual Enrollment programs require that the student:
- Has completed a minimum of 7 high school credits
- Has the approval of their High School Counselor and Parent/Guardian
- Has met all program-specific entry requirements, if any (see High School or PTC Counselor for more information)

High School Based Dual Enrollment programs also require that the student:
- Is enrolled (as a Sophomore, Junior, or Senior) in a High School that offers their chosen Dual Enrollment program
- Has met the Grade Point Average (GPA) of 1.8 (unweighted); PTC Medical/Health Science programs require a GPA of 2.5

PTC Campus Based Dual Enrollment programs also require that the student:
- Must be a Junior or Senior and, at minimum, 16 years of age
- Has taken the required Basic Skills Assessment
- Has met the Grade Point Average (GPA) of 2.0 (unweighted); PTC Medical/Health Science programs require a GPA of 2.5

■ When should a student apply for Dual Enrollment?

Applications are accepted between March and July of the school year before you are eligible. Note that some technical programs may be fully completed as a high school student, whereas others may require a student to complete the program after high school graduation, as an adult student.

■ How does a student start the Application Process?

- Complete the Basic Skills Assessment or a qualifying exemption.
- Complete the Pinellas Technical College High School Career Dual Enrollment Application (attached form) and choose either *High School, PTC-CLW or PTC-SP* under *Campus of Enrollment*.
- Obtain the appropriate signatures for, and submit, the application to their current High School or PTC Counselor.
- Follow-up with a High School or PTC Counselor to ensure correct program enrollment.

■ What is the Basic Skills Assessment? How is it used for Dual Enrollment?

The Basic Skills Assessment is a state requirement for all students entering a Career Dual Enrollment program. The assessment must be taken prior to the student completing the first term of the dual enrollment program (450 hours) and is used to determine if a student needs academic support for success in Career Dual Enrollment. Common assessments that meet the Basic Skills

Build A Future You Control.

Assessment requirement are: SAT (Scholastic Aptitude Test), ACT (American College Testing), PERT (Postsecondary Education Readiness Test) and CASAS (Comprehensive Adult Student Assessment Systems).

The student is only required to take one of the qualifying Basic Skills Assessments, there is NO minimum required Basic Skills Assessment score for entry into a Career Dual Enrollment program.

■ What level of performance is expected of a student in High School Career Dual Enrollment?

To maintain eligibility for High School Career Dual Enrollment, an enrolled student must:

- Comply with the Attendance Policy, Student Code of Conduct, and specific program requirements while enrolled in a PTC Technical Program.
- Maintain a minimum of a 2.0 cumulative unweighted GPA at the current high school as well as a 2.0 unweighted GPA in their technical program (some PTC programs require a 2.5 GPA be maintained in order to stay enrolled in the PTC program).

■ What is the attendance policy for Dual Enrolled students?

In accordance with Florida Statute 1003.24, a child's attendance in school is the responsibility of the parent or legal guardian. Absences can cause students to miss significant instruction and learning opportunities. Non-attendance places the student in jeopardy of consequences per the Student Code of Conduct. Failure to comply may result in dismissal from career dual enrollment.

■ How does a Dual Enrolled student satisfy Technical Program completion requirements?

Technical Program completion requirements (to receive a program certificate) are met, when the student:

- Has passed all coursework within the PTC Technical Program with a C, or better (Practical Nursing requires that student maintains a 3.0 GPA, or better).
- Has met the State of Florida Department of Education Basic Skills requirement.

■ What type of certificate does a Dual Enrolled student receive?

Technical Program Certificates are awarded to students who have successfully completed all of the requirements of the program in which they have enrolled. In addition, Pinellas County Schools and Pinellas Technical College provide the opportunity to earn valuable state licensure or industry certification. Please see a PTC Counselor for specific program information.

■ What fees apply for High School Career Dual Enrolled students?

Pinellas County Public Schools high school students are provided tuition and textbooks free of charge.

Students are required to follow PTC's dress code policy which may require the purchase of a program-specific uniform and ID:

- **Uniform requirements** – Students may be required to wear the uniform specific to their individual program.
- **ID Badge requirements** – Student ID (from PTC) must be displayed at all times.

■ What type of transportation is available (for PTC Campus programs only)?

Limited school bus transportation is provided and must be identified on the application. Charter, home and/or private school students must provide their own transportation. Students may drive their own vehicles with the permission of their parent.

■ What if the Technical Program is not completed prior to High School graduation?

A student who does not complete his/her program during high school may return as an adult student and complete the program. Adult students are required to pay for tuition, supplies, books and materials however financial aid may be available.

PCS PINELLAS COUNTY SCHOOLS

myptc.edu

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PINELLAS COUNTY SCHOOLS COMMITMENT TO DUAL CAMPUS COURSEWORK AT PINELLAS TECHNICAL COLLEGE (PTC)

Student Name (Print) _____   Current Grade Level ☐ 9 ☐ 10 ☐ 11

School Name _____   PCS ID # _____

Enrollment Status ☐ Non-ESE ☐ ESE ☐ 504 Plan   Email Address _____

Home Address _____ City _____ Zip _____ Phone _____

Transportation Arrangements (for PTC Campus Programs)

☐ I will need a PCS bus for transportation (if available)*

☐ I will provide my own transportation

* Students enrolled in homeschool, charter schools, and private schools must provide their own transportation.

Campus of Enrollment

☐ **PTC – Clearwater**   Counselor: Yata Fields | fieldsy@pcsb.org
Ph 727. 538.7167 x 2016 | Fax 727.524.4445

☐ **PTC – St. Petersburg**   Counselor: Nancy Randolph | randolphn@pcsb.org
Ph 727. 893.2500 x 2060 | Fax 727.550.4314

☐ **High School (Name):** _____

GPA Requirement Met?

☐ Yes ☐ No   Unweighted GPA _____

• Minimum 2.0 Unweighted GPA required for Career Technical Dual Enrollment

• Minimum 2.5 GPA required for Medical/Health Science programs

_____
(High School Counselor Name [Print])

X _____
(High School Counselor Signature)   (Date)

Dual Enrollment Course Criteria

• Dual enrollment courses at Pinellas Technical College give students weighted credit toward a High School Diploma, industry certifications and a PTC Career Technical Certificate. Hours completed at PTC may also transfer as credit hours to local and state colleges.

• A student must be enrolled in a full schedule of classes as defined in School Board policy and may participate in dual campus classes for up to one-half of this schedule.

Textbooks

• Pinellas Technical College will supply the required textbook(s) needed for class; however, the student may be responsible for providing and/or purchasing certain supplies. This information will be shared with the student at the time of shadowing. *Students enrolled in homeschool, charter schools, and private schools must purchase their own textbooks and supplies.*

• When a student drops/withdraws from Pinellas Technical College, he/she must promptly return all textbooks and supplies provided by PTC. Per the Pinellas County Schools policy – students must pay for all lost, or unreturned, textbooks.

Course Withdrawal

• A student who withdraws from a dual credit/PTC course must inform both the high school counselor and the PTC counselor and enroll in courses on the high school campus to maintain a full schedule. *A student may not withdraw from a PTC course after the second calendar week of class.*

Grading/Credit

• Many PTC courses are not completed in one semester, and must carry over into the next. The entire course must be completed before credit can be awarded. Therefore, *by accepting the opportunity to earn dual credit, the student and parent commit to a full school year of enrollment at PTC.* Withdrawal from the dual enrollment program prior to the end of the school year may result in a loss of credit. Students and parents are encouraged to contact the program instructor with questions regarding attendance and/or academic standing.

• Students who do not complete an entire course will receive a "W" for the semester.

Program Choices

List top 3 program choices of interest below (prioritized by number). Return this application to the PTC counselor for scheduling of a date and time to "shadow." Enrollment is based on space availability. For a current listing of available programs visit PTC's Dual Enrollment web pages: CLW at https://www.pcsb.org/Page/35232 | SP at https://www.pcsb.org/Page/35235 or contact the PTC Dual Enrollment Counselor at each campus.

1. _____

2. _____

3. _____

The signatures below indicate the following:

• The parent/guardian understands that the **dual campus students are studying on a postsecondary campus in an adult setting and will not be under direct supervision at all times**. Dual enrollment students will be present in the same class as adult students; therefore, a higher level of maturity, independence, and initiative is important for student success.

• If a dual campus student, the parent/guardian grants permission for the student to attend class on the campus of PTC and return to their high school campus either by PCS transportation or by another mode of transportation provided by the student.

• By signing below, students and parents are committing to enrollment at PTC for a full school year.

X _____
(Student Signature)   (Date)

X _____
(Parent/Guardian Signature)   (Date)