

ROBERT M MORGAN

EDUCATIONAL CENTER & TECHNICAL COLLEGE



STUDENT HANDBOOK & CATALOG

2024 - 2025

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OUR MISSION AND VISION

WELCOME

Welcome to Robert Morgan Educational Center & Technical College (RMEC & TC). This student handbook/program catalog has been prepared to inform you about school programs, general rules and procedures, student services provisions, and about your rights and responsibilities. This information is based upon policies, procedures, and rules instituted by the State Department of Education, Miami-Dade County Public Schools, and Robert Morgan Educational Center & Technical College.

MISSION



The 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!

VISION



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

CORE VALUES

- | | |
|--|-------------------------|
| Accountability | Preparing Students |
| • Citizenship Flexibility | • Professionalism |
| • Integrity | • Pursuit of Excellence |
| • Organizational and Personal Learning | • Respect |
| • Positive Atmosphere and Culture | • Valuing Stakeholders |

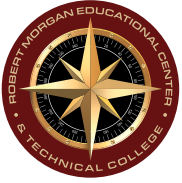


NATURE AND SCOPE OF OPERATIONS

The adult/career education programs operate under the authority granted by the School Board of Miami-Dade County. A wide variety of programs and classes are offered to meet the needs of the adult students in the areas of career and adult education.

Students are responsible for being aware of and following all policies and procedures.





OUR HISTORY

“THE SCHOOL CONSTANTLY UPGRADES CURRICULUM AND EQUIPMENT TO MAINTAIN A STATE-OF-THE-ART TRAINING FACILITY.”

Metropolitan Dade County submitted a bid for 1,041.9 acres of land, 10 miles south of metropolitan Miami, on the north side of Eureka Drive and the west-side of Southwest 122 Avenue. Subsequently the School Board of Dade County, Florida made application to the Secretary of Health, Education and Welfare for 40 acres of U.S. Government surplus land for a vocational technical site. In June 1973, 32 acres of the Richmond Naval Air station were acquired for this purpose.

The state of Florida vocational division team came to Miami, reviewed the site and unanimously favored the location for a vocational school to serve the southern part of Dade County.

The school was named after Mr. Robert Morgan, an established businessman that served as chairman of the Adult/Vocational Advisory Committee for 15 years. He was instrumental in acquiring the 32 acres of land. Upon his untimely accidental death, Mr. Arthur Hertz, together with Mr. G. Holmes Braddock presented to the school board the honorary distinction to name the school after the man that was a visionary, dedicated to the advancement of what is now called South Florida Workforce Department.

The original intent of the South Dade facility was to serve post-secondary adults. In May 1974, the School Board of Dade County, Florida requested the designation of the South Dade facility to serve shared-time students from surrounding senior high schools.

Robert Morgan Vocational Technical Institute opened its doors to post-secondary and shared-time high school students in 1979. It became the second largest in the southeast and the only facility of its kind in the country.

The school constantly upgrades curriculum and equipment to maintain a state-of-the-art training facility. Business and Industry representatives serve on the school's Advisory Committees and are actively involved in planning. As a result of this involvement, major modifications have been made in the facility to provide for high quality technology programs.

The Miami-Dade County School Board officially changed the school's name to Robert Morgan Educational Center, on September 12, 2001. This change reflects the opening of the new Career Technical High School which opened on August 2003.

The Miami-Dade County School Board officially changed the school's name to Robert Morgan Educational Center and Technical College (RMEC & TC) December 10, 2014.

In September 2018, RMEC & TC opened an Instructional Service Center for the Advanced Automotive Service Technology Program (Honda PACT) at Miami Lakes Educational Center and Technical College located at: 5780 NW 158th Street, Miami Lakes, Florida 33014.





ADMISSION

REQUIREMENTS

SECTION

- 8 Verification of Florida Residency
- 9 Visa Students



ADMISSION REQUIREMENTS

“CAREER AND TECHNICAL STUDENTS WHO WISH TO ENTER PROGRAMS OF 450 CLOCK HOURS OF INSTRUCTION OR MORE MUST COMPLETE A BASIC SKILLS EXAMINATION EVEN IF THEY HOLD A HIGH SCHOOL DIPLOMA OR GED.”

ADMISSION REQUIREMENTS

Robert Morgan Educational Center & Technical College admits individuals on a nondiscriminatory basis who are 16 years of age or older and not currently enrolled in any K-12 program.

NOTE: FOR DETAILED ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS, REFER TO THE PROGRAM SECTION OF THE POSTSECONDARY SCHOOL CATALOG.

Career and technical students who wish to enter programs of 450 clock hours of instruction or more must complete a basic skills examination even if they hold a High School diploma or GED.

Exceptions from the basic skills testing requirements include students possessing an associate of applied science degree or higher, or who have passed the College-Level Academic Skills Test (CLAST) and/or who are exempt from the college entry-level examination. Students must present an official copy of the degree, transcript, or documentation of test scores as evidence of the above.

Basic Skills Exit requirements and exemptions can be found at:

<http://www.fldoe.org/core/fileparse.php/5398/urlt/basic-skill-tap-att1.pdf>

Individual counselor interviews are required to discuss test results, program placement, special needs and registration procedures. If counseling and/or testing indicate that students do not qualify for the original program of choice, an alternate program or remediation is recommended.

For certain post-secondary programs, such as those within the health science cluster, prospective students must meet specific program requirements. It, in no way, refers to other definitions of residency established by other entities, including the Immigration and Naturalization Service. There is no specific Information Technology requirement.



ADMISSION REQUIREMENTS

VERIFICATION OF FLORIDA RESIDENCY

As a result of Florida Statute 1009.21, which took effect on July 1, 2010, and Florida Statute 1009.22, which became effective on July 1, 2011, students seeking to enroll in adult general education and/or career/technical courses where tuition fees are assessed, must show proof of Florida residency. Students who can show proof of Florida residency will be eligible for the in-state tuition fees. Students who cannot show proof of residency will be charged out-of-state fees. **Florida residency for tuition purposes is defined as documented proof that a student has lived or resided in the state of Florida for twelve (12) consecutive months.** It, in no way, refers to other definitions of residency established by other entities, including the Immigration and Naturalization Service.

Verification of Florida residency must be accomplished by the use of form FM-7425, revised 05/19). This form contains the ID codes and descriptions necessary to qualify for in-state tuition. Applicants must present two of the required documents as outlined in the form's guidelines. Website: <http://forms.dadeschools.net/webpdf/7425.pdf>.



VISA STUDENTS

Visa students, who are non-immigrants with F-1 or M-1 Visas from other countries, are authorized by Miami-Dade County Public Schools to attend career courses. The Adult Foreign Student Office must clear admission and registration activities. Visa students must be enrolled full-time.

The Foreign Student Office is located at:
489 East Drive, Miami Springs, Fl. 33166
Telephone # (305) 884-2044





COUNSELING SERVICES

SECTION



- 11 Counseling Services
- 11 Family Educational Rights and Privacy Act
- 11 Students with Disabilities



COUNSELING SERVICES

“THE GUIDANCE DEPARTMENT OFFERS CAREER, EDUCATIONAL, AND PERSONAL COUNSELING SERVICES TO ALL CURRENT, PROSPECTIVE, AND FORMER STUDENTS.”

COUNSELING SERVICES

The purpose of the guidance department is to assist students in solving problems and making decisions concerning their course selections, educational and career goals, and personal responsibilities. The guidance department offers career, educational, and personal counseling services to all current, prospective, and former students. Counselors assist with program decisions, explain test scores, and inform students of the center’s policies and regulations. Counselors are available from 8:00 a.m. to 8:00 p.m. Monday through Friday.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

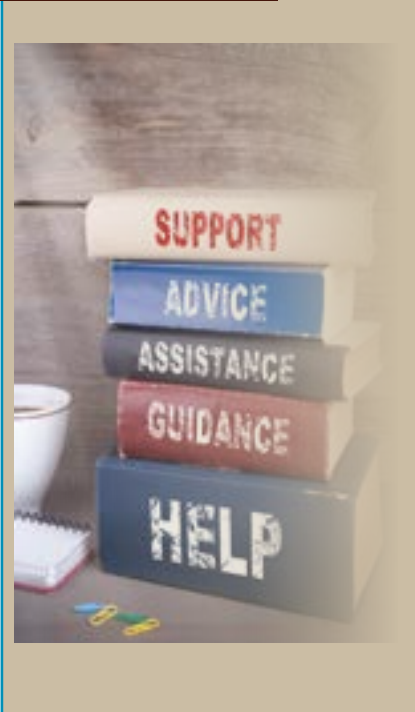
FERPA currently allows schools to designate and disclose without consent items of information as “directory information.” The Miami-Dade County Public Schools (M-DCPS) Board Rule 6Gx13-5B-1.07 defines “directory information” as the following: student information: name, address, telephone number if it is listed, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and most recent previous educational agency or institution attended.

Congress passed a provision in the No Child Left Behind Act that addresses the disclosure of directory-type information to military recruiters. It is the policy of M-DCPS to provide annual notification to parents and eligible student of their rights regarding student educational records and the release of directory information. Directory information may be released without consent unless a parent or eligible student has notified M-DCPS in writing that they do not wish the information released. The Directory Information Opt-Out Form may be used at any time during the school year for this purpose. Parents should return the completed form to their child’s school.

For more information about how to opt out of providing directory information to military recruiters, contact your home school, and complete an opt-out form.

STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 states that, “No qualified handicapped person, shall, on the basis of 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.” A disabled individual under Section 504, means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded of having such impairment. 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.





FINANCIAL AID

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FINANCIAL AID

“FOR STUDENTS TO MAINTAIN ALL TYPES OF FINANCIAL AID, STUDENTS MUST MAINTAIN A SATISFACTORY ACADEMIC PERFORMANCE (SAP).”

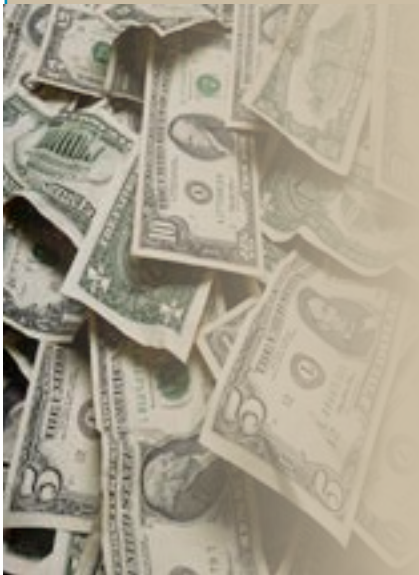
FINANCIAL AID

There are various financial aid opportunities offered at RMEC & TC that may provide assistance to qualified students enrolled in eligible programs. All students who plan to enroll in career/technical education classes are required to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Students are required to complete a new FAFSA for each academic year. Some of the financial aid applications are randomly selected for a verification process.

Additional information will be distributed yearly to all enrolled students and employees and can be found at <http://www.robertmorgantech.net/>. For your convenience computers are available in the Financial Aid Office, School Code: 016919

All financial aid at Robert Morgan Educational Center and Technical College is need-based assistance. For students to be eligible for federal financial aid, such as the Pell Grant, they must be enrolled in a career/technical education program of 600 or more clock hours of instruction. For students to be eligible for Florida Student Assistance Grant (FSAG-CE), students must be enrolled at RMEC & TC in a career/technical education program of 450 or more clock hours of instruction. District Financial Aid Programs (DFAP) and Fee Waiver aid programs are also available on a limited basis. Eligibility for these funding sources is dependent on completing the FAFSA application for student aid. Deferments are given for tuition and some fees. Students are responsible for purchasing their books, supplies and uniforms. Qualified Pell Grant recipients may receive textbooks as part of the award. For students to maintain all types of financial aid, students must maintain a Satisfactory Academic Performance (SAP).

The Financial Aid office is located in the Mall Area; the office staff is bilingual and can provide assistance to questions related to completing the FAFSA. In addition, the office provides access to computers and printers in order for students to complete required forms.



ADMISSIONS FOR FINANCIAL AID PURPOSES

Any person 16 years of age or older, who is officially withdrawn from the K-12 program, is eligible to enroll in Robert Morgan Educational Center & Technical College. Any individual with special needs applying for admission is referred to Vocational Rehabilitation or other appropriate agencies. These agencies work closely with Robert Morgan Educational Center & Technical College to determine when an individual is ready to be accepted for admission into an adult program.

A prospective student may register directly for courses that do not have pre-entrance requirements by completing registration forms and paying required fees and tuition.

A student enrolling in adult education programs is required to take a basic skills test for placement prior to registration to determine the appropriate level of study.

A student who enters a Career and Technical Educational (CTE) program, with 450 plus instructional clock hours, is required to complete a basic skills examination within the first six (6) calendar weeks after admission into a CTE program.

Exceptions from the basic skills testing requirements are given to students who have one of the following:

- ⇒ A Florida Standard High School Diploma issued after 2006 or
- ⇒ An Associate of Applied Science or Arts or higher

Entrance into CTE programs may have additional requirements and require counselor approval. Program requirements may include:

- ⇒ High school graduation or GED transcripts
- ⇒ Orientation
- ⇒ Minimum scores on entrance test

Additional Admission Requirements for Students who are applying for financial aid:

- ⇒ Meet the above requirements, and
- ⇒ Comply with Robert Morgan Educational Center & Technical College Satisfactory Academic Progress Policy
- ⇒ Have a valid high school diploma or an equivalent (Official transcript must be submitted).
- ⇒ State issued department of education General Educational Development (GED) diplomas are accepted.
- ⇒ The guidance counselor evaluates the validity of the student's high school completion or its equivalent. If the counselor has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the institution will request confirmation from the high school, and from the Florida Department of Education.
- ⇒ Students who have a foreign high school diploma or its equivalent are referred to a district office that offers the interpretation and evaluation of foreign student high school diploma equivalency to the U.S. high school diploma.
- ⇒ The CTP program at RMEC & TC requests students submit transcripts and/or copy of whatever type of high school diploma earned. A standard high school diploma is not a requirement for eligibility to the CTP.



FINANCIAL AID

The following are the office hours:

FINANCIAL AID HOURS

Monday and Wednesday – 8:15 am – 6:30 pm
Tuesday and Thursday – 8:15 am – 3:45 pm
Friday – Closed (Scheduled Appointments Only)
Closed for Lunch: 11:30 am - 12:30 pm



FINANCIAL AID

GENERAL ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must comply with the following eligibility requirements

- ✓ Demonstrate financial need for need-based federal student aid programs.
- ✓ Be a U.S. citizen or an eligible noncitizen.
- ✓ Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- ✓ Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- ✓ Have a high school diploma or GED certificate
- ✓ Maintain satisfactory academic progress in academics and attendance.
- ✓ Not be in default or owe a refund for any aid previously received.
- ✓ Sign a statement certifying non-participation in any drug related activity

FINANCIAL AID STANDARDS FOR ACADEMIC PROGRESS

The Code of Federal Regulations, CFR 668.34 requires that schools establish satisfactory progress standards and policy for students applying for and receiving federal aid. This regulation requires that the Financial Aid Office review all periods of a student's enrollment history to determine if a student is making satisfactory academic progress towards an educational objective. The policy must include grade requirements (qualitative) and pace of completion (quantitative) standards.

Robert Morgan Educational Center & Technical College as part of Miami-Dade County Public Schools in conjunction with federal regulations has established the following standards of academic progress, which must be met to continue receiving financial assistance.

To make Satisfactory Academic Progress (SAP) the student must meet the following standards:

- ✓ Satisfactorily attain a minimum grade of "C" or better or GPA of 2.0 and above,
- ✓ Satisfactorily complete outcomes to finish the program within 150% of the length of the program and
- ✓ Successfully complete 67% of the maximum scheduled hours for which the student is enrolled.



FINANCIAL AID

To comply with the Robert Morgan Educational Center & Technical College's SAP policy, the Financial Aid Officer (FAO) will ensure that:

- ⇒ SAP standards are reviewed for each student at the end of a payment period.
- ⇒ The number of payment periods that a student is awarded financial aid is limited by the number of hours required to complete the program.
- ⇒ The period of eligibility commences on the date the student enters the program.
- ⇒ The quantitative measure is based on the calendar time and based on the student's clock hours.
- ⇒ A student who transfers will have his hours and grades earned at the previous school counted towards their Satisfactory Academic Progress.
- ⇒ Incomplete courses ("1"), recycled hours, and grades are counted towards student's Satisfactory Academic Progress.
- ⇒ If a student withdraws, existing hours and grades, upon re-entering, are counted towards Satisfactory Academic Progress within 150% of the length of the program.
- ⇒ Awards will be calculated when needed, in order to ensure proper compliance with the SAP policy.

Clock Hour Pace Example:

- ⇒ At 450 scheduled hours, student completed 300 hours: $300/450 = 67\%$,
- ⇒ Expressed in calendar time, 10 weeks/15 weeks = 67 %.
- ⇒ If this criterion is

The institution's SAP Report Form is utilized by the Financial Aid Officer (FAQ) to document and monitor a student's progress at the successful completion of 67% of the maximum scheduled hours for which the student is enrolled. The SAP Report

Form (FM 5431) is completed by teachers and returned to the FAO. The form indicates the student's attendance data, pace towards program completion, and grades based on weekly academic assessments derived from class/shop work, externships, and other practicum. The school registrar confirms the student's attendance to ensure they have successfully completed the 67% of the maximum scheduled hours for which they are enrolled.

FINANCIAL AID WARNING

If a student fails to make Satisfactory Academic Progress, as reflected on the SAP Report, a meeting is held with the student and the FAO. The student is then placed on "Financial Aid Warning" for one payment period. The FAQ will closely monitor the student's progress. Warning status lasts for one payment period only, during which the student may continue to receive FSA funds.

If the student fails to achieve Satisfactory Academic Progress, while on "Financial Aid Warning," an award cancellation notice is provided to the student by the FAO.

FINANCIAL AID APPEALS PROCESS

The student may appeal the cancellation of the financial aid award by submitting a Financial Aid Student Appeals Form (FM 6863) within five (5) business days of award cancellation notice. The appeal should be in writing and include the following documents:

- ✓ A letter by the student describing mitigating circumstances and reason why satisfactory progress was not made
- ✓ A physician's note and/or medical records if the appeal is based on a medical reason
- ✓ Any additional documents to justify appeal



All requests for appeals are heard by Robert Morgan Educational Center & Technical College Financial Aid Appeals Committee. The committee is comprised of an Administrator, Financial Aid Officer, and Counselor. The committee shall convene as needed to carefully review all information and documentation related to the student's appeal. The committee renders a written decision to the student within 48 hours of the appeal hearing using the Student Appeals Form (FM 6863). The decision of the Financial Aid Appeals Committee is final. The student is entitled to one (1) appeal hearing during the entire length of the program.

APPROVAL OF APPEAL

A meeting is held with the student and the Financial Aid Officer to place the student on "Financial Aid Probation" status for one payment period. Student may receive Title IV funds while on "Financial Aid Probation."

DENIAL OF APPEAL

Student must attend classes for one (1) payment period without financial assistance. If the student achieves Satisfactory Academic Progress for that payment period, Title IV aid is reinstated.

The Financial Aid Officer and teachers work together to closely monitor student's progress while on "Financial Aid Probation." Once the student regains Satisfactory Academic Progress, he is considered as being in academic compliance and his eligibility is reinstated. If the student does not make Satisfactory Academic Progress while on "Financial Aid Probation," a meeting is held with the student and the Financial Aid Officer to inform the student that he is no longer eligible for the payment period following his unsatisfactory academic progress report. The student is financially responsible for academic expenses until successfully reestablishing Satisfactory Academic Progress

VERIFICATION

Federal regulations require that RMEC& TC validates income and other information reported on the PELL Grant Student Aid Report (SAR) with the parents'/ student's IRS transcript and attached schedules. When discrepancies occur, the corrected SAR must be resubmitted to the federal processor. The financial aid office reserves the right to require students to submit other information and supplemental documentation when deemed necessary in order to complete the verification process. For additional information on verification and federal student aid, students can access the following website: <http://studentaid.ed.gov/> or view the Federal Student Aid Handbook at <http://ifap.ed.gov/>

HIGH SCHOOL DIPLOMA

To receive Federal Student Aid (FSA) funds, a student must have a valid high school diploma or an equivalent (Official transcript must be submitted).

Foreign/international diplomas must be officially verified as an equivalent to a U.S. high school diploma.

State issued department of education General Educational Development (GED) diplomas are accepted.

Private high school and home school diplomas are evaluated by the school counselor for approval.

Students with intellectual disabilities for Title IV purposes are not required to have a high school diploma or its recognized equivalent but must be enrolled in a Comprehensive Transition and postsecondary Program (CTP)

Original and legible documents must be submitted with the student's financial aid application. Presenting falsified or fraudulent documents will result in denial of admission to Robert Morgan Educational Center & Technical College, suspension, expulsion, and/or possible criminal prosecution.



RETURN TO TITLE IV (R2T4)

The financial aid refund policy for Title IV Robert Morgan Educational Center & Technical College as part of M-DCPS will conform to the provisions of Title 34 Part 668.22, Code of Federal Regulations (CFR). These provisions are detailed in Volume 5 Chapter 1 of the current Federal Student Aid Handbook which can be accessed at: <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2022-2023/vol5/ch1-general-requirements-withdrawals-and-return-title-iv-funds>

Federal Financial Aid (Title IV funds) is awarded to a student under the assumption that the student will attend school for the entire period for which assistance is awarded.

Students who receive Title IV funds and wish to officially withdraw from school must notify the school's registrar. The withdrawal date will be considered the students' last day of attendance as reflected in the school's electronic Gradebook for calculation purposes. For students who do not officially withdraw, the withdrawal date will be the last day that they attended class as recorded by their instructor in the electronic Gradebook. The Financial Aid Officer will use the Return of Title IV Funds (R2T4) calculation to determine the amount owed from the last date of attendance.

When a Return of Title IV funds is required, the school and the student may both have a responsibility for returning funds. Funds that are not the responsibility of the school to return must be returned by the student. The school can exercise the option to collect any funds that is obligated to return. Students that do not return obligated funds to the school will have an administrative hold placed in their records. They will not be allowed to register and receive a transcript at any M-DCPS school until the financial obligation is satisfied.

Students who receive Title IV funds and wish to withdraw at or before 60% of the term may have to return a portion of their unearned federal financial aid. They may owe tuition, fees, or a repayment of federal funds to the school.

Robert Morgan Educational Center and Technical College will return financial aid funds based on the R2T4 calculations determined by the Financial Aid Officer no later than 45 days after the students' withdrawal date. The school will return the lesser amount of the aid to be returned, as compared to the institutional charges, multiplied by the percentage of unearned aid. This amount will be the difference between the amount of Title IV aid due from the school, and the amount of Title IV aid to be returned. Any federal financial aid that a student is required to repay will be returned to the Department of Education by the institution on the student's behalf. If the student did not receive all of the financial aid funds earned and completed at least 60% of their program, they may be due to a post-withdrawal disbursement.

All post-withdrawal disbursements are applied to the student account first. If the Return to Title IV Funds calculation results in a credit balance on the student's account, the credit balance will be disbursed to the student. The Financial Aid Officer will notify the student in writing as soon as possible but no later than 14 days after the Return to Title IV Funds calculation is completed.

Any unearned Title IV aid must be returned in the following order:

1. Unsubsidized Direct Loans*
2. Subsidized direct Loans*
3. Direct Plus Loans*
4. Federal PELL Grant
5. Iraq and Afghanistan Service Grants
6. FSEOG
7. TEACH Grant

*School does not process any type of student loans



LEAVE OF ABSENCE FOR FINANCIAL AID RECIPIENTS

Robert Morgan Educational Center & Technical College does not recognize excused absences or leave of absences. Students may withdraw for a period and re-enter when necessary. When required, R2T4 calculations are completed.

CREDIT BALANCES

Title 34 CFR 668.164(e) stipulates that when a Title IV, Higher Education Act (HEA) program funds exceed the amount of tuition, fees, room and board, and other authorized charges the following applies:

- ⇒ the school assesses the student,
- ⇒ Robert Morgan Educational Center & Technical College pays the resulting credit balance,
- ⇒ credit balance is paid directly to the student or parent; and
- ⇒ payments are made within 14 days.

In accordance with Title 34 CFR 668.164(e), the school Financial Aid Officer (FAO) is responsible to ensure all Federal Pell Grant disbursements are processed. In addition, credit balance is processed and paid to the student within 14 days. The FAO prepares an Automatic Clearing House/Electronic Funds Transfer (ACH/EFT) Payment Request and submits the documents to the business office for disbursement.

FINANCIAL AID FEDERAL DISBURSEMENTS

Financial aid disbursements are scheduled as student meets requirements in accordance with, Chapter 3 of the current Federal Student Aid Handbook and Chapter 1 of Federal Student Aid Blue Book that can be accessed at <https://fsapartners.ed.gov/knowledge-center/fsahandbook>

Payment periods for full-time and part-time programs are scheduled as follows:

- ⇒ Programs 900 hours or more in length, the payment period is 450 hours representing half of the academic year.
- ⇒ Programs that are 899 to 600 hours in length, the payment period is half of the program length.

The award year is dependent upon the date of the application and the first day of attendance. Multiple disbursements may be made within a single payment period. However, making multiple disbursements within a payment period does not create new or additional payment periods.

A student is ineligible when it becomes mathematically impossible to complete a program within 150% of the hours scheduled for the program.

Disbursements are not approved unless the student meets the criteria to maintain Satisfactory Academic Progress.

The student is responsible for picking up grant checks. If a student has not picked up check within 21 calendar days after the disbursement date, the institution may credit the student's account. In accordance with Code of Federal Regulations 34 CFR 690.78(c), the institution credits allowable outstanding charges for the award year incurred by the eligible student.

Students are notified via U.S. mail of unclaimed check within 21 days of issuance. This process is documented with Notice of Unclaimed/Stale Checks FM 5537. Unclaimed Financial aid checks are returned to the funding source. Reissuance of funds will be determined on a case-by-case basis.



FEDERAL FINANCIAL AID AWARDS POLICY

The amount of financial aid a student receives depends on financial need. Financial need is the difference between educational expenses and Estimated Family Contribution (EFC). The amount the EFC is derived from the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office issues the student an award letter listing the type and amount of aid the student is eligible to receive. Federal grant funds are awarded by the United States Department of Education to a student who demonstrates financial need. Pell Grant is available to a student who enrolls in an eligible program and meets all requirements set by the Department of Education.

Awards are contingent upon actual receipt of funds from the federal, state and/or district funding sources. The Financial Aid Office reserves the right to revise or cancel an award at any time due to changes in financial or academic status of a student.

Students must report to the Financial Aid Office any other financial assistance (scholarships, loans, grants, fee waivers, veterans' benefits, and social security income) not previously reported.

Students may register with a deferment based on expected financial aid award. Deferments must not exceed the financial aid eligibility for the payment period. The student is responsible for the difference between the deferment and the registration costs. The student must approve and sign deferment agreements for tuition, books, and supplies. After registration, any money owed will be deducted from the actual award received for the student. Once these deductions have been made, the balance of awards will be disbursed to the student.

Student must notify the Financial Aid Office immediately of any changes in name, address, marital status, felony drug conviction, or enrollment status with appropriate verification documentation.

Financial aid awards are not renewed automatically. A new FAFSA application must be submitted each year. New forms are available each year and can be accessed at <https://studentaid.gov/>

Intentional false statements or misrepresentations on any of the federal financial aid application materials will subject student to a fine or imprisonment, or both, under provisions of federal law.

Awards are based on continuous enrollment without interruption. If a student withdraws from school, award may be cancelled. Student must see the Financial Aid Officer to reactivate the award should they re-enter. The award may then be recalculated.

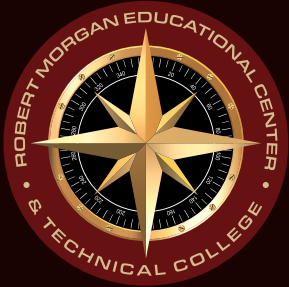
VETERAN'S ASSISTANCE

Veterans may obtain assistance or information regarding educational benefits and specific regulations from the Veteran Records Clerk at the Financial Aid Office. RMEC & TC complies with all of the regulations set forth by the U.S. Department of Veterans Affairs (DVA). Florida's Bureau of State Approving has also approved the institution for veteran's training in meeting the standards of progress for veteran students. All VA students now and in the future will follow the current instruction's Attendance Policy and Satisfactory Academic Progress (SAP). SAP is a required measurement of a student's academic progress towards their academic goal. Progress must be measured by both grade-based (qualitative) and time/pace of completion (quantitative) standards. For programs lasting one year or less, SAP must be assessed at the end of each payment period (FA) and for VA students, at the end of each trimester. For programs lasting more than one year, SAP must be assessed annually corresponding with the end of a payment period (FA) and for VA at end of each trimester. SAP must be measured cumulatively. The Code of Federal Regulations, CFR 668.34 requires that schools establish satisfactory progress standards and policy for students applying for and receiving federal aid. This regulation requires that the Financial Aid Office and the School Certifying Officer review all periods of a student's enrollment history to determine if a student is making SAP towards an educational objective. The SAP form must be utilized by the FAO and SCO in order to document and monitor students' progress at the successful completion of 67% of the maximum scheduled hours for which the student is enrolled. The SAP Report form (FM 5431) is completed by teachers and returned to the FAO or the SCO. It will indicate the student's current attendance data as reflected in the district's FOCUS platform and their pace towards program completion, as well as the student's current grade based on weekly academic assessments derived from class/shop work, externships, and other practicum which appear in the district's FOCUS platform.

(The school official will confirm a student's attendance to ensure they have successfully completed the 67% of the maximum scheduled hours for which they are enrolled). All students are expected to attend class regularly and as scheduled.

Attendance records are recorded by the teacher daily through the FOCUS platform. career and technical program students absent from class for six (6) consecutive meetings and adult general education students absent from class for six (6) consecutive meetings are dropped automatically from the class roll. Excessive absences that interfere with academic progress may be grounds for disciplinary action.





PROGRAMS SECTION



- 23** Adult Basic Education (ABE)
- 23** Career Programs - Workforce Development Education
- 23** Community School Courses
- 23** English for Speakers of Other Languages (ESOL)
- 23** General Educational Development (GED) Preparation
- 24** CTE Programs in Alphabetical Order



PROGRAMS

“CAREER PROGRAMS ARE WORKFORCE DEVELOPMENT EDUCATIONAL PROGRAMS DESIGNED TO PREPARE INDIVIDUALS FOR EMPLOYMENT.”

ADULT BASIC EDUCATION (ABE)

The Adult Basic Education Program provides students with the necessary instruction to improve basic skills in Reading, Language Arts, and Mathematics. Students who score below 9.0 on the Test of Adult Basic Education (TABE) are eligible to enroll in this course.

CAREER PROGRAMS – WORKFORCE DEVELOPMENT EDUCATION

Career programs are Workforce Development Educational Programs designed to prepare individuals for employment. Job preparatory programs prepare individuals for entry-level jobs in an occupation. Supplementary programs are for individuals who have been employed in an occupation but need additional training. Certificates are awarded for successful completion of the required course competencies and/or work/hours and appropriate TABE scores.

COMMUNITY SCHOOL COURSES

The following community school course is available for a fee:
16-Hour ASE Recertification Classes

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

This program is designed for adults who wish to learn English or improve their English skills. Students will be tested for proper placement and must successfully master competencies in accordance with the CASAS Test to progress to the next level.

GENERAL EDUCATIONAL DEVELOPMENT (GED) PREPARATION

This program includes review courses that prepare students to pass the General Educational Development Test. Students scoring 9.0 or higher on the TABE, are eligible to register for the GED preparation class.

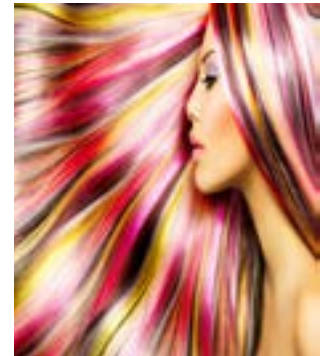


PROGRAMS

The following are the Career Technical Education (CTE) programs offered (listed in alphabetical order):

CTE PROGRAMS IN ALPHABETICAL ORDER

Manufacturer Specific Automotive Service Technology: Honda PACT	Heating, Ventilation, Air-Conditioning / Refrigeration (HVAC/R-1)
Automotive Collision Technology Technician	Major Appliance and Refrigeration Technician
Master Automotive Service Technology	Medical Assisting
Baking & Pastry Arts	Nails Specialty
Commercial Art Technology	Network Support Services
Computer Systems & Information Technology	Phlebotomy
Cosmetology	Plumbing
Dental Assisting	Practical Nursing
Diesel Systems Technician	Professional Culinary Arts & Hospitality
Early Childhood Education	Welding Technology
Facials Specialty	Welding Technology - Advanced



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.

PROGRAM CONTENT

The content of this program includes, but is not limited to the following:

- ⇒ Practical knowledge of basic electricity and electrical components of heating, air conditioning, and refrigeration equipment.
- ⇒ Evaluate, troubleshoot, and wire electrical motors, and their components.
- ⇒ Use and care of hand tools, power tools, specialized tools, and equipment.
- ⇒ Use of current industry standards, practices, and techniques.
- ⇒ Maintenance, testing, and adjustments of various residential heating and air-conditioning accessories.

The Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1 program provides classroom and laboratory (hands-on) experiences which enable students to become proficient in the installation, repair and maintenance of air conditioning, refrigeration and heating systems. The laboratory contains a variety of residential central air conditioning units and industry simulators.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Occupational Interest
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 750 hours, but students can earn a certificate at the completion of the following Occupational Completion Points (OCPs):

OCP A:	Introduction to HVAC/R	250 hours
OCP B:	HVAC/R Fundamentals	250 hours
OCP C:	HVAC/R Service Practice	250 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Reading and 10th grade in Math on the Test of Adult Basic Education Test (TABE) or passing the HVAC Excellence Certification.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Air-conditioning, Refrigeration and Heating Mechanics
- ⇒ Mechanic Helpers
- ⇒ Air Conditioning and Heating Installer
- ⇒ Marine Air Conditioning Technician
- ⇒ Building Maintenance Engineers
- ⇒ Refrigeration Sales and Service

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Heating, Ventilation, Air-Conditioning/Refrigeration Mechanic was:

- ✓ \$48,630 per year
- ✓ \$23.38 per hour



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.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Occupational Interest
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 1080 hours, but students can earn certificate at the completion of the following OCPs:

OCP A:	Helper, Plumber, Pipefitter	360 Hours
OCP B:	Residential Plumber	240 Hours
OCP C:	Commercial Plumber	240 Hours
OCP D:	Plumbing Applications	240 Hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading on the TABE Test.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Plumber Helper
- ⇒ Plumber
- ⇒ Pipefitter
- ⇒ Steamfitters

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for Plumbers was:

- ✓ \$59,880 annually
- ✓ \$28.79 per hour.



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 an 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

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

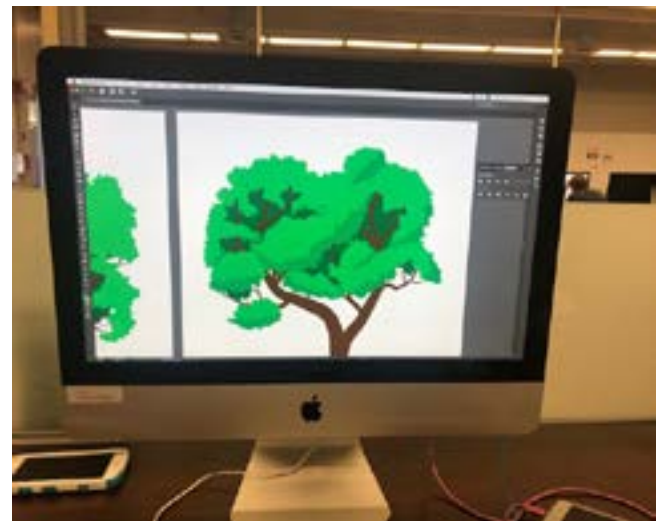
The entire program is 1500 hours, but a student can earn a certificate at the completion of the following OCPs:

OCP A:	Graphic Designer	450 hours
OCP B:	Digital Designer	450 hours
OCP C:	Print Media Artist	300 hours
OCP D:	Web Designer	300 hours

Students are expected to complete program competencies.

The minimum basic-skills/grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading on the TABE exam or passing an Industry Certification Exam.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

Graduates can find work in advertising agencies, animation studios, design firms, gaming companies, government agencies, movie studios, print shops, publishing houses, sign shops, television stations, web development establishments, and many businesses that maintain their own in-house creative departments. Freelance opportunities also exist for individuals with an entrepreneurial spirit.

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for an Art Director was:

- ✓ \$100,890 per year
- ✓ \$48.51 per hour



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

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ High School Diploma/GED from an Accredited High School
- ⇒ Meet with a counselor
- ⇒ Must pass DCF Background check
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 600 hours, but students can earn a certificate at the completion of the following OCPs:

OCP A:	Child Care Worker I	150 hours
OCP B:	Child Care Worker 2	150 hours
OCP C:	Teacher Aide Preschool	150 hours
OCP D:	Preschool Teacher	150 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading on the TABE Test.

- ⇒ DCF 30-hour Child Care Worker Certification (5 DCF Test Certificates)
- ⇒ DCF 10-hour Pre-School Certification (2 DCF Certificates)
- ⇒ DCF 5-hour Early Literacy Program
- ⇒ Adult and Pediatric CPR
- ⇒ **To receive the National CDA/(Child Development Associate) the student must contact the CDA program at: www.cdacouncil.org to schedule the test, visit, and fee charge.**

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Childcare Worker
- ⇒ Teacher Aide (Preschool)
- ⇒ Preschool Teacher

SALARY

According to the 2021 Bureau of Labor Statistics, the median annual pay for Child Care Workers was:

- ✓ \$27,490 per year
- ✓ \$13.22 per hour

and the median annual pay for a Preschool Teacher was:

- ✓ \$30,210 per year
- ✓ \$14.52 per hour



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 instruments 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: HOSA membership and participation activities
- ⇒ Ethics and jurisprudence
- ⇒ Dental materials and preventive dentistry

This program incorporates practical experience in dental clinics and offices.

This program is accredited by the American Dental Association's Commission of Dental Accreditation and the Florida Board of Dentistry. Upon graduation, students are eligible to take the National Board Examination of Dental Assistants as well as, obtain the Dental Radiographer Certification for the State of Florida.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Occupational Interest
- ⇒ High School Diploma/GED from an Accredited High School
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 1230 clock hours, but students can earn a certificate at the completion of the following OCPs:

OCP A:	Introduction to Dental Assisting	90 hours
OCP B:	Dental Infection Control Assistant	210 hours
OCP C:	Dental Assistant 1	465 hours
	Dental Assistant 2	465 hours

Students are expected to complete program competencies

Satisfactory completion of all OCPs and passing the Final Test (theory, practical and clinical) will award student the Expanded Functions Certificate for the State of Florida.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math and Reading on the TABE Test.

Additional information can be provided by student services.

**EMPLOYMENT OPPORTUNITIES**

- ⇒ Employment opportunities are available as Dental Assistants in:
 - ⇒ Private Dental Offices
 - ⇒ Dental Schools
 - ⇒ Hospitals

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Dental Assistant was:

- ✓ \$38,660 per year
- ✓ \$18.59 per hour



MEDICAL ASSISTING

MISSION STATEMENT

The mission of the Medical Assisting program at Robert Morgan Educational Center and Technical College 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.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Occupational Interest
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 1300 hours, but students may earn a certificate at the completion of the following OCPs:

OCP A:	Basic Healthcare Worker:	90 hours
OCP B:	Introduction to Medical Assisting:	250 hours
	Medical Office Procedures:	75 hours
OCP C:	Phlebotomist, MA:	75 hours
OCP D:	EKG Aide, MA:	75 hours
OCP E:	Clinical Assisting:	230 hours
	Pharmacology for Medical Assisting:	90 hours
	Laboratory Procedures:	125 hours
	Administrative Office Procedures:	90 hours
	Practicum Experience:	200 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math and Reading on the TABE Test or passing of an Industry Certification Exam.

Additional information can be provided by student services.

EMPLOYMENT OPPORTUNITIES

- ⇒ Medical offices and clinics
- ⇒ HMO facilities
- ⇒ Emergency departments and select specialty areas
- ⇒ Walk-in treatment centers
- ⇒ Cardiovascular labs
- ⇒ Medical office administration
- ⇒ Veterinary medicine

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Medical Assistant was:

- ✓ \$37,190 per year
- ✓ \$17.88 per hour



MISSION STATEMENT

To prepare individuals, under the supervision of healthcare professionals, to draw blood samples from patients using a variety of procedures. Although there is no state licensure required for phlebotomists, graduates with required amounts of work experience may obtain certification and eventual employment from national crediting agencies such as the American Society of Clinical Pathologists (ASCP) and the American Society of Phlebotomy Technicians (ASPT), and American Medical Technologists (AMT).

PROGRAM CONTENT

The purpose of this program is to prepare students for employment as phlebotomists SOC Code 31-9097 Phlebotomists, All other. The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 165 hours, but students can earn certificate at the completion of the following OCPs.

OCP A:	Basic Healthcare Worker	90 hours
OCP B:	Phlebotomist	75 hours

Students are expected to complete program competencies.

There are no minimum basic-skills grade levels required for awarding a Full Program Completion Certificate.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Phlebotomist
- ⇒ Healthcare Support Workers

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for Plumbers was:

- ✓ \$37,380 annually
- ✓ \$17.97 per hour.



MISSION STATEMENT

The practical nursing faculty is committed to providing a high standard of quality nursing education to all of our students. Through cooperative team efforts, our graduate practical nurses will be: successful in their licensure requirements; prepared for an entry level nursing position; adopt measures that ensure the safe practice of nursing; show sensitivity to cultural diversity; and promote health habits that contribute to total wellness.

PROGRAM CONTENT

Each student will be provided theoretical instruction and clinical experience in:

- ⇒ Basic nursing, medical, surgical, mental health, maternal/newborn, pediatric and geriatric nursing
- ⇒ Acute and long term care
- ⇒ Personal, family and community health concepts
- ⇒ Nutrition and human growth and development throughout life span
- ⇒ Body structure and function, interpersonal relationship skills
- ⇒ Pharmacology and administration of medications
- ⇒ Legal aspects of practice
- ⇒ Current issues in nursing practice
- ⇒ Understanding the Florida Nurse Practice Act

Clinical experience makes up at least 50% of the total program. The program is approved by the state Board of Nursing.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ High School Diploma/GED from an Accredited High School
- ⇒ Complete the TEAS Test
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 1350 hours but students may earn a certificate at the completion of the following OCPs:

OCP A:	Practical Nursing Foundations 1	300 hours
OCP B:	Practical Nursing Foundations 2	300 hours
OCP B:	Medical Surgical Nursing 1	300 hours
OCP B:	Medical Surgical Nursing 2	300 hours
OCP B:	Comprehensive Nursing and Transitional Skills	150 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 11th grade in Math and Reading on the TABE test or passing The NCLEX-PN Licensure.

Additional information can be provided by student services.

**EMPLOYMENT OPPORTUNITIES**

- ⇒ Hospitals
- ⇒ Nursing Homes
- ⇒ Extended Care
- ⇒ Clinics
- ⇒ Doctor's Offices
- ⇒ Home Health Services

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Licensed Practical Nurse was:

- ✓ \$48,070 per year
- ✓ \$23.11 per hour



HOSPITALITY AND TOURISM

BAKING & PASTRY ARTS

MISSION STATEMENT

The Mission of the Baking and 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 objectives, 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 work place. Students are instructed to emulate the current professional conditions in the industry.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 600 hours, but students can earn a certificate at the completion of the following OCPs:

OCP A: P	Pastry Cook/Baker	300 hours (articulate toward Commercial Food Program)
OCP B:	Pastry Chef/Head Baker	300 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading on the TABE test or pass an Industry Certification.

Additional information can be provided by student services.

EMPLOYMENT OPPORTUNITIES

- ⇒ Assistant Head Baker
- ⇒ Pastry Cook
- ⇒ Cake Decorator
- ⇒ Assistant Pastry Chef
- ⇒ Dessert Maker

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for Bakers was:

- ✓ \$29,750 per year
- ✓ \$14.31 per hour



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.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focu
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 1200 clock hours, but students can earn a certificate at the completion of the following OCPs:

OCP A:	Food Preparation	300 hours
OCP B:	Cook - Restaurant	300 hours
OCP C:	Chef/Head Cook	300 hours
OCP D:	Food Service Management	300 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading on the TABE test or passing an Industry Certification exam.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Cook
- ⇒ Decorator
- ⇒ Dessert Maker
- ⇒ Salad Maker
- ⇒ Soup Maker
- ⇒ Cook Helper
- ⇒ Utility Worker
- ⇒ Baker And Pastry Maker
- ⇒ Fryer And Grill Cook
- ⇒ Sandwich Maker
- ⇒ Vegetable Cook
- ⇒ Cafeteria Line Worker
- ⇒ Bus person
- ⇒ Resorts
- ⇒ Restaurants
- ⇒ Cruise Lines
- ⇒ Hotels
- ⇒ Amusement Parks
- ⇒ Country Clubs
- ⇒ Corporate Dining
- ⇒ Private home as a personal chef Personal
- ⇒ Hospitals

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Chefs and Head Cooks was:

- ✓ \$50,160 per year
- ✓ \$24.11 per hour



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 treatments; 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.

ADMISSION REQUIREMENTS

Students are expected to complete program competencies.

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 1200 hours, but students may earn a certificate at the completion of the following OCPs:

OCP A:	Grooming and Salon Services Core, Facials and Nails	225 hours
	Cosmetologist and Hairdresser 1	300 hours
	Cosmetologist and Hairdresser 2	300 hours
	Cosmetologist and Hairdresser 3	375 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 8th grade in Math, and 8th grade in Reading on the TABE Test, or passing the Cosmetologist Licensure Exam.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Stylist
- ⇒ Hair colorist
- ⇒ Permanent wave technician
- ⇒ Skin care technician
- ⇒ Makeup artist
- ⇒ Manicurist/Nail Full specialist
- ⇒ Cosmetologist's assistant
- ⇒ Manufacturer's representative
- ⇒ Beauty supply presenter
- ⇒ Facial/Nail Full Specialist

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Cosmetologist was:

- ✓ \$29,680 per year
- ✓ \$14.27 per hour



FACIALS SPECIALTY

MISSION STATEMENT

The mission of the Facials Specialty program is to prepare students for employment as a licensed Facial/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.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

Students are expected to complete program competencies.

This program consists of one occupational point.

OCP A:	Facials/Skin Care Specialist	220 hours
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Students are expected to complete program competencies.

Upon successful completion of the hours of instruction which are designed to meet the learning objectives, and completion of forty-five (45) services and achievement of a passing score of 75% or better on a comprehensive final examination administered by the teacher, the school shall issue a certificate of completion in the Facials Specialty program. Application for the State Board License is required.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Skincare Specialist
- ⇒ Esthetician
- ⇒ Medical Esthetician
- ⇒ Destination Spa or Cruise Ship Esthetician
- ⇒ Manufacturer's Representative
- ⇒ Beauty Supply Salesperson

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Skincare Specialist was:

- ✓ \$37,300 per year
- ✓ \$17.93 per hour



MISSION STATEMENT

The mission of the Nails Specialty program is to prepare students for employment as a Licensed Nail 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 nails and the related chemistry, bacteriology, anatomy and physiology and development of skill in performing the manipulative techniques required in the practice of nails 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.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

This program consists of one occupational point.

OCP A:	Manicurist and Pedicurist	180 hours
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Students are expected to complete program competencies.

Upon successful completion of the hours of instruction designed to meet the learning objectives, the performance of services, and achievement of a passing score of 75% or better on a comprehensive final examination administered by the teacher, the school shall issue a certificate of completion in the specialty area of Nails. Application for the State Board License is required.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Salon or Day Spa Nail Technician
- ⇒ Destination Spa or Cruise Ship Nail Technician
- ⇒ Manicurist and/or Pedicurist Technician
- ⇒ Manufacturer's Representative
- ⇒ Beauty Supply Salesperson
- ⇒ Nail Art and Design Technician

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Manicurist and Pedicurist was:

- ✓ \$29,210 per year
- ✓ \$14.05 per hour



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.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 900 hours, but students can earn a certificate at the completion of the following OCPs:

OCP A:	Computer Systems Technician	300 hours
OCP B:	Computer Network Technician	150 hours
OCP C:	Computer Networking Specialist	150 hours
OCP D:	Computer Security Technician	300 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, and 9th grade in Reading on the TABE test or passing of an Industry Certification Exam.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Computer Support Specialist
- ⇒ Computer Network Technician
- ⇒ Computer Security Technician

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Computer Support Specialist was:

- ✓ \$57,910 per year
- ✓ \$27.84 per hour

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



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
- ⇒ Laptops 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

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Occupational Interest
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

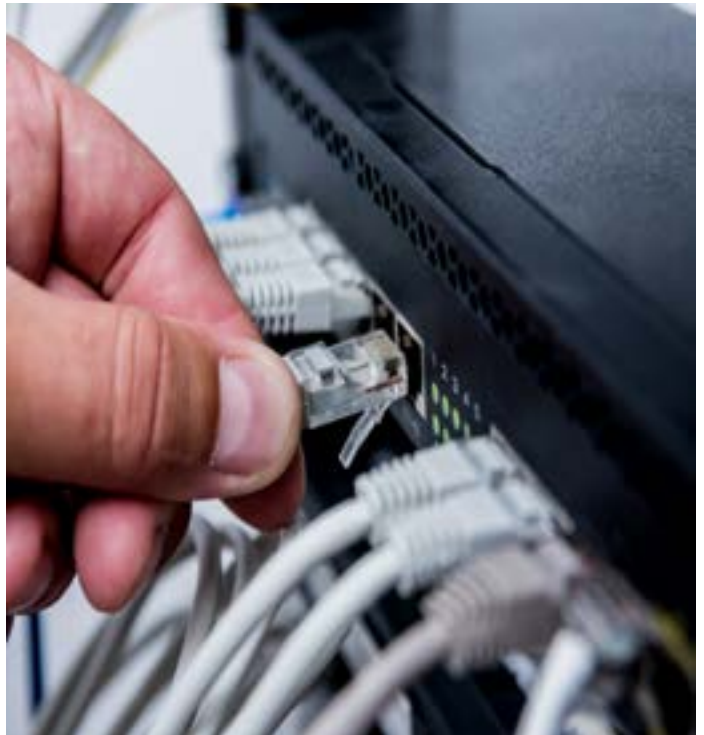
The entire program is 1050 hours but students can earn a certificate at the completion of the following OCPs:

OCP A:	Information Technology Assistant	150 hours
OCP B:	Computer Support Assistant	150 hours
OCP C:	Network Support Help Desk Assistant	150 hours
OCP D:	Network Support Administrator	150 hours
OCP E:	Senior Network Administrator	150 hours
OCP F:	Wireless Network Administrator	150 hours
OCP G:	Data Communications Analyst	150 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading on the TABE test or passing of the Industry Certification.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Computer Support Specialist
- ⇒ Network Support Administrator
- ⇒ Wireless Network Administrator
- ⇒ Computer Support Assistant

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Network and Computer Systems Administrator was:

- ✓ \$80,600 per year
- ✓ \$38.75 per hour



MAJOR APPLIANCE AND 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. Robert Morgan Educational Center and Technical College 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.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 1200 hours, but students can earn a certificate at the completion of the following OCPs:

OCP A:	Appliance Installation Helper	200 hours
OCP B:	Laundry Technician	300 hours
OCP C:	Cooking Appliance Technician	350 hours
OCP D:	Cooling Appliance Technician	350 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading on the TABE Test or passing an industry certification.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Parts counter representative
- ⇒ Electric and gas major appliance technician
- ⇒ Laundry equipment technician
- ⇒ Refrigeration and air conditioning equipment technician
- ⇒ Service Manager
- ⇒ District Service Manager
- ⇒ Representative Supervisor
- ⇒ Factory Service Marker Manager

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay a Home Appliance Repairer was:

- ✓ \$28,450 annually
- ✓ \$13.68 per hour.



MANUFACTURING

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.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 1050 hours, but student can earn a certificate at the completion of the following OCPs:

OCP A:	Welder Assistant 1	150 hours
	Welder Assistant 2	150 hours
OCP B:	Welder, SMAW 1	150 hours
	Welder, SMAW 2	150 hours
OCP C:	Welder	450 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading, on the TABE Test or passing the “Certified Welder” license examination by the American Welding Society.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Aerospace Welders
- ⇒ Combination Welder
- ⇒ Construction Welder
- ⇒ Marine Welder
- ⇒ Robotic Welders
- ⇒ Flame Cutters
- ⇒ Tack Welders
- ⇒ Production Line Welders

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Welders, Cutters, Solderers, and Brazers was:

- ✓ \$ 31,350 annually
- ✓ \$15.07 per hour.



WELDING TECHNOLOGY-ADVANCED

MISSION STATEMENT

The 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).

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focu
- ⇒ Occupational Interest
- ⇒ Prior course graduate of the Applied Welding Technologies class, Welding Technology class or experience of up to 3 years in the field of welding in advanced welding processes. O.A.W., GMAW, GTAW, SMAW and FCAW
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 750 hours, but students can earn a certificate at the completion of the following OCPs:

OCP A:	Advanced Welder 1	600 hours
OCP B:	Advanced Welder 2	150 hours

Students are expected to complete program competencies.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Aerospace Welders
- ⇒ Construction Welder
- ⇒ Robotic Welders
- ⇒ Tack Welders
- ⇒ Pipe Welder
- ⇒ Combination Welder
- ⇒ Marine Welder
- ⇒ Flame Cutters
- ⇒ Production Line Welders
- ⇒ Welding Lead

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Welders, Cutters, Solderers, and Brazers was:

- ✓ \$ 31,350 annually
- ✓ \$15.07 per hour.



MISSION STATEMENT

Robert Morgan Educational Center and Technical College 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 Robert Morgan Educational Center and Technical College 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.

Having a long-established relationship with American Honda Corporation, the Honda PACT Program at RMEC & TC has enjoyed an outstanding employment placement rate for graduating students. Over ninety-five percent of the graduates have been employed at a Honda Dealership or Service Center.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Occupational Interest
- ⇒ High School Diploma/GED from an Accredited High School
- ⇒ Create update profile information on Focus
- ⇒ Must meet Dealership Employability Standards
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 2400 hours and students must earn all OCPs, however students can earn an OCP certificate at the completion of the following OCPs:

OCP A:	Automotive Maintenance Technician	400 hours
OCP B:	Advanced Engine Repair Technician	200 hours
OCP C:	Advanced Automatic Transmission and Transaxle Technician	200 hours
OCP D:	Advanced Manual Drivetrain and Axle Technician	200 hours
OCP E:	Advanced Automotive Suspension and Steering Technician	200 hours
OCP F:	Advanced Automotive Brake System Technician	200 hours
OCP G:	Advanced Automotive Electrical/Electronic System Technician	400 hours
OCP H:	Advanced Automotive Heating and Air Conditioning Tech.	200 hours
OCP I:	Advanced Automotive Engine Performance Technician	400 hours

Students are expected to complete program competencies. Minimum basic skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading on the TABE Test or passing two (2) ASE exams.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Honda and Acura Dealerships

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for an Automotive Service Technician and Mechanic was:

- ✓ \$46,880 per year
- ✓ \$22.54 per hour



AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN

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.

Supplemental training is also available for persons previously or currently employed in these occupations.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.



COMPLETION REQUIREMENTS

The entire program is 1400 clock hours, but student can earn a certificate at the completion of the following OCPs:

OCP A:	Automotive Collision Repair and Refinishing Helper/Assistant	150 hours
OCP B:	Auto Collision Refinishing Technician	450 hours
OCP C:	Non-Structural Damage Repair Technician	300 hours
OCP D:	Damage Analysis and Estimating	75 hours
OCP E:	Automotive Collision Welding, Cutting and Joining	75 hours
OPC F:	Structural Damage Repair Technician	350 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading on the TABE Test or passing of an Industry Certification.

Additional information can be provided by student services.

EMPLOYMENT OPPORTUNITIES

Collision repair technicians can work for automotive dealerships and independent repair facilities. They also find career opportunities in the marine, street rod, and custom car industry; in educational institutions; in manufacturing industries; and in the retail trade.

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for an Automotive Body and Glass Repairer was:

- ✓ \$47,020 per year
- ✓ \$22.61 per hour



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

In addition, students receive instruction in safe and efficient work practices; employability skills, basic management concepts, troubleshooting skills, communication and leadership.

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

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Would benefit the student to have a valid driver license and a clear driving record to ensure employment after graduation
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 1800 hours, but students can earn a certificate upon completion of the following OCPs:

OCP A:	Automotive Services Assistor	300 hours
OCP B:	Engine Repair Technician	150 hours
OCP C:	Automatic Transmission & Trans-axle Technician	150 hours
OCP D:	Manual Drive Train & Axle Technician	150 hours
OCP E:	Automobile Suspension and Steering Technician	150 hours
OCP F:	Automotive Brake System Technician	150 hours
OCP G:	Automotive Electrical/Electronic System Technician	300 hours
OCP H:	Automotive Heating and A/C Technician	150 hours
OCP I:	Automotive Engine Performance Technician	300 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, and 9th grade in Reading on the TABE Test or passing an ASE exam.

Additional information can be provided by student services.

EMPLOYMENT OPPORTUNITIES

- ⇒ Automotive Technician
- ⇒ Automotive Technician Assistant
- ⇒ Automotive Technician Apprentice
- ⇒ Automotive Specialist in Different ASEs

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for an Automotive Service Technician and Mechanic was:

- ✓ \$46,880 per year
- ✓ \$22.54 per hour



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.

ADMISSION REQUIREMENTS

- ⇒ 16 years of age or older and not currently enrolled in any K-12 program
- ⇒ Create update profile information on Focus
- ⇒ Occupational Interest
- ⇒ Meet with a counselor
- ⇒ No specific Information Technology requirement

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

COMPLETION REQUIREMENTS

The entire program is 1800 hours, but students can earn a certificate at the completion of the following OCPs:

OCP A:	Diesel Engine Mechanic/Technician Helper	150 hours
OCP B:	Diesel Electrical and Electronics Technician	300 hours
OCP C:	Diesel Engine Preventative Maintenance Technician	150 hours
OCP D:	Diesel Engine Technician	300 hours
OCP E:	Diesel Brakes Technician	300 hours
OCP F:	Diesel Heating and Air Conditioning Technician	150 hours
OCP G:	Diesel Steering and Suspension Technician	150 hours
OCP: H	Diesel Drive Train Technician	150 hours
OCP: I	Diesel Hydraulics Technician	150 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math and Reading on the TABE Test or passing of an Industry Certification exam.

Additional information can be provided by student services.



EMPLOYMENT OPPORTUNITIES

- ⇒ Diesel Technicians,
- ⇒ Heavy Duty Parts and Service Advisor
- ⇒ Working in many Diesel related industries such as boats, trucks, buses, cars, ships, trains, heavy equipment, farm equipment, power generation and landscaping equipment.

SALARY

According to the 2021 Bureau of Labor Statistics, the median pay for a Diesel Service Technician was:

- ✓ \$48,690 per year
- ✓ \$23.41 per hour





STUDENT RESOURCES

SECTION



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STUDENT RESOURCES

“FOR FINANCIAL AID PURPOSES, STUDENTS MUST MAINTAIN ADEQUATE ATTENDANCE TO MEET THE STANDARDS OF ACADEMIC PROGRESS (SAP).”

ABBREVIATED REFUND POLICY

- ⇒ Students will be eligible for Postsecondary Career/Technical Education refunds within 5 days of the beginning of the class start date or registration date, whichever is later.
- ⇒ An *Application for Refund by Check/Credit* (Form 2057, Rev. 05-20) must be completed.
- ⇒ AGE fees, ID fees and lab fees are non-refundable. Cash payments are refunded by internal funds checks.
- ⇒ Credit Card refunds will only be applied to the credit card used for payment.
- ⇒ Visit our web page <http://www.robertmorgantech.net/> for the full refund policy.

ACCIDENTS AND ILLNESS

According to District Risk Management procedures, student accidents must be reported to the office and an accident report must be filed in the office on the day the accident occurs. Emergency assistance will be provided as needed (contact home or emergency rescue).

ATTENDANCE POLICY (ADULT STUDENTS)

Adult students are automatically withdrawn for lack of attendance when the student is absent for six consecutive class meetings in vocational classes and six consecutive class meetings in Adult General Education Courses.

Veterans utilizing V.A. benefits may lose their benefits after the third unexcused absence of any month; these absences do not need to be in succession.

For Financial Aid purposes, students must maintain adequate attendance to meet the Standards of Academic Progress (SAP). The policies pertaining to attendance are distributed to each student by the Financial Aid Office when they apply for aid. Students with poor attendance take the risk of losing Title IV eligibility.

Time missed from class due to tardiness will be deducted on the following basis:

- ⇒ Tardy over 15 minutes - one half hour deducted
- ⇒ Tardy over 45 minutes - one hour deducted



BOOKSTORE HOURS

MONDAY, WEDNESDAY AND FRIDAY	TUESDAY AND THURSDAY
Day Hours: 8:00 a.m. – 12:00 p.m.	Afternoon Hours 1:00 p.m. – 3:00 p.m.
Afternoon Hours: 1:30 p.m. – 3:00 p.m.	Evening Hours: 4:30 p.m. – 8:00 p.m.

BREAK PERIODS

Students must adhere strictly to break, and mealtime periods as stipulated by the administration. NO eating or drinking is permitted in the classrooms unless previously authorized by the administration i.e event or gathering. No eating or drinking is permitted in the shop areas or lab areas. NO smoking and/ or vaping of any kind is permitted on school campus nor the school parking lots. This is School Board Policy and Florida law. There are no exceptions and violators will result in disciplinary action, and possible fines or prosecution by on campus School Board police.



STUDENT RESOURCES

CANVAS

Canvas is the Learning Management System Platform that RMEC & TC uses to provide asynchronous learning for students. This platform allows students to communicate directly with their instructor, submit assignments, view videos and modules as well as important documents from their instructor such as the course syllabus and calendar. When students register for a course, their instructor will send them an email to their school email address inviting them to join the Canvas platform for the program. In order to have access to Canvas, the student must accept the invitation via email.

DRESS CODE

Students are encouraged to give proper attention to personal hygiene and grooming. Items of clothing which interfere with health, safety, and the orderly learning environment of the school are prohibited. Such a standard of dress and appearance is in effect at all school-sponsored activities.

Students who are not appropriately dressed for school **will not** be permitted to enter the campus or attend classes. Students registered in CTE programs, that require a uniform, must be in an appropriate uniform to attend classes.

The following is not appropriate attire and **will not** be permitted:

- ⇒ Graphic shirts with profanity or inappropriate images or language
- ⇒ Crocs
- ⇒ Flip flops
- ⇒ Open slides sandals
- ⇒ Exposed midriff
- ⇒ Hoodies
- ⇒ Skullys, Caps, or Hats (except for preapproved uniform hats which shall only be permitted during projects and in the designated shop areas)
- ⇒ Satin caps, shower caps
- ⇒ Ripped jeans
- ⇒ Inappropriate shorts, skirts, or skorts

Dress code and permitted attire is at the discretion of the Administration and subject to change as determined necessary by the Administration to maintain a safe and distraction-free learning environment. The use of electronic devices in the classroom is strictly prohibited unless authorized by the instructor i.e cellphone, radio, tablet, iPod, etc to ensure a distraction-free learning environment.

FEES – ADULT STUDENTS

Tuition and special fees are collected at the time of registration for classes. All fees are collected each trimester and are payable at the time of registration. Cash or credit cards are acceptable forms of payment. Florida residents who enroll in adult general education classes, such as English for Speakers or Other Languages (ESOL), Adult Basic Education (ABE) and GED (in preparation for getting a high school diploma or for remediation of basic skills for career and technical training) are charged tuition fees. The state determines the range per contact hour and The School Board of Miami-Dade County sets the actual amount, subject to change annually. Amount of tuition varies according to student contact hours. Rates are per contact hour. **Tuition partial payment arrangements are made with registration personnel at the beginning of the term.**

There is a \$20 application fee per term for all CTE students except for tuition exempt students and under AGE the test fee is now \$8.

Money orders, cash and credit cards (Visa & MasterCard) are acceptable forms of payment. When student fees are paid by credit card, the name of the registering student must match the credit card information.

Students are required to pay for their books, personal supplies, and uniforms as needed.



STUDENT RESOURCES

Tuition fees are regulated by the Florida State Legislature and, therefore, could be subject to increase from one school year to the next, and in exceptional instances, may increase during a school year.

1. Tuition charges are as follows:
 - a. A full registration fee is charged from the first day of the trimester throughout the 21st day.
 - b. Seventy-five percent of the fee is charged from the 22nd through the 49th day.
 - c. Fifty percent of the fee is charged from the 50th day through the end of the trimester.
 - d. Students registering for short-term classes will pay a course fee based upon the duration of the course and the total hours of the class.
2. If a student fails to pay fees, the student will be withdrawn, and any unpaid balances will be the student's obligation to pay.
3. Non-resident students are not eligible for partial payments because of federal immigration policies.
4. Special fees, ID, lab, application, and liability insurance fees are non-refundable.

Adult General Education

Fee is \$30.00 (per trimester), Testing fee of \$8.00 (per trimester) for all AGE students.

FIRE AND LOCKDOWN DRILLS

Fire and lockdown drills are required of all Miami-Dade County Public Schools throughout the year.

FIRE DRILL PROCEDURES

1. A warning bell will be sounded (a series of 3 bells). Teachers will escort students quickly and quietly out of the building according to the routes posted in each room. Leave the building immediately.
2. Students should take purses and valuables with them and remain 100 feet from the building until the "all clear" bell is sounded.
3. Teachers are to inform the school administration if they have disabled students that may need assistance during a fire drill.

LOCKDOWN PROCEDURES

1. Hold, Secure, Lockdown, Evacuate, or Shelter will be announced over the P.A system.
2. Teachers have to follow the procedures for the appropriate code and remain in that mode until the code is lifted by School Operations and the "all clear" is announced by the Administration over the P.A. System.
3. During an Evacuate code, teachers must bring a printed class roster with them to take attendance once the group has been relocated.
4. If a Lockdown is announced, students and faculty are required to immediately go the assigned Hard Corner, turn off all lights, silence or turn off cell phones, and remain silent in case of an actual emergency. No door shall be opened for anyone during a lockdown.

FOOD SERVICES

For adult students, lunch and dinner is prepared by the students enrolled in Baking & Pastry Arts and Professional Culinary Arts & Hospitality for a nominal fee on designated days.

GIORGIO'S CAFÉ

Established in 1972, Giorgio's Cafe is the dining highlight of RMEC & TC. Offering breakfast, lunch and dinner dishes as well as an array of desserts, Giorgio's hosts various District, Region, School and Community events. All food and desserts are prepared and served by current students under the direction and supervision of highly trained chefs. While following Centers for Disease Control's (CDC) guidelines, Giorgio's Cafe is also opened for current students to purchase breakfast and lunch on designated days.



STUDENT RESOURCES

GRADING POLICY

This is per MDCPS Adult and Community Handbook and the MDCPS Student Progression Plan, students will be graded as following:

A – Excellent

B – Good

C – Satisfactory

D – Improvement Needed

F – Unsatisfactory

Students are encouraged to check their grades, attendance and other pertinent information through their MDCPS student portal. They are further encouraged to speak to their instructor regarding grades/grading concerns. If the student is not satisfied after speaking with their instructor, they are encouraged to speak to an administrator.

IDENTIFICATION BADGE

Postsecondary students must purchase a photo I.D. card for \$5.00 per trimester. This card must be worn and visible at all times while on campus. Students not in compliance will be referred to a school administrator. This rule is enforced for the safety and security of our students and staff. Per School Board Policy no person shall be allowed to enter the campus without providing a valid identification and being signed in with security at the main entrance. Photos or photocopies of forms of identification will not be permitted. **There will be no exceptions.**

INSURANCE

Student insurance is not available for all adult students. Insurance options are available for specific CTE programs and students, for example Health Science Classes

JOB PLACEMENT SERVICES

Job placement and follow-up services are assigned to the individual instructor of the program. While in the program/course of study, the student is responsible for following the policies and procedures outlined in the Post Secondary Code of Student Conduct and the contents of this Student Handbook & Catalog. Students should maintain excellent attendance and at least satisfactory grades according to the program syllabus/outline. **Job Placement is NOT guaranteed**, however, the instructor will make every effort to train the student with obtaining the necessary skills/training needed for the industry, the content/theory and guide them through the resources offered through the Student Services Department and The Student Center. At least twice per school year, the Student Center hosts a workshop for Resume Building and Job Interviewing Skills, the students have the opportunity to participate in Mock Interviews with a panel of employers. This workshop is open to all current students. Through the Occupational Advisory Committee (OAC) Meetings held by each program twice a year, the instructors have the opportunity to network with potential employers in the industry. Through this networking, the instructors foster relationships that will bridge the student into the field. Once the student is placed, the instructor will make periodic contact with the employer regarding the student.

LOST AND FOUND

A lost and found bin is maintained in the Student Services Office. Ask for assistance at the front desk. Students are requested not to bring expensive personal items or large sums of money to school. The center cannot accept responsibility for any losses that students may incur.

MEDIA SERVICES

Students have access to online educational materials and internet services through the Student Center during the hours of **Monday - Friday (1 PM - 5 PM)**.



STUDENT RESOURCES

NOTICE

You are hereby informed that State Laws, Metro Ordinances, and School Board Rules prohibit trespassing on school property. Loitering or prowling on or around school property is also prohibited. A trespasser is anyone on school property who: (1) is not a currently enrolled student or employee of the school; (2) does not have legitimate business on campus; (3) is not a parent or guardian of a student currently enrolled in the school; (4) students who are currently on outdoor suspension

The following acts are also prohibited by ordinances and rules:

1. Possessing or consuming alcohol or drugs.
2. Possessing any weapon (knife, firearms, etc.)
3. Making any noise (horns, radios, yelling, vehicle alarms, etc.) loud enough to disrupt ordinary school routine.
4. Smoking on school grounds or in the school building. There are no exceptions.
5. Assaulting any school employee or student.
6. Parking on sidewalks, in fire lanes, or blocking other vehicles.
7. Bringing children on campus except to the main office or childcare center if registered.
8. Visiting friends during, before, or after break; all visitors must be cleared by the main office.

The Miami-Dade County Public School officers on duty at this school have been instructed to strictly enforce the above laws.

PARKING

Parking is permitted in the designated student parking lot through Gate# 9 along the 122 Ave entrance. Students are not permitted to park in the parking lots designated for faculty and South Region personnel (Gate # 5). Students should make certain that their vehicles are parked properly so as not to block the exit, other vehicles, driveways, gates, or the area for handicapped persons. Improper parking may result in your vehicle being towed away or ticketed. The school shall not be responsible for vandalism or damage to automobiles or other vehicles parked or operated on school property. **PARKING LOTS DESIGNATED FOR FACULTY ARE NOT TO BE USED BY STUDENTS.**

PERSONAL PROPERTY

The school assumes no responsibility for the personal property of students.

POST-SECONDARY CODE OF STUDENT CONDUCT

The Post-Secondary Code of Student Conduct applies to all school related events on or off school grounds. Students who commit a breach of conduct or defy of school authority and policies may lose educational privileges by suspension and/or expulsion. Such offenses include, but are not limited to:

- ⇒ Arson
- ⇒ Breaking and Entering/Burglary
- ⇒ Confrontation with a staff member or with another student
- ⇒ Defiance of school personnel
- ⇒ Disruption on campus/Disorderly conduct
- ⇒ Disruptive behavior
- ⇒ Failure to comply with class and/or school rules
- ⇒ Harassment
- ⇒ Possession or use, sale, or distribution of alcohol and/or controlled substances
- ⇒ Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons.
- ⇒ Possession of items or materials inappropriate for an educational setting

For more information you can refer to <http://www.robertmorgantech.net/> - Post-Secondary Code of Student Conduct.



STUDENT RESOURCES

PRESCHOOL SERVICES

ROBERT MORGAN'S LITTLE PIRATES PRESCHOOL

Robert Morgan's Little Pirates Preschool provides care for children (4 months to 5 years) of our faculty and staff members, postsecondary students, and the community. We operate from 7:00 AM - 4:00 PM, following the M-DCPS Adult/Vocational Education Calendar. A fee is charged for our service. Applications and further information may be obtained from the Preschool Center or by calling 305-253-9920 extension 2199.

PUBLIC TRANSPORTATION

Public Transportation is available every day until 10:30 PM. Students are responsible for checking the bus route through Miami-Dade Transit and/or an alternate method.

SECURITY

Security personnel including Security Specialist and Security Monitors are present during class hours to help create a safe learning environment for student, faculty, and staff. Your cooperation with security personnel will permit them to do their jobs effectively. All students are requested to leave campus promptly at dismissal. No loitering is allowed.

NOTE: No visitors or children are allowed in class without previous administrative approval.

The use of abusive or profane language in school and/or at school activities is prohibited. Unacceptable student behavior also includes the use of tobacco products on campus. Offenders may be excluded from classes or from school.

The acts of theft, damage to property, assault and/or menacing others are violations of the law. Students participating in such behavior may be referred to the appropriate law enforcement authorities. **Criminal assaults and felonies will be referred to law enforcement authorities.**

For more information you can refer to <http://robertmorgantech.net/>. Post-Secondary Code of Student Conduct.

STAFF AUTHORITY

Students must courteously and respectfully comply with the reasonable requests of any teacher, staff member or administrator in or out of the classroom. Students are also expected to give their names and provide appropriate identification if asked by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties will subject the student to immediate disciplinary action.

STUDENT CENTER

The Student Center is located in H311. It offers ALL students FREE supports and services.

The services include:

- ⇒ Monthly seminars on a variety of student-centered topics
- ⇒ Increasing Organization and Time Management Skills
- ⇒ Developing Note Taking, Study and Test Taking Skills
- ⇒ Resume Writing, Completing Employment Applications
- ⇒ Preparing for Interviews

The Student Center also offers:

- ✓ Computer Access; Microsoft Office Suite; and Quiet Reading Areas

HOURS OF OPERATION

Monday– Friday 8:00 AM – 8:00 PM



STUDENT RESOURCES

STUDENT EMAIL

When students register for a program at RMEC & TC, they are given a school email address that can be accessed through their student portal. All school related communication/ information will be sent via dadeschools student email. Students are encouraged to check their school emails daily for information.

THE STUDENT EMAIL ADDRESS IS AS FOLLOWS:
StudentID number@students.dadeschools.net
123456@students.dadeschools.net
THE STUDENT PORTAL CAN BE ACCESSED BY:
www.dadeschools.net
Students
Student Log In
Read the message entitled, “What you need to know before logging in”

STUDENT GRIEVANCE/COMPLAINT PROCEDURE

When questions about school policy, procedures, decisions, or judgments arise, students are urged to discuss the situation with their immediate instructor or staff member. Counselors are available for further discussions and resolution of differences. Students also have a recourse to a more formal appeal process with a school site administrator. Students are urged to review the Student Handbook and Post-Secondary Code of Student Conduct on the school's website at <http://www.robertmorgantech.net/>. I

STUDENTS' RIGHTS

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

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

During student orientation, all students are provided with an electronic copy of the Institutional Catalog, Student Handbook, Annual Security Report, and Student Code of Conduct.

GRIEVANCE PROCEDURES

A grievance is an alleged violation, misunderstanding, or misinterpretation of school policy by any member of the student body.

The purpose of this grievance procedure shall be to settle equitably, at the lowest administrative level possible, differences and issues relating to school policy. This procedure does not apply to alleged discrimination relating to race, sex, disability, or other federally legislated civil rights. The proceedings shall be kept as informal and confidential as may be appropriate at all levels of the procedure. Each grievance level shall be observed and used in proper order. Exceptions may be made in emergencies.



Level One (Information Procedures)

The aggrieved person must first discuss their grievance with their immediate supervisor with the objective of resolving the matter informally. It is acknowledged that the teacher is the student's immediate supervisor. The aggrieved person and the supervisor shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. If, as a result of the discussion between the complainant and the supervisor the matter is not resolved to the satisfaction of the complainant, then the aggrieved shall set forth the grievance in writing to the administrator of Student Services to include:

- ⇒ The nature of the grievance within five (5) days
- ⇒ The result of previous discussion
- ⇒ Dissatisfaction with decisions previously rendered

The administrator of Student Services shall communicate the decision to the aggrieved in writing within three (3) school days of the written grievance.

Level Two (Formal Procedures)

Formal grievance procedures for students apply to those situations in which students believe themselves to be victims of 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.

These formal complaint procedures also apply to situations in which students believe themselves to be victims of harassment, including sexual harassment.

If the aggrieved student is not satisfied with the disposition of the grievance at level one, they may within five (5) school days present their grievance to the Principal. The Principal and the aggrieved will meet and the aggrieved may have mutually agreed upon representation present. Within five (5) days after the meeting, the Principal should render a decision. A copy of the decision shall go to the aggrieved person and all others involved.

This must be done within five (5) school days after the decision from level two.

If the aggrieved person is not satisfied with the disposition of the grievance at level two, they may file the grievance in writing to:

Office of Adult and Community Education
Miami-Dade County Public Schools
1450 NE 2 Ave Annex 343, Miami, Florida 33132
Telephone: 305-995-7662

Robert Morgan Technical College is accredited by the Commission of the Council on Occupation Education. Concerns which cannot be resolved with the School and/or District may be referred to:

Assistant Vice President Cherie Jolly
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone (770) 396-3898, ext. 21
Telephone (770) 396-3898, ext. 21 Telephone (Toll-Free): 1-800-917-2081
Fax: 770-396-3790
www.council.org



Complaints alleging discrimination on any of the above bases may also be made at the State Level:

The Florida Department of Education (Career & Technical Education)
Office of the Inspector General
325 West Gaines Street, Suite 101
Tallahassee, Florida 32399-0400
Phone: 850-245-0403
Fax:850-245-9419
Email: OIG@fldoe.org

If the concerns are not resolved at the state level, complaints can be made 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

DISCRIMINATION, BULLYING, HARASSMENT: COMPLAINT PROCEDURES FOR STUDENTS

Robert Morgan Educational Center & Technical College as part of the M-DCPS does not discriminate on the basis of 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 Bullying and Harassment for students

5517.01 Questions, complaints, or request 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 8:00am -4:30pm



STUDENT RESOURCES

STUDENT ORGANIZATIONS

Adult students are encouraged to join and actively participate in school organizations and activities. If there is an organization that you are interested in joining, please see your instructor.

STUDENT PORTAL

Students are able to access information pertaining to school such as grades, attendance, schedule, etc, by accessing their student portal. The initial sign in information is as follows:

- ⇒ **Username is the Student ID**
- ⇒ **Password is the two digit birth month, four digit birth year followed by the letters “pw”**
- ⇒ **Ex: 122005pw**

Students are able to change their password after they access their student portal. It's important to read the message entitled, “What you need to know before logging in.”

TECHNICAL SUPPORT FOR STUDENTS

If you are experiencing a technical issue with your school issued laptop, your student portal or a district site concern, please inform your instructor. They will then create an ISM ticket for technical assistance with your concern. Your instructor will receive communication regarding the status of the ISM ticket.

If you need assistance regarding CANVAS, please send an email to RMCanvas1@gmail.com

VENDING MACHINES AND TELEPHONES

Vending machines are available in the Mall Area (The school does not own the vending machines. They are provided by a vendor). Students may use the telephone in the main office for emergencies.

VISITORS

Visitors are allowed on campus to visit the various programs with proper prior approval and scheduling through administration.





TESTING SECTION



- 59** GED Testing
- 59** Requirements to Take the GED Test
- 60** How to Register for the GED
- 61** GED Scoring and Retake
- 62** Testing Procedures for the Test of Basic Education (TABE)



TESTING

“THE GED TEST IS DESIGNED TO PROVIDE AN OPPORTUNITY FOR ADULTS WHO HAVE NOT GRADUATED FROM HIGH SCHOOL TO EARN A STATE OF FLORIDA HIGH SCHOOL DIPLOMA.”

GED TESTING

The GED Test is designed to provide an opportunity for adults who have not graduated from high school to earn a State of Florida High School diploma by measuring the major academic skills and knowledge associated with a high school program of study that graduating seniors should know and be able to do with increased emphasis on workplace and higher education. The GED Test battery includes the following subject area tests: Reasoning Through Language Arts, Mathematical Reasoning; Social Studies and Science.

The test is scheduled through Pearson VUE upon availability. “Pay as you go with the GED Test. Test on what you want, when you want.”

REQUIREMENTS TO TAKE THE GED TEST

MINIMUM AGE – Any candidate must be at least 18 years of age on the date of the examination. Exceptions may be granted in extraordinary circumstances such as health problems, financial problems, or other such instances of hardship. The exceptions apply only if the candidate resides in Miami-Dade County.

Procedures for Exceptions to Age Rule (GED)

To be allowed to take the GED Test, students under the age of 18 who are enrolled in the K-12 program and who are considering withdrawal from the program must have written parental approval citing extraordinary circumstances which represent extreme hardship.

These students may choose one of the following options:

1. Remain in school and take GED Ready™: The Official Practice Test at an adult education center to determine readiness to complete the GED® Test successfully. If scores are indicative of success on the GED® Test, students will then withdraw from the K-12 program and register for the GED® Test. If GED® Test readiness is not indicated, students may choose to return to the K-12 program.
2. Withdraw from the K-12 program and take GED Ready™: The Official Practice Test at an adult education center. If scores are indicative of success on the GED® Test, students will follow procedures as outlined below for out-of-school youth. If GED® Test readiness is not indicated, students may enroll in a GED® preparation class at an adult education center.



TESTING

Both options require students and parents/guardians to complete a “Request for GED® Age Waiver” form, (FM-4563 rev. 05/20) that includes appropriate administrative approvals.

In the event that out-of-school youths between the ages of 16 and 18 request GED age waivers from high school principals, they are to be directed to adult education centers for testing and recommendation by adult principals and approval by the Administrative Director or designee. They may also apply directly, in writing, with parental approval, to the Administrative Director or designee who will direct them to an adult education center. The center will administer GED Ready™: The Official Practice Test to determine the student’s readiness to complete the GED® test successfully. Upon recommendation by the adult principal, the request will be forwarded to the Administrative Director or designee for approval.

Scores from the GED Ready™: The Official Practice Test achieved by taking the test away from an adult education center will not be accepted in the approval process for a GED age waiver. Also, for underage testers, any GED® subtests taken before the approval of an age waiver and The Testing Eligibility Exception Form will be invalidated.

HOW TO REGISTER FOR THE GED

Step 1: Sign up

- ⇒ Visit GED.com - Complete the “Sign Up” box on the left Enter a valid email address
- ⇒ Enter your email address a second time to verify
- ⇒ Create a password that is at least 8 characters long and contains letters, at least one number or symbol, and it should not contain your email address
- ⇒ Read and accept the terms and conditions by checking the box
- ⇒ Click “Sign Up”

Step 2: Complete your profile information

- ⇒ Complete your contact information and click “Continue” You must be at least 16 years old to sign up for MyGED™ All fields are required except Middle Name, Apt./Suite #, and Secondary Phone
- ⇒ Your name should exactly match the way your name is written on your identification
- ⇒ Answer where you plan to test and your current enrollment status and click “Continue”
- ⇒ Answer if you plan to request accommodations for modified testing conditions and click “Continue”

NOTE: If you are interrupted during this process, don’t worry. Your information is saved after step 1 and you may return and sign in using the information you just entered.

What’s next?

If you’re eligible to test, you can schedule your tests. You will see a yellow “Start Scheduling” button on the “Schedule” tile on your dashboard. If you’re not yet eligible to schedule, you’ll need to Clear Alerts.



TESTING

GED SCORING AND RETAKE

- ⇒ One GED® subject purchase = 2 discounted retakes
- ⇒ Students can only schedule one discounted retake at a time for the discount to apply. The discount is applied automatically.
- ⇒ Students cannot use more than one automatic discount at a time, but can apply other vouchers or promo codes to cover the remaining amount
- ⇒ GED Testing Service waives testing fees for every retake (\$20 per subject area test)
- ⇒ In states with additional fees, students are responsible for paying these fees when they schedule their discounted retake
- ⇒ Additional fees may include:
 - ⇒ **State fees**
 - ⇒ **Statewide testing center fees**
- ⇒ Retakes must occur within 12 calendar months of the initial attempt
- ⇒ Students can test three times on the same subject without waiting. After the third attempt, there is a 60-day waiting period before trying again. Please note: Retake policies may vary by state; please review the [state policy pages](#) for details on individual [state retake policies](#)
- ⇒ Every student is eligible, every time
- ⇒ Students receive 2 discounted retakes, every subject area (total of 8 discounted retakes)

The discounted test price for students may vary by state, but pricing will automatically adjust to reflect the retake discount. Students can log into their MyGED™ account at [GED.com](https://www.ged.com) to see the price and schedule their discounted retake.



TESTING

TESTING PROCEDURES FOR THE TEST OF ADULT BASIC EDUCATION (TABE)

It is strongly recommended that all students are tested prior to registration to ensure they will meet the educational requirements of the course. All students must be tested within the first six weeks of registration using the Test of Adult Basic Education (TABE).

The TABE is to be given whether or not the student holds a high school diploma or GED. Exceptions to this procedure are noted below:

- ⇒ Students possessing an Associate of Science (AS) or higher degree. Students must bring the original document or have a sealed transcript mailed to Robert Morgan Educational Center and Technical College at 18180 SW 122 Avenue, Miami, Florida 33177.
- ⇒ Students that are enrolled in programs of 450 hours or more that require a state, national or industry licensure exam as identified by the Department of Education, Workforce Education, for employment must be tested prior to registration for that course. If upon program completion, the student documents passage of the licensure exam, the basic skills exit requirement is waived.

Basic skills requirements for career education are exit requirements. A student may enter a vocational program before reaching the minimum basic skills level; however, **he/she cannot be processed as a full completer until basic skills requirements are met.**

Scores on the TABE are valid for two years for Career & Technical Education courses and one year for Adult Basic Education classes. However, if the student has been enrolled for more than two years without a break of 3 consecutive trimesters, test scores remain valid.





APPENDIX SECTION



- 64** MDCPS Adult Calendar
- 66** MDCPS Anti-Discrimination Policy
- 67** MDCPS School Board





MIAMI-DADE COUNTY PUBLIC SCHOOLS

2024-2025 SCHOOL CALENDAR

TECHNICAL COLLEGES / ADULT EDUCATION CENTER



AUGUST 2024				
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

SEPTEMBER 2024				
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				

OCTOBER 2024				
M	T	W	T	F
	1	2	3 ^a	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 ^a
23	24	25	26	27
30	31			

JANUARY 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17 ^a
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025				
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

MARCH 2025				
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
31 ^a				

APRIL 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 ^a
21	22	23	24	25
28	29	30		

MAY 2025				
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

JUNE 2025				
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				

JULY 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- New Teachers Report
- Teacher Planning Day
- District-wide Professional Learning Day
- Teacher Planning Day available to opt
- Recess Day (11.5 months)
- 2025-2026 School year

- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Legal Holiday (12 month)
- Available to opt

DAYS IN GRADING PERIOD
1 - 82
2 - 65
3 - 69

216 Days Total

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



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2024-2025 SCHOOL CALENDAR
TECHNICAL COLLEGES / ADULT EDUCATION CENTERS**

August 12, 2024	Teacher planning day; no students in school, not available to opt
August 13	Teacher planning day; District-wide Professional Learning Day; no students in school, not available to opt
August 14	Teacher planning day; no students in school, not available to opt
August 15	First Day of School; begin first trimester
September 2	Labor Day; holiday for students and employees
October 3*	Teacher planning day; no students in school, available to opt
November 5	Teacher planning day; District-wide Professional Learning Day; no students in school, not available to opt
November 11	Veterans' Day; holiday for students and employees
November 25-27	Recess Days (10-month and 11-month employees only)
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 19	End first trimester
December 20*	Teacher planning day; no students in school, available to opt
December 23 - January 3, 2025	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 6	Begin second trimester
January 17*	Teacher planning day; no students in school, available to opt
January 20	Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
February 17	All Presidents Day; holiday for students and employees
March 24-28	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 31*	Teacher planning day; no students in school, available to opt
April 17	End second trimester
April 18*	Teacher planning day; no students in school, available to opt
April 21	Begin third trimester
May 26	Memorial Day; holiday for students and employees
June 6	Teacher planning day; no students in school, not available to opt
June 19	Juneteenth; holiday for students and employees
July 4	Fourth of July; holiday for students and employees
July 30	Last Day of School; end third trimester
July 31**	Teacher planning day, no students in school, not available to opt

* **Teachers** may opt to work one or two days, August 8, 9, 2024, or August 1 and 4, 2025 in lieu of any of the teacher planning days except August 12, and August 14, 2024, and the designated District-wide Professional Learning Days, August 13, 2024, and November 5, 2024. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on campus adult education programs.

** July 31, 2025 is a teacher planning day, not available to opt





MIAMI-DADE COUNTY, FLORIDA

ANTI DISCRIMINATION POLICY

FEDERAL AND STATE LAWS

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 - prohibits discrimination on the basis of race, color, religion, or national origin.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

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

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in 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 the disabled.

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, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, 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 P.L. 93-508 (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/or discrimination against students, employees, or applicants on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

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

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@dadeschools.net Website: <https://hrdadeschools.net/civilrights>





THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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ROBERT MORGAN EDUCATIONAL CENTER & TECHNICAL COLLEGE

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 Mr. Joseph Evans, Associate Director
 Ms. Ismary Gondar, Assistant Director
 Ms. Isabel Hernandez, Assistant Director

