

## **Notice of Nondiscrimination**

**Okaloosa County School District Career and Technical Education offers programs in the following areas of study:**

<b>Architecture &amp; Construction</b>	<b>Human Services</b>
<b>Arts, A/V Technology &amp; Communication</b>	<b>Information Technology</b>
<b>Education &amp; Training</b>	<b>Law, Public Safety &amp; Security</b>
<b>Engineering &amp; Technology Education</b>	<b>Marketing</b>
<b>Health Science</b>	<b>Manufacturing</b>
<b>Hospitality &amp; Tourism</b>	<b>Transportation, Distribution &amp; Logistics</b>

**The district's career and technical programs are open to all eligible high school students in the district and is committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against or harassed in any educational program, services or activities, or employment conditions or practices on the basis of race, color, national origin, religion, sex, age, disability, marital status or sexual orientation.**

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

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

**Okaloosa School District  
Bay Area Office  
120 Lowery Place  
Fort Walton Beach, FL**

**Superintendent's Designees:**

**Steve Chatman (850) 683-9002 – Equal Opportunity – Investigation  
Brian Humphrey (850) 689-7198 – Health – Safety – Athletics  
Teri Schroeder (850) 833-3108 – Student Services**



# OKALOOSA TECHNICAL COLLEGE



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Registration Packet  
2019 - 2020



Registration &  
Orientation Checklist



5 Easy Steps to  
Register



Nursing Packet  
2019



Adult Student  
Handbook



Pay online for  
tuition, fees & books.

## REGISTRATION NOW OPEN FOR FALL 2019!

Classes begin August 12, 2019

Okaloosa Technical College (OTC) provides highly trained and educated employees to local, regional and national companies.



### Air Condition, Refrig & Heat Tech

11/13

Learn the technical skills needed for installation and maintenance of heating & cooling systems.

### OTC Mission Statement

Preparing learners for success in high tech, high paying careers.



#### What We Do

Okaloosa Technical College offers quality high school and adult education programs featuring state-of-the-art training facilities and professional, industry-experienced instructors.

Our programs will provide you with nationally recognized industry certifications that will qualify you to enter the workforce or continue your education.

#### About Education

From the Adults to the High School Students we serve, we are here to enrich the lives, educational, and career goals of all students. We are here to provide access to high wage, high demand careers with high level instruction.

Whether you are thinking of walking from the classroom to the career field or from the classroom to the next level of education, we are a school for getting education done the right way!

#### Our Guarantee

In our efforts to enhance the professionalism amongst the various industry professions that we provide. OTC is now offering an industry first. **If at any time one of our graduated students does not meet the required level of expertise to accomplish his or her job, the OTC Instructor will offer to bring the worker back for further instruction at no cost to the employer or employee.**

- ✉ **Director:** Jerry Sansom
- ✉ **Assistant Director:** Kelly Hayes
- ✉ **Assistant Director:** Scott Huerkamp
- ✉ **Phone:** 850-833-3500 / **Fax:** 850-833-3466



1976 Lewis Turner Boulevard  
Fort Walton Beach, Florida 32547

**Main Office Hours:**  
Monday - Thursday: 7am - 5pm  
Friday: 7am - 2pm



✉ Powered by Synergy 2018



# Okaloosa Technical College

Individuals may apply for full-time or part-time admission. Most of the training programs at Okaloosa Technical College have minimum admission or state licensure requirements. Applicants should have the basic skills for potential success in the training program and the career field they have chosen. Tutoring is available to assist students in improving basic skills.

## Enroll in 5 Easy Steps

**Step 1:** Complete the application. This can be picked up on campus or retrieved from the website, [otcollege.net](http://otcollege.net).

**Step 2:** Meet with Student Services Advisor. Student services will review your application and enrollment information. **You will need to provide:**

Two proofs of Florida Residency

Official transcripts for high school and college (if applicable)

**Step 3: Prepare for Payment-** Apply for the Federal Pell Grant or request documents needed for other funding methods (VA, Career Source, etc). Students who have not established one year of residency in Florida will be charged Out-of-State fees. Registration will not be officially complete until tuition, registration and lab fees have been paid or Financial Aid or VA have been awarded and verified. Turn in all paperwork at the registration desk. Pay any owed fees. \$35 application/registration fee. Watch videos on [OTCOLLEGE.NET](http://OTCOLLEGE.NET).

**Step 4: Meet with Financial Aid or VA representative-** They will ensure completion of all financial aid and VA documents. Bring proof of any additional grants, scholarships, or waivers in order to make necessary arrangements for payment. (Self-pay may skip this step).

**Step 5: Academic Assessment (if applicable)-** All students who enroll in Workforce Education Certificate Programs of 450 hours or more must complete a basic skills examination approved by the Florida Department of Education. Admission policies require that all students take an academic skills test or provide proof of acceptable forms of exemption from testing. (see below). The academic skills test measures basic skills in reading, mathematics and English/language. Must be submitted to academic

You may be exempt from the academic skills test if you:

- Possess an Associate of Applied Science Degree or higher
- Have taken one of the following and met the required scores within the last two years: ACT, SAT, ACCUPLACER, or PERT
- Earned a valid **FLORIDA STANDARD Public HIGH SCHOOL DIPLOMA** since 2007, official transcript required
- Earned a GED since 2014 (min score of 145 within 2yrs.), official transcript required. For a copy of transcript go to [www.myged.com](http://www.myged.com)
- Are Active Duty in any branch of the US Armed Forces
- Passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program in which you are now enrolling
- Proof of exemption status is required. Please see an advisor for further details.

Payment with Credit Card will be assessed a 4.0% fee.

The Okaloosa County School District does not discriminate on the basis of race, religion, color, sex, marital status, age, national origin or disability. Employment of personnel in Okaloosa County School District is in compliance with Federal and State Laws regarding nondiscrimination and preference.