



Course Catalog

2019

Cruz Institute

1272 S. John Young Parkway

Kissimmee, FL 34741

Tel: (407) 530-5951

www.CRUZINSTITUTE.com

**Licensed by the Commission for Independent Education
Florida Department of Education**

Additional information regarding this institution
may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Toll-free telephone number (888)224-6684

Institution I.D. #6155

DISCLAIMER

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for The Cruz Institute to make changes to this catalog. The Cruz Institute reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and provisions.

The Cruz Institute also reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

2019 CRUZ INSTITUTE CATALOG

CATALOG VOLUME 1

Effective Date: January 1, 2019

This catalog contains a summary of the policies, rules and procedures of the Cruz Institute at the time of publication.

The Cruz Institute reserves the right to change any provision of this catalog at any time.

Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format.

Please refer to the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty and other updates.

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School Profile

About Us

Message from the Director of Education

Congratulations on your decision to pursue a career for which you have a passion. Many people choose to attend a post-secondary institution, but few have the foresight and courage to pursue their creative passion in a practical way in order to make their dreams a reality. The Cruz institute, located in Kissimmee, and is pleased to help you gain the knowledge and skills that can lead you to success.

We take your education very seriously. We strive to stay attuned to your personal academic and career goals as we help you pursue studies geared toward realizing your full potential. Our own goal is to provide you with as many advantages at our disposal. You will study with professionals using industry-driven credentials, curriculum, software and equipment. We encourage you to jump into your passion from the moment you engage in our classes. Expect to find project-oriented classes in your major from week one.

We recognize that hands-on learning experience is critical in your field. That's why we are centered around giving each student opportunities to gain skills by working on relevant, industry-related projects while earning a diploma.

On behalf of the entire faculty and staff, welcome to our Institute. We recognize your drive and applaud your commitment to developing your talents and your future. It is our privilege to provide you with the means to help you change your world.

Sincerely,

Karina Morelli

Director of Education

Mission Statement

Our mission is to provide students with Industry concepts and skills that will lead them to success in their careers. Using technology and current industry practices our dedicated faculty and staff will create a conducive learning environment focused on quality and teaching.

Our Purpose

Cruz Institute is a for-profit DBA of the HVAC-R TRAINING SCHOOL, LLC, which has one owner "Antonio Cruz" who is the CEO and President, there is no other direct stockholder, nor does any individual own or otherwise possesses any rights, options, or other ownership rights in the company. HVAC and Electricity training aligned with industry standards. With input from local employers, community and consultants, Cruz Institute has created courses and labs that align theoretical concepts with real-world industry benchmarks. This approach created learning solutions that encompass community and industry specific goals, with corporate culture. Cruz Institute ensures quality by providing experienced instructors, who are highly trained and specialized in the areas they teach.

To accomplish our mission, the institution is dedicated to:

- Fostering academic excellence
- Providing theoretical and practical training
- Employing qualified faculty who offer students Personalized attention and professional expertise
- Feature industry-standard curricula and technologies
- Providing staff who uphold high standards of service
- Cultivating an environment that celebrates creativity and diversity

History

The HVAC-R TRAINING SCHOOL, LLC was founded in 2015 by Anthony Cruz as a private training company. They began offering small HVAC and Electrical classes to already employed industry technicians. The sole purpose was to enhance their skills. The birth of Cruz Institute came about with the help of a Non-Profit Organization in Orlando called "Prospera" <https://prosperausa.org/>. They assisted with the design, purpose and business plan for the institution. Our current direction is to serve our community and to offer a profound experience in the field of career education.

Administration

CEO	Antonio Cruz	(407) 530-5951	Info@cruzinstitute.com
Director of Education	Karina Morelli	(407) 530-5951	Info@cruzinstitute.com
Admin Assist	Julaisy Guzman	(407) 530-5951	Info@cruzinstitute.com
Admin Assist	Anita Vasquez	(407) 530-5951	Info@cruzinstitute.com

Faculty

<p>Rafael Rodriguez Experience: 27 years</p> <ul style="list-style-type: none"> • EPA Certified • Bachelor's Degree in Computer Science at Pontificia Universidad Catolica Madre y Maestra 	<p>Isaac Flecha Experience: 19 years</p> <ul style="list-style-type: none"> • Diploma in HVAC-R at CAM Tech. • Diploma in Industrial Refrigeration at Industrial Refrigeration Tech. School • Diploma in HVAR at Instituto de Educacion Universal
<p>Daniel Medina Cepeda Experience: 5 years</p> <ul style="list-style-type: none"> • EPA Certified • 10 and 30 hour OSHA Certification • Criminal Justice, (DNG) Universidad Sagrado Corazon Santurce, P.R. <p>Edwin Rodriguez, Cert. Experience: 34 years</p> <ul style="list-style-type: none"> • Certificate in Electrical Journeyman III 60hr-Certificate at Whittier Reginal Tech School <p>Certificate in Electrical Journeyman III 59.5 hr-Certificate at Whittier Reginal Tech School</p>	<p>Jaime Cruz Experience: 32 years</p> <ul style="list-style-type: none"> • Refrigeration & Air Conditioning Diploma at Instituto de Banca y Comercio • Electronic Engineer Technician Diploma at San Huan City College • Computer Engineer Technician Diploma at Metropolitan Institute of Science and Technology

Business Address

<p>Cruz Institute 1272 S John Young Parkway Kissimmee, Florida 34741</p>	
<p>Observed School Holidays</p> <p>Independence Day Labor Day Thanksgiving break</p> <p>Christmas Break Memorial Day New Years' Day</p>	<p>Enrollment Periods</p> <p>1st and 15th of every Month* Jan, April, July, Oct</p> <p><small>*Next business day if the date falls on weekends or holidays</small></p>

About our Faculty

Cruz Institute's Academy faculty members are dedicated to professional achievement, and to the preparation of the students for their chosen careers. It is through personal attention that our students reach their potential. The school faculty provides the individual guidance necessary to ensure every student receives the skills necessary for career success.

Facility Description

The primary educational facility and administrative offices of the Cruz institute is located in Kissimmee, Florida, in a convenient setting, just minutes from downtown Kissimmee and a few minutes from Poinciana in Osceola County. This location is adjacent to major thoroughfares and is accessible from Central Florida. Affordable housing, public transportation and nearby shopping malls allow the students to live, commute and work near the institution. The campus site occupies 2000 square feet in a Multi-Tenant facility. This facility houses 2 classrooms that are about 700 square feet each plus labs, and offices. Students may attend classes in the location at various times during each class week. Parking is ample with over a 250-space parking lot, multiple points of egress from the classrooms and building, and near main roads. The building also hosts multiple entrances and exits to the parking lot. The classroom provides adequate space for lectures and smart board presentations

Classroom Description

During class hours, the student will receive access to e-books, handouts and other reading and reference materials. Tools and testing equipment will also be supplied for classroom hands-on training. Students will practice what they learn in theory classes during their lab time.

Required Equipment and Resources Provided by the Institution

HVAC Helper Program Component	HVAC Helper Program Requirements
Appion	Refrigerant Recovery Cylinder
Appion	Refrigerant Recovery Cylinder
Toptech	Vacuum Pump System
Cool-Tech	Vacuum Pump System
Lincoln	Oxyacetylene Torch
Gas Tank	Nitrogen Supply Tank
Air Tank	Oxygen Supply Tank

Gas Tank	Acetylene Supply Tank
Goodman	Heat pump 18000 BTU
Lennox	Heat pump 36000
Rheem	Heat pump 48000 BTU
Goodman	Unit 24000BTU
Comfort	MINI SPLIT, Evaporator,
Goodman	Strait Cool 60000 BTU
General Electric Refrigerator	Residential Refrigerator
Generic Frigerator Part	Refrigeration Condenser
Dukane	LCD Projector
Furniture	Trainer low voltage (table)
All Purpose Generic	Multi-Use Recovery Cylinder
Electrician Helper Program Component	Electrician Helper Program Requirements
Oscilloscope	Elenco Oscilloscope
Meter	Elenco Trainer Analog/Digital
Workbench	Trainer low voltage (table)
LG 42' Television	LCD Television
Racks	Custom Field Simulation Racks
Electrical Conduit Bender	For bending wire conduits
Cutting Tool	For cutting tubes

Hack saw	For customization of installation
VOM multi-meter	Measurement of live electricity
Solder Station	For training on soldering technics
Hammers claw	For customization of installation
Screwdriver	Common use
Needle nose pliers	Common use
Side cutters	Common use
Linesman pliers	Common use
Wire stripper	Common use
Torpedo level	Common use
Tape measure	Common use
Safety glasses	Eye Protection
Hard hat	Head Protection
Gloves	Hand Protection

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Policies

Academic Regulations

All students have the responsibility to become acquainted with the content of this catalog. This will assure that the student is informed and in compliance with current academic requirements and policies at Cruz Institute ((CI)).

Cruz Institute reserves the right to change the provisions of this catalog, including, but not limited to, program requirements, course offerings, fees, and listings in the calendar as necessitated by school or legislative action. Students will be informed of any changes to academic or administrative policies.

Our program is non-credit bearing and does not provide or accept credit by prior learning or examination. In addition, the transfer of credits, certificates or contact hours earned at this institution is at the discretion of the accepting institution. Our program is based on the clock hour system which is defined as follows; one clock hour equals 50 minutes of instruction in the presence of an instructor with a ten-minute break. Cruz Institute does not accept credits from another institution.

Admissions Requirements: Cruz Institute operates under a rolling admissions policy. Admission Requirements: All students must be 18 years of age to start the program and exhibit the ability to work safely in a sometimes-dangerous environment. High School Diploma or GED is highly recommended. Students that do not have a High School Diploma or Ged must take and pass the Online Test of Adult Basic Education (TABE) within 30 days of enrollment. Failure to pass the exam within 30 days, will result in dismissal from the course. While there are many locations to take the test, we recommend the following location for its accessibility.

Valencia College, Osceola Campus, Bldg 4, Rm 248 Email: osc-testingcenter@valenciacollege.edu

Minimum scores for program admission are: [Math 730] - [Language 717] - [Reading 710]

The application process takes between 2-5 days. Applications resulting in an approved admission will generate an email or letter (if student does not have an email) of acceptance.

Academic Honesty: Cruz Institute can best function and accomplish its objectives in an atmosphere of high ethical standards. It expects and encourages all students, faculty and staff to contribute to such an atmosphere in every way possible and especially by observing all accepted principles of academic honesty. In regard to online testing in the classroom, all policies of testing partners will be up held. Anyone violating these policies could face dismissal from the exam and the program in which they are enrolled.

Class Attendance: Properly enrolled students are required to attend the first day of class. Failure to attend may result in the student being dropped. Cruz Institute expects students to attend class at least 95% of the time. If a student reaches 4% absenteeism, they will be warned in writing by the Director of Education and consequently counseled. Additionally, if during the beginning of the course, the student

is consecutively absent for more than 7 class sessions, they will be removed from the class and must wait for an available course and restart the program. Students whose absences reach 6% of total class time will be given an Incomplete (I) and dropped from the course. A student receiving an incomplete (I) will have the option to attend the class again within 12 months and the application fee and program tuition will be waived. However, to qualify for the waived tuition and application fee, they must have paid the course in full prior to having been dropped. Any student not able to make up missed work will receive a (U) grade. Emergency absences due to illness or family matters should be reported to the instructor immediately. Students are expected to be in the classroom 10 minutes before the start of each class in order to be on-time, 3 counts of Tardiness equal 1 absence.

Conduct: Unruly or disruptive behavior in the classroom will not be allowed. An instructor can dismiss a student from class for any conduct that creates an environment where learning cannot continue at a high level of quality. All issues will be reviewed prior to the next class and determined if the student can continue in the program or should be withdrawn. The standard refund policy will apply to forced withdrawals.

Anti-Hazing Policy: This Institution does not condone or encourage any act of hazing being conducted by or associated with the institution. We define hazing as: any action taken, or situation created, whether on or off school property, to produce mental or physical discomfort, pain, harm, embarrassment, moral degradation, harassment or ridicule, including any activities which are not consistent with federal, state or applicable local and institutional laws and/or regulations.

Academic or Disciplinary Appeal

In the event of an academic or disciplinary action, the student has the right to appeal the decision by emailing the Director of Education within 14 days of the action. The written appeal should include the student's name, contact information and a detailed reason for the appeal. Email will be read by the Director of Education and within 5 business days, you will be emailed regarding a meeting date and time. You will be asked to provide additional information that will support your specific situation and be allowed to explain and speak on your behalf. The Director will then render a decision within 3 days after the meeting.

Director of Education	Karina Morelli	(407) 530-5951	karina@cruzinstitute.com
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Student not satisfied with the outcome of their grievance may appeal to the Commission for Independent Education at:

325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-free telephone number (888)224-6684

Enrollment: Properly enrolled students are defined as students who have completed the enrollment form and process, receiving an email confirmation of enrollment. See Item 1, Enrollment Form in the end of this catalog.

Examinations: Examinations shall be given during the scheduled time and day of the class as designated in the class outline provided by the instructor. Any exception to this policy must be approved by the student and the school representative. All classroom examinations are subject to this policy.

Fees: Cruz institute charges \$15.00 for an application fee. However, all books, labs and classroom materials are included in the cost of the class. The school does not charge late or transcripts fees. The

Cruz Institute programs are 471 hours for the HVAC Helper course and 457 hours for the Electrical Technology Helper course. Cruz Institute tuition is \$5,000.00 for each program.

Grades: Students will receive a grade based on the class requirements. A Diploma is awarded for completing the required class hours and materials and when receiving an average course grade of 70% or higher.

S	Satisfactory	70% - 100% Course Average Grade
I	Incomplete	50% - 69% Course Average Grade
U	Unsatisfactory	40% - 49% Course Average Grade
W	Withdrawal	0% - 60% Attendance and or 0% - 39% Course Average Grade
Reporting	Progress	Students are given Monthly and Final academic reports

The temporary grade of I (incomplete) is a conditional and temporary grade given when students (a) are currently passing a course or (b) still have a reasonable chance of passing in the judgment of the instructor, but for non-academic reasons beyond their control have not completed a relatively small part of all requirements. The students will have a two week probationary period to satisfy the course requirements. In the event the student fails to complete the missed work, it will result in an unsatisfactory (U) final grade. The student will have the option to attend the class again within 12 months with the application fee and program tuition waived. However, to qualify for the waived tuition and application fee, they must have paid the failed course in full. The student will be referred to the Director of Education for academic counseling prior to starting the course again. If after starting the course a second time, the student fails again, and the 12 months have passed, they will not be allowed to retake the course. The student will be referred to the Director of Education for academic counseling.

Student Services: Student will receive academic planning and counseling services as described in the Grades section above. In addition, the student will also receive placement assistance, which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities.

Refund and Cancellation Policy:

Should student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept applicant or if the student cancels within (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the application fee.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.

6. Termination Date: In calculating a refund due to a student, the last date of actual attendance is used in the calculation unless earlier written notice is received.

7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

GROUNDS FOR TERMINATION

Students are expected to comply with the rules and policies of this institution. Cruz Institute will reserve the right to terminate this contract and enrollment at any time for violation of its rules and policies as outlined in the catalog. The school reserves the right to modify the rules and regulations and will notify current and future students of any modifications.

GRADUATION REQUIREMENTS

In order to graduate from our programs, the student must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examinations with a minimum of 70% average and satisfy all financial obligations to the school.

EMPLOYMENT ASSISTANCE

The school does not make any guarantees of my employment or salary upon graduation. The school will provide placement assistance, which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities.

Procedure to Inspect Education Records: A student has the right to inspect his or her educational records and to challenge the contents. To review records, a student must make a request in writing to 1272 S. John Young Parkway, Kissimmee FL 34741. The written request must identify as precisely as possible the record or records he or she wishes to inspect. An appointment to review the records with the student will then be set up.

Confidentiality

Student Records: Family Educational Rights and Privacy Act Notice of Student's Rights

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are as follows:

1. Students have the right to inspect and review their education records within 45 days of the day the School receives the request.
2. Students have the right to request amendment of their education records that they believe are inaccurate or misleading. If the School denies a student requested amendment, the student has the right to a hearing regarding the requested amendment to his/her education record.
3. Students have the right to consent to disclosures of personally identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.

4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. Such complaints may be sent to the

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202- 4605

Social Security Number Privacy: Cruz Institute collects and uses Social Security Numbers only as necessary for the performance of the Schools duties and responsibilities, which may include the following possible purposes: classification of accounts, identity management, credit worthiness, billing and payments, data collection, reconciliation, and tracking, tax reporting, financial aid processing, accreditation of programs, and reporting to authorized state and federal government agencies. Federal and State laws require us to protect Social Security Numbers from disclosure to unauthorized parties. In addition, the Florida Legislature updated the Sunshine Law, effective October 1, 2009, regarding use, collection, and requests for Social Security Numbers by state agencies.

Florida Statute 119.071 [Excerpts] (5)(a)

1.c. The Legislature intends to monitor the use of social security numbers held by (State) agencies in order to maintain a balanced public policy.

2.a. An agency may not collect an individual's social security number unless the agency has stated in writing the purpose for its collection and unless it is:

(I) specifically authorized by law to do so; or

(II) Imperative for the performance of that agency's duties and responsibilities as prescribed by law.

b. An agency shall identify in writing the specific federal or state law governing the collection, use, or release of social security numbers for each purpose for which the agency collects the social security number...

c. Social security numbers collected by an agency may not be used by that agency for any purpose other than the purpose provided in the written statement.

3. An agency collecting an individual's social security number shall provide that individual with a copy of the written statement required in subparagraph 2. The written statement also shall state whether collection of the individual's social security number is authorized or mandatory under federal or state law.

This act shall take effect October 1, 2009.

Equal Opportunity Policies

Equal Educational and Employment Opportunity

Cruz Institute is fully committed to the principle of providing equality of treatment and opportunity to all persons in an environment which appreciates and respects the diversity of the community it serves. (CI) policy prohibits discrimination in employment and educational services based on race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, except where such a distinction is required by law.

Language of Instruction

Cruz Institute teaches some courses in English and others in Spanish. The language for the selected course is based on the need of the population. The frequency of this practice is determined by the dominant language in the class and is inherent due to our clientele's grasp of the English language.

Course that are Taught in languages other than English

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Student Complaint/Grievance Procedure

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a staff member that does not fall within any of the categories listed here, the complaint will be handled as follows:

Informal Resolution

Students are encouraged to speak directly with the staff member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

Informal Complaint

A student may register an informal complaint within thirty (30) days of the event that triggered the complaint. The earlier the communication is made, however, the more likely it is to resolve the matter satisfactorily. Complaints involving academic matters should be made to the Director of Education. Other types of complaints should also be made to the Director of Education. Informal complaints may be made in person, by telephone, or email. The Director of Education will review the matter presented by the student and determine whether any action is required. The student will be notified of the Director of Education within 20 days of the informal complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

Formal Complaint

A formal complaint must be submitted in writing to the Director of Education. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within fifteen (15) days. The appropriate university administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of the receipt of the complaint. The Director of Education will keep a complete record of formal complaints. Records of the outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

If the Director of Education, has not resolved the complaint, to the satisfaction of the student, the complaint may be referred to:

Florida Commission for Independent Education
325 W. Gaines Street Suite 1414
Tallahassee, FL 32399-0400
Ph.: (850)-245-3200 or (888) 224-6684

Diploma Programs

Air Conditioning, Refrigeration, and Heating Technology Helper

Program Objective:

The objective of this program is to prepare students for employment or advanced training in the heating, air-conditioning, and refrigeration and ventilation industry. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration, and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

Program Description:

This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging standards and relevant technical skills. It also provides awareness of work attitudes, general employability skills, technical skills, and occupation-specific skills. The content includes but is not limited to designing, testing, and repairing heating, ventilation, air-conditioning, and cooling (HVAC) systems.

Program tuition includes on-site testing for the EPA 608 technician certification. Upon passing the test, the student can be employed as a Certified Technician. Without this certification the graduate is limited to employment of working for a certified technician. The student should obtain EPA certification prior to leaving school to be employed in any job that requires work with refrigerants. The certificate is issued by ESCO Institute®

Completion Award: Diploma

Program Duration: 471 hours

Program Tuition: \$5000.00

Application Fee: \$15

Books: The cost of books is included in tuition

Admission Requirements: All students must be 18 years of age to start the program and exhibit the ability to work safely in a sometimes-dangerous environment. High School Diploma or GED is highly recommended. Students that do not have a High School Diploma or Ged must take and pass the Online Test of Adult Basic Education (TABE) within 30 days of enrollment. Failure to pass the exam within 30 days, will result in dismissal from the course. While there are many locations to take the test, we recommend the following location for its accessibility.

Valencia College, Osceola Campus, Bldg. 4, Rm 248 Email: osc-testingcenter@valenciacollege.edu

Minimum scores for program admission are: [Math 730] - [Language 717] - [Reading 710]

Electrician Technology Helper

Program Objective:

The objective of this program is to prepare students for employment or advanced training in a variety of electrician related industries. The content includes but is not limited to planning and installing electrical wiring, equipment, or fixtures based on job specifications and local codes.

Program Description:

The Electrician Technology Helper program prepares individuals with the knowledge and skills needed for employment in the residential electrical trade. The curriculum offers a basic framework of electrical theory and code and provides the hands-on skills needed to install, service and maintain electrical equipment in residential settings. Class includes instruction on electrical safety, trade tools, electrical theory, blueprint reading, common residential wiring installations, wiring alterations and additions to existing structures, troubleshooting, and repairing residential service, and determining circuit load calculation. Students should be aware that employment after this training is limited to working for a licensed electrician. Students can't work for themselves until obtaining the Journeyman License which requires several years of experience to qualify for the test.

Completion Award: Diploma

Program Duration: 457 hours

Program Tuition: \$5,000.00

Application/Registration Fee: \$15

Books: The cost of books is included in tuition

Admission Requirements: All students must be 18 years of age to start the program and exhibit the ability to work safely in a sometimes-dangerous environment. High School Diploma or GED is highly recommended. Students that do not have a High School Diploma or Ged must take and pass the Online Test of Adult Basic Education (TABE) within 30 days of enrollment. Failure to pass the exam within 30 days, will result in dismissal from the course. While there are many locations to take the test, we recommend the following location for its accessibility.

Valencia College, Osceola Campus, Bldg. 4, Rm 248 Email: osc-testingcenter@valenciacollege.edu

Minimum scores for program admission are: [Math 730] - [Language 717] - [Reading 710]