

OKALOOSA TECHNICAL COLLEGE HIGH SCHOOL

CAREER DUAL ENROLLMENT ADMISSIONS PROCESS—FAQ's

What is High School Career Dual Enrollment?

High School Career Dual Enrollment is an option for high school students to enroll in OTC postsecondary courses creditable toward both high school graduation and a career and technical program certificate.

Where is Career Dual Enrollment offered?

The OTC campus offers a High School Career Dual Enrollment program on campus at 1976 Lewis Turner Blvd., Fort Walton Beach, Florida.

When can a student begin the High School Career Dual Enrollment Process?

Students who are classified as a junior or senior and have a 2.0 GPA with minimal discipline and attendance problems may enroll. Some technical programs may be completed as a high school student; others may require a student to complete after graduation as an adult student.

How do students get started?

All prospective High School Dual Enrolled students must:

- Complete the attached Okaloosa Technical College High School Career Dual Enrollment Application.
- Obtain appropriate signatures, and submit the application to the current high school counselor.
- For appointments to take the basic skills test, please call the OTC campus at 850-833-3500.

What are the entry requirements to be High School Career Dual Enrolled?

- A student is enrolled as an 11th or 12th grade student and is at least 16 years old
- A student has met the minimum 2.0 unweighted grade point average (GPA).
- Meet specified postsecondary education readiness scores on an Adult Basic Skills assessment or the assessments recognized in rule as acceptable for waiver.
- Minimal Discipline (screened by OTC)
- Attendance in good standing
- Meet the basic skills requirements within two grade levels before 1/3 of the program completion
- Commit to pursue an approved industry certification
- Student and Parent MUST attend a mandatory information session with OTC

What are the expectations to maintain High School Career Dual Enrollment?

- A student maintains a minimum 2.0 unweighted grade point average at the current high school as well as a 2.0 unweighted GPA in their technical program.
- A student has maintained satisfactory progress toward program completion.
- A student complies with OCSD Attendance Policy and the Student Code of Conduct while enrolled in an OTC technical program.
- A student will follow the post secondary calendar and clock hour requirements
- A student is on track to graduate with their cohort

Technical Program completion requirements for Career Dual Enrollment

Technical Program completions requirements are met when:

- A student has met the mandated exit scores in order to receive a program technical certificate. (If the basic skills scores are not met upon completion of the program, the student will not receive a technical program certificate, but will receive course grades and credits)
- A student has passed all coursework within the OTC technical program with a C or better.
 - For each occupational completion point
 - Pass the adult Basic Skill assessment or receive an industry certification

Does the college provide basic skills remediation to prepare students to meet the adult basic skills exit scores for their program of study?

Yes- Students will have the opportunity to register for instructional support to prepare them to retest to meet the adult basic skills program exit scores. This instructional support will be required and will be monitored by both the counselor and instructor. Teacher access, lab facilities, and evening hours will be available. Students only need to retest in the area or areas in which they did not meet the minimum score (Reading, Math, and/or Language) and the required remediation will be focused to support their success.



Attendance

- In accordance with the Florida Statute 1003.24, a child's attendance in school is the responsibility of the parent or legal guardian. Absences cause students to miss significant instruction and learning opportunities. Non-attendance places the student in jeopardy of consequences per the state, the district, and the Student Code of Conduct Handbook. Failure to comply may result in dismissal from the program. According to policy, parents must report the absence of a high school student to both schools by written note within three days following the absence. In a career Dual Enrolled program, students must meet the required clock hours of instruction.
- Dual Enrolled students will follow the calendar and the clock hours of the program in which they are enrolled. Students may attend full time or half time. Full time is 450 hours per semester. Half time is 225 hours per semester.

High School Credits

Students will earn 1 credit per every 150 hours of instruction. These credits apply toward graduation requirements. Students must complete a course within the program for the credit to be applied.

Transportation

Okaloosa Technical College does not provide transportation.

Identification Card

The student will be given an ID card, which must be displayed at all times.



Fees

- Okaloosa County Public School high school students are provided tuition, text books, and lab fees free of charge. Some programs may have you purchase Personal Protection Equipment or uniforms not covered by the School District. Please see your Technical College vocational and career advisor for more information.
- The lab fees include the cost of one industry certification. If a student chooses to test for more than one industry certification, he /she will pay the cost.
- Home school and private school students may not be covered for free tuition and fees.

Certifications

- Technical Program Certificates are awarded to students who have successfully completed all of the requirements of the program in which they have enrolled, which include meeting state mandated adult basic skills exit scores. Okaloosa County Public Schools provide an opportunity for licensure or industry certification. Please see the OTC Counselor/Administration for specific program information.
- Students who do not complete their program during high school may return as an adult and complete the program. Once enrolled as an adult, all enrollment/financial criteria will become the responsibility of the student.

