



Career Dual Enrollment

Career Dual Enrollment is an option for high school students to enroll in post-secondary courses to earn elective or vocational credit toward high school graduation requirements and to receive hours toward a career and technical program. Any interested high school students should be prepared to visit the program and instructor prior to beginning the registration process for the career certificate program.

Dual Enrollment Programs

- Applied Cybersecurity
- Automotive Service Technology 1
- Heating, Ventilation, Air Conditioning & Refrigeration
- Welding Technology

The statutory eligibility requirements for career dual enrollment include a 2.0 unweighted GPA per s.1007.271, be at least 16 years of age, and be on target for graduation. Attendance and discipline records must be satisfactory. Recommendation for the application process to Suncoast Technical Education Center will be through school guidance counselors. Career dual enrollment courses offered that will lead to an approved Industry Certification from the Funding List of s.1008.44, F.S. are as follows:

Program	Course Code	Course Name	Course Code	Clock Hours	Credit Hours
Applied Cybersecurity	Y100300	Cybersecurity Associate	CTS0018	600	4
		Information Security Manager	CTS0019	150	1
				750	5
Automotive Service Technology 1	T400700	Automobile Services Assistor	AER0014	300	2
		Automotive Brake System Technician	AER0418	150	1
		Automobile Suspension and Steering Technician	AER0453	150	1
		Automotive Electrical/Electroni	AER0360	300	2

		c System Technician			
		Engine Repair Technician	AER0110	150	1
				1050	7
Heating, Ventilation, Air Conditioning/Refrigeration 1	C400410	Introduction to HVAC/R	ACR0000	250	1.5
		HVAC/R Fundamentals	ACR0001	250	1.5
		HVAC/R Service Practices	ACR0012	250	1.5
				750	4.5
Welding Technology	J400400	Welder Assistant 1	PMT0070	150	1
		Welder Assistant 2	PMT0071	150	1
		Welder, SMAW 1	PMT0072	150	1
		Welder, SMAW 2	PMT0073	150	1
		Welder	PMT0074	450	3
				1050	7

Advantages to Dual Enrollment

- Students earn high school credit towards graduation.
- Weighted overall high school grade point average.
- Credit is earned towards a post-secondary technical certificate program.
- Credits earned can articulate into college credit as Pasco Hernando State College (see program agreements).

Frequently Asked Question

1. What is High School Career Dual Enrollment?
This is an option for high school students to enroll in Suncoast Technical Education Center post-secondary certificate courses and earn credit towards both high school graduation and a career certificate.
2. What are the expectations for students enrolled in Dual Enrollment?
A student must sit the for the TABE test within six weeks of starting the program, complete the required clock hours for each course, maintain satisfactory academic performance and keep good attendance in accordance with our Program Catalog policy manual.
3. What is the TABE?
The TABE (Test of Adult Basic Education) is a state regulated assessment of basic skills that include Math, Reading and Language. All students entering a program must sit for the test within six weeks of starting. Each program has grade level TABE exit requirements that must be met prior to completing the program.
4. What are the fees for a Career Dual Enrollment student?
There is no charge for high school students who take a career dual enrollment class. There are dress code expectations in every program that our students must adhere to.

5. Is there an attendance policy?
Yes – our programs are clock hour specific so every minute of your time is tracked. Failure to maintain attendance per our policy may result in students being withdrawn from the career certificate program. Dual enrolled students will come to class four hours per night from 4pm to 8pm. Those enrolled in HVAC/R will complete 250 hours per session, and for Applied Cybersecurity, Automotive Service Technology and Welding Technology dual enrollment students will complete 300 hours per session.
6. What happens if I don't complete the program by the time I graduate high school?
You can return as an adult student – however, once enrolled as an adult you will be required to pay tuition and fees for the duration of your career certificate program.
7. How do I get high school credit for a post-secondary course?
A delineation of the high school credit earned for the completion of each career dual enrollment course and program will provide a clock hour to credit hour equivalency. The high school credit will only be awarded upon successful completion of the entire postsecondary course. The weighting for the dual enrollment courses will be weighted in line with Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses in calculating the GPA.
8. My GPA is just below the required 2.0 – could I still participate in career dual enrollment?
Per s. 1007.271(3), F.S. will allow an exception to entrance based on grade point average to the agreement on the recommendation of all parties. The initial screening of potential applicants shall be the responsibility of high school guidance counselors to determine career readiness, appropriate GPA, attendance and behavior records. Consideration for enrollment is on a case by case basis. The Suncoast Technical Education Center administrative team will review progress throughout each session and take steps to ensure students stay on track. A sufficient GPA must be maintained throughout.
9. Are there waiting lists for programs?
Due to space constrictions within the programs, places will be allocated to dual enrollment students based on budget and available seats. A wait list will be developed – students will be allocated a place based on the following criteria:
 - a. They are still able to meet the eligibility requirements.
 - b. If enrolled they would be able to complete the dual enrollment course prior to graduating high school.
 - c. Allocation for placement will be given on a first come first served basis.
 - d. Exceptions may be made based on seat availability and/or Dual Enrollment budget constraints.
10. How do I get to the career dual enrollment class?
Dual enrollment students are responsible for arranging and paying for transportation to and from Suncoast Technical Education Center as well as all other dual enrollment related transportation. Parents/guardians assume all financial responsibility and liability for dual enrollment related transportation.
11. I am in need of accommodations in the learning environment – will this be provided?
Suncoast Technical Education Center assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary. A

student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities. To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.

12. Can a home education student take career dual enrollment classes?

Yes - The initial and continued eligibility requirements for home education student participation, not to exceed those required of other dually enrolled students. An eligible home education student must:

- (1) Provide proof of enrollment in a home education program; and
- (2) Sign the home education articulation agreement.
- (3) Be 16 years of age.

Home education students are exempt from the payment of tuition and fees.

Home education students must provide proof of enrollment in a home education program, pursuant to s. 1002.41, F.S. While there is no grade point average requirement to initially enroll, home education students must still present qualifying scores on a common placement test (SAT, ACT, or P.E.R.T.). The postsecondary institution may also establish a postsecondary grade point average for continued participation.

Career Pathways

Suncoast Technical Education Center has in place articulation agreements with Pasco-Hernando State College effective for the 2021-22 year.

To ensure students of each agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in the specific program agreements. In accordance with Section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. Furthermore, the award of credits described is contingent upon the conditions being met by Suncoast Technical Education Center, Pasco-Hernando State College and the student.

Award of credit process:

- Students must meet with the designated college staff member to verify completion of the articulated program, initiate the credit award process, and discuss course requirements for intended program of study at the college.
- To be awarded the college credit guaranteed for a specific program agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.
- Students entering the associate degree program specified within the specific program agreement must meet the admissions requirements of the college and the program to which

they are applying, as well as the common placement testing requirements outlined in section 1008.30, F.S., and Rule 6A-10.0315(2), Florida Administrative Code (F.A.C).

- Students must enroll at the Florida College System institution in the program specified within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

Statewide Articulation agreements may be awarded for individual industry certification earned to be used at the college level. Suncoast Technical Education Center is part of the Tampa Bay Consortium which provides career pathway agreements: <http://www.careerpathways.me>