

**Dual Enrollment Memorandum of Understanding  
Between  
Ridge Technical College %  
And %**

Auburndale Senior High School  
1 Bloodhound Trail  
Auburndale, FL 33823

Haines City Senior High School,  
2800 Hornet Drive,  
Haines City, 33844

Home Education  
900 Lowry Ave.  
Lakeland, FL 33801

Frostproof Middle-Senior  
1000 North Palm Avenue  
Frostproof, FL 33843

Lake Region High School  
1995 Thunder Road  
Eagle Lake, FL 33839

Polk Virtual  
900 Lowry Ave.  
Lakeland, FL 33801

Ridge Community High School  
500 Orchid Drive  
Davenport, FL 33837

Tenoroc Senior High  
4905 Saddle Creek  
Lakeland, FL 33801

Winter Haven Senior High School  
600 6th Street SE  
Winter Haven, FL 33880

This Dual Enrollment Memorandum of Understanding between the above named High Schools (hereinafter referred to as the "High Schools") and Ridge Technical College is following the Florida statutes Section 27, Dual Enrollment Programs (s. 1007.271, F.S.)

This Dual Enrollment Memorandum of Understanding is for the 2020 - 2021 school year.

This Dual Enrollment Memorandum of Understanding between The High Schools and Ridge Technical College will:

1. Identify courses and programs that are available to students through career dual enrollment and the clock hour credits that students will earn upon completion of each course and program. Delineate the high school credit earned for the completion of each career dual enrollment course.

The following table indicates the career programs and/or courses that will be eligible for students from the High Schools to enroll at Ridge Technical College, and the clock hours and high school credits the a student will earn.

Postsecondary Program/ Course Name	Course Number	OCP	Clock Hours	High School Credit	Post-Secondary Program Number
<b>Administrative Office Specialist</b>					
Information Technology Assistant	OTA0040	A	150 hours	1	B070330
Front Desk Specialist	OTA0041	B	300 hours	2	B070330
Assistant Digital Production Designer	OTA0030	C	150 hours	1	B070330
Administrative Office Specialist	OTA0043	D	450 hours	3	B070330
<b>Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1</b>					
Introduction to HVAC/R	ACR0000	A	250 hours	1.5	C400410
HVAC/R Fundamentals	ACR0001	B	250 hours	1.5	C400410
HVAC/R Service Practices	ACR0012	C	250 hours	1.5	C400410
<b>Automotive Service Technology 1</b>					
Automobile Services Assistor	AER0014	A	300 hours	2	T400700
Automotive Brake System Technician	AER0418	B	150 hours	1	T400700
Automobile Suspension and Steering Technician	AER0453	C	150 hours	1	T400700
Automotive Electrical/Electronic System Technician	AER0360	D	300 hours	2	T400700
Engine Repair Technician	AER0110	E	150 hours	1	T400700
<b>Professional Culinary Arts &amp; Hospitality</b>					
Food Preparation	HMV0100	A	300 hours	2	N100500
Cook - Restaurant	HMV0170	B	300 hours	2	N100500
Chef/Head Cook	HMV0171	C	300 hours	2	N100500
Food Service Management	HMV0126	D	300 hours	2	N100500
<b>Drafting</b>					
Introduction to Drafting	TDR0070	A	150 Hours	1	C100200
Drafting Assistant	TDR0370	B	450 Hours	3	C100200
Drafting Detailer 1	TDR0775		150 Hours	1	C100200
Drafting Detailer 2	TDR0776	C	150 Hours	1	C100200
Architectural Drafter	TDR0570	D	150 Hours	1	C100200
Civil Drafter	TDR0874	E	150 Hours	1	C100200
Mechanical Drafter	TDR0777	F	150 Hours	1	C100200
Structural Drafter	TDR0875	G	150 Hours	1	C100200
<b>Electricity</b>					
Electrician Helper	BCV0603	A	300 hours	2	I460312
Residential Electrician	BCV0640	B	450 hours	3	I460312
Commercial Electrician	BCV0652	C	450 hours	3	I460312
<b>Diesel System Technician 1</b>					
Diesel Engine Mechanic/Technician Helper	DIM0101	A	150 hours	1	T650100
Diesel Electrical and Electronics Technician	DIM0102	B	300 hours	2	T650100
Diesel Engine Technician	DIM0104	C	300 hours	2	T650100
Diesel Brakes Technician	DIM0105	D	300 hours	2	T650100

Postsecondary Program/ Course Name	Course Number	OCP	Clock Hours	High School Credit	Post-Secondary Program Number
<b>Network Support</b>					
Information Technology Assistant	OTA0040	A	150 hours	1	B070330
Computer Support Assistant	EEV0504	B	150 hours	1	B078000
Network Support Help Desk Assistant	CTS0022	C	150 hours	1	B078000
Network Support Administrator	CTS0023	D	150 hours	1	B078000
Senior Network Administrator	CTS0024	E	150 hours	1	B078000
Wireless Network Administrator	CTS0029	F	150 hours	1	B078000
Data Communications Analyst	EEV0317	G	150 hours	1	B078000
<b>Welding Technology</b>					
Welder Assistant 1	PMT0070		150 hours	1	J400400
Welder Assistant 2	PMT0071	A	150 hours	1	J400400
Welder, SMAW 1	PMT0072		150 hours	1	J400400
Welder, SMAW 2	PMT0073	B	150 hours	1	J400400
Welder	PMT0074	C	450 hours	3	J400400

2. Identify any college credit articulation agreements associated with each clock-hour program.

Ridge Technical College has an articulation agreement with Polk State College. This articulation agreement states that once a student has successfully completed the requirements for a postsecondary certificate of completion they will be awarded college credit. The following table indicates this agreement.

Ridge Technical College Program	Polk State Course	Credits
Administrative Office Specialist	Introduction to Computes	3
	Computer Applications for Business	3
	Spreadsheet fundamentals	3
Heating, Ventilation, Air-Conditioning/Refrigeration	Business Operational Management, AS degree	15
Automotive Service Technology 1		
Professional Culinary Arts & Hospitality		
Drafting		
Electricity		
Diesel System Technician 1		
Welding Technology		
Network Support		

3. Describe how students and parents will be informed of career dual enrollment opportunities and related workforce demand, how students can apply to participate in a career dual enrollment program and register for courses through his or her high school, and the postsecondary career education expectations for participating students.

#### Admissions

- Complete the high school career dual enrollment application.
- Complete a minimum of 11 high school credits and on track to graduate.
- A minimum 2.0 unweighted grade point average (GPA).

- Approval from Ridge Technical College Counselor.
- Part-time dual enrolled students may take up to eleven semester hours or 330 vocational contact hours per term. Full-time dual enrollment/early admission students must take a minimum of 36 vocational contact hours but no more than 480 vocational contact hours per term.
- Dual enrolled must complete an entry-level examination within the first six weeks after admission into the program.

Students and parents will be informed by:

- Information/advising sessions
- High school/ technical college visits
- Ridge Technical College Open House
- Student, parent counselor meetings
- Local public outreach events

Dual enrolled career education expectations for participating students:

- Maintain a minimum 2.0 unweighted GPA at the current high school as well as a 2.0 unweighted GPA in their technical program.
- Pass all coursework within the RTC program with a C or better.
- Comply with the Attendance Policy, the Student Code of Conduct Handbook, and specific program requirements while enrolled in a technical program

#### 4. Transportation

Bus transportation will be provided to dual enrolled students by Polk County Public Schools transportation department when available. Students may elect to provide their own transportation. Students electing to provide their own transportation will be required to purchase a parking decal and park in the designated student parking area.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement

\_\_\_\_\_  
 Tammy Dawson  
 Regional Superintendent for High Schools,  
 The School Board of Polk County

\_\_\_\_\_  
 Dr. Wayne Dickens, Director  
 Ridge Technical College

Date: \_\_\_\_\_

Date: \_\_\_\_\_