



HIRE Program

Post-Secondary Transition Program

Student Information Packet



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239-334-4544

<https://fortmyerstech.edu/>



360 Santa Barbara Blvd. N

Cape Coral, FL 33993

Phone: 574-4440

<https://capecoraltech.edu/>

Dear Prospective Student and Family:

We are pleased you are interested in Lee County's How I Reach Employment (HIRE) Program! Our desire is to provide a comprehensive educational experience that will empower you to achieve a successful transition to employment. The HIRE Program connects students to technical college life, industry credentials, and employment opportunities. The HIRE Program connects students to their future!

The HIRE Program is a postsecondary non-degree seeking transition program designed for students with intellectual disabilities. The HIRE Program offers a chance for you to receive hands on learning and industry certifications in the following fields; Automotive Service Technology, Digital Design, Early Childhood Education, Electronics Technology, Major Appliance and Refrigeration Technician, Professional Culinary Arts and Hospitality, and Veterinary Assisting. Graduates of the program will earn a certificate in the selected program.

We have enclosed a step by step process of everything you need to submit your application in a timely manner. Should you have any further questions please submit all correspondence to:

Christian L Zimmerman

ChristianLZ@leeschools.net

Sincerely,

Christian L Zimmerman

Christian L Zimmerman

HIRE Program Coordinator

Application Process

Student Eligibility:

- A. Have completed four years of high school coursework with special diploma*/standard diploma from a Florida Public High School earned after 2007/GED*/Certificate of Completion*
- B. Self-identify and provide evidence of Intellectual Disability through one of the following:
 - a. Individual Education Plan (IEP)
 - b. Physician or other professional relevant to the Intellectual Disability
 - c. Vocational Rehabilitation Counselor
 - d. Official high school transcripts along with IEP
 - e. Or other documentation accepted by the committee
- C. Included but not limited to a transition student between the ages of 18 to 26
- D. Letter(s) of Recommendation are encouraged
- E. Demonstrate the ability to communicate effectively, navigate the campus, provide own transportation arrangements, and adhere to the student handbook
- F. Interview with members of the HIRE Screening Committee

Documentation must include an official letter or report from the agency; document approval is required from the HIRE Program Coordinator

***Students earning a special diploma, standard diploma prior to 2007, diploma from private school, GED earned within two years of program start date, Certificate of Completion will need to sit for the Test of Adult Basic Education (T.A.B.E.)**

Steps to Follow:

1. Schedule a campus visit and interview with the HIRE Screening Committee by contacting the HIRE Program Coordinator, Christian Zimmerman.
2. Complete and submit the Application online, \$45 non- refundable Application Fee.
3. The admissions committee will review applications and select students for admission. Applicants will receive a notice of acceptance, wait list status, or denial

Additional Information:

- Additional information may be requested
- All information is confidential and will not be released to any outside agency unless written permission is provided by those completing the application, except as required or permitted by law
- All completed applications will be considered

HIRE Student & Parent/Guardian Acknowledgment Form

Date: _____

Student First and Last Name: _____

Campus: _____ Program: _____

Please read the following to understand and acknowledge important policies and conditions our campus requires from each student.

Independence Expectations

The HIRE Program is designed to promote and encourage student's independence in a post-secondary education setting. HIRE students are expected to both be self-advocates and have a level of independence that consists of;

- Demonstrate the ability to communicate effectively with the instructor and HIRE Personnel
- Navigate the school campus independently
- Students are responsible for their own transportation to and from campus
- HIRE students are expected to adhere to the Adult Student Code of Conduct and FMTC/CCTC student handbooks

The student is expected to be the front line of communication; however, the parent/guardian may reach out at any time for an update.

Support Provided

The HIRE Program is not designed to provide students with 1:1 support throughout the duration of the school day: rather, HIRE students will receive program support on a fluid basis. Students receive support as needed in the areas of academic content, accommodations for classwork and testing. Further, HIRE students must understand their program expectations cannot be modified as mandated by our Accrediting body as well as State guidelines. As such, HIRE students are expected to maintain Satisfactory Academic Progress, (SAP). HIRE students are provided double time per their respective program's Occupational Completion Points (OCP). *See Satisfactory Academic Progress & Occupational Completion Points expectations below.

FERPA

FERPA provides for the confidentiality of student's educational records. The Lee County Technical Colleges may not disclose educational information, nor permit inspection of a student's educational records by another person without the written permission of the student, unless such actions are covered by certain exceptions as stipulated in FERPA. Students will designate person(s) at the time of enrollment with whom information can be shared.

School personnel may only speak to those listed on a student's FERPA, in regards to academic progress and disciplinary actions.

Double Time & OCPs

The Lee County Technical Colleges works on a system of clock hours and as such each program requires a different amount of clock hours. These hours are broken into Occupational Completion Points (OCP), each program has its own number of OCPs. If a student is able to complete the first OCP in their selected program they are recorded as a completer of that OCP. They must complete all program OCP's to be a Full Completer and Graduate of the selected program. HIRE students are afforded double the scheduled time for each OCP, so if an OCP has 200 hours a HIRE student would be afforded 400 hours to complete that OCP.

If the HIRE student reaches the end of their allotted scheduled double time without completing the OCP the student will then be withdrawn from the program.

*Students can check their time in FOCUS

*Hours vary by program and OCP

Satisfactory Academic Progress (SAP) Policy

The Lee Technical Colleges adhere to the Florida Department of Education Curriculum Frameworks for all of their programs of instruction. As students matriculate through the Occupational Completion Points (OCP), they must maintain Satisfactory Academic Progress. For HIRE students, Satisfactory Academic Progress (SAP) mirrors the Lee County Technical College's standard for SAP.

There are three areas of Satisfactory Academic Progress: Grade Evaluation, Productivity and Attendance. All students are expected to maintain a grade evaluation of 75% or higher, a productivity rate of 85% or higher and an attendance rate of 90% or higher. If a student falls below the expectations the students meet with administration to review their individual situation. Probation may be warranted for the student. HIRE students are held to the same expectations.

HIRE students must maintain SAP in order to receive both the HIRE Grant and Financial Aid (if eligible).

Goals

The three goals of the HIRE program are: Completion, Certification and Placement. Completion is defined in 2 ways; 1) A student must earn at least one OCP or more and be employed in the industry or related industry. 2) The student is able to finish all OCPs in the program of enrollment. Certifications are industry specific exams or performance tasks conducted by an independent third party and represents mastery in the field. Placement is used to describe the student's employment, in a related field, after completing their program.

Discipline

HIRE Students are expected to adhere to the FMTC/CCTC student handbook and Code of Conduct for Adult Students. Disciplinary sanctions/consequences may include but are not limited to: a written warning up to an administration withdrawal or other types of discipline as set forth in school regulations.

For a full list of disciplinary infractions and consequences refer to the student handbook and Code of Conduct for Adult Students.

I have read and acknowledge the following terms, conditions and expectations.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____