Lively Technical College

Career Dual Enrollment

2025-2026

LIVELY TECHNICAL COLLEGE
CAREER DUAL ENROLLMENT ADMISSIONS PROCESS - FAQ's

What is Career Dual Enrollment?
Career Dual Enrollment is an option for high school students to enroll in Lively Technical College (LTC) postsecondary courses creditable toward both high school graduation and a career and technical program certificate.

Where are Dual Enrollment programs offered? Both the LTC Main and Aviation campuses offer Career Dual Enrollment programs at their sites. LTC programs are also offered at Chiles, Godby, Rickards, Lincoln, SAIL, Wakulla and Franklin Counties.

Where can I find a list of programs available through Career Dual Enrollment?
All of the available career dual enrollment programs for high school students are listed on page 3 of this packet. Students aged 16 and older may apply, must have an unweighted 2.0 grade point average and have the approval of their high school counselors. High school students will earn high school elective credits for attending career and technical programs at LTC.
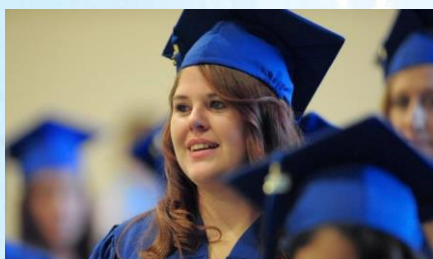
When can a student begin the Career Dual Enrollment Process?
Students aged 16 or over may enroll. Some technical programs may be completed as a high school student; others may require a student to complete after graduation as an adult student.

How do students get started?
All prospective Career Dual Enrolled students must:

• Complete the attached LTC Career Dual Enrollment Application.
• Obtain appropriate signatures, and submit the application to their high school counselor.
• Schedule to take the Comprehensive Adult Student Assessment Systems- CASAS Exam.
• Follow up with the LTC Career Dual Enrollment Coordinator should you have any questions.

What are the entry requirements to be Career Dual Enrolled?
Career Dual Enrollment entry requirements are met when:

• A student has completed a minimum of 11 high school credits.
• A student has met the minimum 2.0 unweighted grade point average (GPA).
• Submit a High School transcript.
• A student has taken the CASAS.
• Some programs have additional program specific requirements; see the LTC Career Dual Enrollment Coordinator for more information.
• Health Education programs have an additional application.

What are the expectations to maintain Career Dual Enrollment?

• A student must maintain a 2.0 unweighted GPA at the current high school as well as a 2.0 unweighted GPA in their technical program. If a student has earned a "D" or "F" grade at the end of the semester, they will be dropped from the program.
• A student complies with the Attendance Policy, the Student Code of Conduct Handbook, and specific program requirements while enrolled in their technical program.

What are technical program completion requirements for Career Dual Enrollment?
Technical program completion requirements are met to receive a program technical certificate when:

• A student has passed all coursework within the LTC technical program with a C or better.
• A student has met the Florida Department of Education mandated CASAS exit scores or if applicable, the appropriate state licensure is passed.

Do Career Dual Enrolled students earn high school credit?
Yes. Students have the opportunity to earn high school credits for completed courses. These credits apply toward graduation requirements.

Are there any fees for Career Dual Enrolled students? Leon County Schools high school students are provided tuition, fees, and textbooks/instructional materials (on loan), free of charge. Homeschool students are responsible for all fees other than tuition and textbooks. This includes miscellaneous fees which cover materials students get to keep.

Are ID's required in all programs?
Yes. The student ID must be displayed at all times.

Is transportation available?
All students must provide their own transportation.

Is there an attendance policy?
In accordance with Section 1003.24, Florida Statutes, 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 Student Code of Conduct. Failure to comply may result in dismissal from the program.

On Lively's campus: Students are expected to be in attendance each day Lively courses are in session. Please refer to the Lively Course Catalog found online at LivelyTech.com for student academic days; these may differ from the LCS School Calendar. Students are to notify their instructor on or before the date of absence via email or FOCUS message. Students are responsible for monitoring their own attendance through the FOCUS system. Students not meeting attendance criteria will be removed from the Post-Secondary course in December. Please refer to Lively Student Handbook for the attendance policy.

What certificates do students receive?
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 CASAS exit scores. In addition, Leon County Schools provides an opportunity for state licensure or industry certification.

What happens if the technical program is not completed prior to high school graduation?
A student who does not complete his/her program during high school may return as an adult student and complete the program. Once enrolled as an adult, all enrollment/financial criteria will apply.

What is the CASAS?
This is the state-regulated assessment of basic skills in Math, Reading and Language. Leon County Schools high school students may take the CASAS at LTC, free of charge. All students entering a technical program must sit for the CASAS. Prior to testing, students with an active 504 Plan or IEP should disclose this information to the LTC testing coordinator in order to request special accommodations if needed. Contact your current high school ESE Specialist for further assistance.

CASAS exemptions include specific scores on the PERT, ACT or SAT.

How are CASAS scores used?
CASAS scores are the assessment used as a counseling tool in evaluating a student's academic strengths and weaknesses which may affect success in his/her technical program. Students scoring within two grade levels of state mandated exit scores have a better opportunity to successfully meet the rigors of an LTC technical program. Scores may be reviewed with the student to determine what type of academic intervention is required so that the student is ready to meet the state mandated exit scores.

Does LTC provide basic skills remediation to prepare students to meet the CASAS 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 CASAS program exit scores. This instructional support will be required and will be monitored by both the counselor and instructor. Students only need to retest in the area or areas they did not meet (Math, Reading and/or Language) and the required remediation will be focused to support their success.

What are the requirements and expectations for the Health Education Programs?

- All Health education students are expected to participate in clinicals or externships, and are required to complete a background check and drug screening.
- Student attendance is critical to student's success in the Health Education programs.
- Students are expected to conduct themselves in a professional manner. Students may be dismissed for breaking the code of conduct.

See more details in the Health Education application and on our website. Contact the Health Education department at (850) 487-7449 if you have questions about the application requirements.

2025-2026 Lively Technical College Career Dual Enrollment Programs

www.livelytech.com • Phone: 850.487.7555

Leon County Schools will approve dual enrollment participation at Lively Technical College's main and aviation campuses by students who are at least 16 years of age, have at least 11 high school credits, and a 2.0 unweighted grade point average. Students will be eligible to receive secondary credit for completing career dual enrollment courses. Credit earned will count toward graduation requirements. For full-time programs, students must have completed all graduation requirements.

Career Clusters and CTE Programs	Scheduling Options
ARCHITECTURE & CONSTRUCTION	
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1	**Monday-Thursday** 8:00am-11:45am **OR** 12:15pm-4:00pm **OR** 8:00am-4:00pm
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2	
Building Trades & Construction Design Technology	
Industrial Pipefitter	
Electricity	**Monday-Friday** 8:00am-11:45am **OR** 8:00am-4:00pm
HEALTH SCIENCES (FULL-TIME ONLY)	
Medical Assisting	**Monday-Thursday** 8:00am- 4:00pm
Patient Care Technician	
Practical Nursing	
HOSPITALITY & TOURISM (FULL-TIME ONLY)	
Baking & Pastry Arts	**Monday-Thursday** 8:00 am-4:00 pm
Fundamental Foodservice Skills	
MANUFACTURING	
Welding Technology	**Monday-Thursday** 8:00am-11:45am OR 12:15pm-4:00pm OR 8:00am-4:00pm
Welding Technology-Advanced	

TRANSPORTATION, DISTRIBUTION & LOGISTICS	
Automotive Service Technology 1	**Monday-Thursday** 8:00am-11:45am **OR** 12:15pm-4:00pm **OR** 8:00am-4:00pm
Automotive Service Technology 2	
Diesel Maintenance Technician	
Diesel Systems Technician 1	
Diesel Systems Technician 2	
Aviation Airframe Mechanics	**Monday-Friday** 8:00am-11:00am **OR** 12:00pm-3:00pm **OR** 8:00am-3:00pm
Aviation Powerplant Mechanics	

Career Dual Enrollment Application

Today's Date: _____   Date of Birth: _____   ☐ Male   ☐ Female

Last Name: _____   First Name: _____   Race: _____

☐ Hispanic

Student ID: _____   Name of Current High School: _____   ☐ Non-Hispanic

Student's Projected HS Graduation Date: _____   ESE?   Yes   No

Address: _____   City, State, Zip Code: _____

Student's Email Address: _____   Student Cell: _____

Parent's Name: _____   Parent Cell: _____

Parent's Email Address: _____   Home Phone: _____

Grade Level at time of entry: (check one) ☐ 10 ☐ 11 ☐12 School Year of Entry: _____

Term of Entry: (check one) ☐ Fall (August) ☐ Spring (January)

PLEASE REFER TO PROGRAM SELECTION DOCUMENT TO COMPLETE THE FOLLOWING

PROGRAM CHOICE

First Choice: _____   Time: _____

Second Choice: _____   Time: _____

_____   _____

(*Signature of Applicant*)   (*Signature of Parent/Guardian*) *if under 18*

PLEASE NOTE: This application cannot be processed without the student attending an orientation (in person) and taking the computerized Tests of Adult Basic Education (TABE). Failure to complete either requirement will result in a delay of the final decision.

FERPA Directory Opt Out Form- I request the withholding of the my personally-identifiable information that Lively Technical College has identified   as Directory Information under FERPA which includes program of study, certification/credential earned, image/photograph, enrollment status, dates of attendance, awards/honors earned and date of graduation.

FERPA Release   ☐ YES   ☐ NO

Media Release- I hereby consent to the disclosure of the following information when related to an activity or an academic assignment within Leon District Schools, in accordance with the Family Educational and Privacy Rights Act, 20 USC §1232g:

Media Release   ☐ YES   ☐ NO

Academic Honor Code-Lively Technical College expects all students to conduct themselves with complete honesty in all academic work. Any form of academic dishonesty is a serious offense and can result in removal from the school.

Understand and Accept Lively Academic Honor Code   ☐ YES   ☐ NO

LIVELY TECHNICAL COLLEGE

LT

ESTABLISHED 1937

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