

November 16, 2017

Modified Program Application Procedure Requirements for Automotive and Diesel Programs

Through a collaboration among the Associate Vice President of Workforce Development and Entrepreneurship, Dr. Cedric Gibson, Dean of Career Education, Dr. Mamdouh Babi, the Director of Quality Assurance, Ms. Rosemary James, Program Manager, Ms. Lori Kuhn-Hancock and Project Coordinator, Mr. Lance Wallace the application procedure requirements have been modified for the following programs:

- Automotive Service Management Technology (A236) (A.A.S.)
- Automotive Service Technician (6236) (T.C.)
- Automotive Collision Repair and Refinishing (5806) (W.C.)
- Automotive Collision Repair and Refinishing I (5816) (W.C.)
- Medium and Heavy Duty Truck and Bus Technician/Diesel Systems (5826) (W.C.)
- Medium and Heavy Duty Truck and Bus Technician/Diesel Systems I (5836) (W.C.)

Upon review of current Florida Department of Education (FLDOE) curriculum frameworks for the Automotive and Diesel Technology programs, it was determined that the current application procedure requirements were no longer valid for program entry. Further, upon the College's review of the Automotive and Diesel Technology programs, it was determined to be in the best interest of students pursuing one or more of these degree pathways to remove the inaccurate program application requirements. Therefore, per the administrative directive from Dr. Gibson, the following items have been redacted as program entrance requirements:

- Three-year driving transcript;
- Bennett Mechanical Aptitude Assessment score report;
- A short essay between 200 and 300 words explaining how the program will help the student achieve his or her career goals.

Attached to this information item are individual program catalog pages documenting the aforementioned program application requirement updates.

To further comply with 2018-19 FLDOE curriculum framework updates, please note that each of the aforementioned programs will submit an individual curriculum proposal that will include revised course alignments per the modified standards.

Questions regarding the Automotive Service Management Technology (A236) (A.A.S.) or Automotive Service Technician (6236) (T.C.) should be directed to the Program Manager, Mr. Lance Wallace. Questions regarding the Automotive Collision Repair and Refinishing (5806) (W.C.), Automotive Collision Repair and Refinishing I (5816) (W.C.), Medium and Heavy Duty Truck and Bus Technician/Diesel Systems (5826) (W.C.), Medium and Heavy Duty Truck and Bus Technician/Diesel Systems I (5836) (W.C.) should be directed to Program Manager, Ms. Lori Kuhn-Hancock. Questions regarding curricular content should be directed to the office of Curriculum and Instruction, Curriculum Services.

Automotive Service Management Technology (A236) (A.A.S.)

Associate in Applied Science

This is a Selective Access program.

Prepare for a job as an entry-level automotive and light truck technician. This two-year, selective access training program is hands-on and teaches you to service, diagnose, and repair engines, fuel injection and ignition systems, emission, steering and suspension systems, brakes, drive trains, and transmissions. Besides the basics, today's automotive technicians need to have advanced skills. After completion, you'll be capable and comfortable with high-tech electronic engine controls and electrical and computerized systems. Safe, efficient work practices and "people skills" are part of the excellent all-around instruction.

A technical certificate, [Automotive Service Technician \(6236\) \(T.C.\)](#), is included as an option within this degree program. Students may pursue the A.A.S. degree and earn the technical certificate while completing the requirements for the degree, or pursue the certificate to develop or upgrade their skills. Contact the Program Manager's office or an advisor or counselor to determine the career education path that is best for you.

Mission/Purpose

The Associate in Applied Science degree in Automotive Service Management Technology will prepare students for employment as service technicians in the automotive service industry. This two-year training program is hands-on and teaches you to service, diagnose, and repair today's vehicle systems. A combination of theory and practical instruction prepares students for distinctive success and contributes to the economic development of the College's service area.

Application Procedure

Students are required to have a high school diploma or GED®. Entrance into the program requires students to submit an application to the Program Manager's Office that includes the results of appropriate placement test (PERT for A.A.S. or TABE for PSAV) or proof of exemption claimed on SB1720 student questionnaire. The program application packet can be obtained by contacting the Automotive Program Manager's Office at (904) 633-8334 or autodiesel@fscj.edu.

Notice to prospective students: A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as an Automotive Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study.

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Internships

This program contains an internship component so you can gain on-the-job experience while working toward a degree.

Need More Information? Contact:

Automotive and Diesel Technologies Department, (904) 633-8334 or autodiesel@fscj.edu

More Information Online:



[Recommended Roadmap for the Program](#)

Curriculum

General Education

Credit Hours: 15

- **Mathematics** Credit Hours: 3
Refer to [General Education Requirements](#) .
- **Humanities** Credit Hours: 3
Refer to [General Education Requirements](#) .
- **Physical Science** Credit Hours: 3
*Recommended course: [PHY 1020C - Physics for Liberal Arts with Laboratory](#).
*Refer to [General Education Requirements](#) .**
- **Social and Behavioral Sciences** Credit Hours: 3
Refer to [General Education Requirements](#) .
- [ENC 1101 - English Composition I](#) Credit Hours: 3
or [ENC 1101C - English Composition I Enhanced](#) Credit Hours: 4

Professional Courses

Credit Hours: 48

- [AER 1081C - Introduction to Automotive Technology](#) Credit Hours: 4
- [AER 1198 - Engines](#) Credit Hours: 4
- [AER 1291 - Automatic Transmissions and Transaxles](#) Credit Hours: 4
- [AER 1398 - Manual Transmission and Transaxles](#) Credit Hours: 4
- [AER 1498 - Steering and Suspension](#) Credit Hours: 4
- [AER 1598 - Brake Systems](#) Credit Hours: 4
- [AER 1694C - Electrical Systems I](#) Credit Hours: 4
- [AER 1798C - Air Conditioning and Heating](#) Credit Hours: 4
- [AER 2695C - Electrical Systems II](#) Credit Hours: 4
- [AER 2896 - Engine Performance I](#) Credit Hours: 4
- [AER 2899 - Engine Performance II](#) Credit Hours: 4
- [AER 2895C - Engine Performance III](#) Credit Hours: 4

Professional Electives

Credit Hours: 5

- [AER 2957 - Automotive Internship I Credit Hours: 2](#)
- [AER 2958 - Automotive Internship II Credit Hours: 2](#)
- [SLS 1101 - College Academic Orientation Credit Hours: 1](#)
- [SLS 1103 - Strategies for Success in College, Career and Life Credit Hours: 3](#)
- [CGS 1100 - Microcomputer Applications for Business and Economics Credit Hours: 3](#)
- [CGS 1060 - Introduction to Information Technology Credit Hours: 3](#)
- [GEB 1011 - Introduction to Business Credit Hours: 3](#)

Total Credit Hours: 68

Automotive Service Technician (6236) (T.C.)

Technical Certificate

This is a Selective Access program.

Due to rapid advances in technology, the service and repair of cars and trucks has evolved into a more complex and challenging career. Today's automotive technician must have advanced skills and training that were not previously required for a successful career in this field.

The Automotive Service Technician technical certificate will prepare the student for entry into the automotive repair industry. The program consists of the first 20 credit hours of the [Automotive Service Management Technology \(A236\) \(A.A.S.\)](#) degree program and four credits of professional electives.

Application Procedure

Students are required to have a high school diploma or GED®. Entrance into the program requires students to submit an application to the Program Manager's Office that includes the results of appropriate placement test (PERT for A.A.S. or TABE for PSAV) or proof of exemption claimed on SB1720 student questionnaire. The program application packet can be obtained by contacting the Automotive Program Manager's Office at (904) 633-8334 or autodiesel@fscj.edu.

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Need More Information? Contact:

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Curriculum

Professional Courses

Credit Hours: 20

A minimum grade of "C" or better is required in all Professional Courses.

- [AER 1081C - Introduction to Automotive Technology Credit Hours: 4](#)
- [AER 1498 - Steering and Suspension Credit Hours: 4](#)
- [AER 1598 - Brake Systems Credit Hours: 4](#)
- [AER 1694C - Electrical Systems I Credit Hours: 4](#)
- [AER 1798C - Air Conditioning and Heating Credit Hours: 4](#)

Professional Electives

Minimum Credit Hours: 4

- [AER 2957 - Automotive Internship I Credit Hours: 2](#)
- [AER 2958 - Automotive Internship II Credit Hours: 2](#)
- [SLS 1101 - College Academic Orientation Credit Hours: 1](#)
- [SLS 1103 - Strategies for Success in College, Career and Life Credit Hours: 3](#)
- [GEB 1011 - Introduction to Business Credit Hours: 3](#)

Total Credit Hours: 24 / Program Length: 8 Months

Automotive Collision Repair and Refinishing (5806) (W.C.)

Workforce Certificate (PSAV/Clock Hour program)

This is a selective access program.

The Automotive Collision Repair and Refinishing program is designed to provide the training you need to become a professional technician. The program is a total of 1,400 contact hours which can be completed in 12 months. This program also includes [Automotive Collision Repair and Refinishing I \(5816\) \(W.C.\)](#), a 750 contact hour embedded certificate that can be completed in two consecutive semesters. Coursework includes classroom theory and hands-on lab exercises using the latest techniques to make damaged cars look like new again. The program is NATEF accredited in areas B2 through B5 for Automotive Service Excellence (ASE) and will prepare you for ASE Certification Exams.

A minimum grade of "C" or better must be achieved in all professional core courses.

Mission/Purpose

The mission of the Automotive Collision Repair and Refinishing program is to prepare students for employment or specialized training as a collision repair or refinish technician by providing remarkable training and education for future professionals and their employers. The program provides instruction on theory and operation through courses that align with Automotive Service Excellence (ASE) Certification areas. Students completing this program will gain knowledge and skills that prepare them for distinctive success in a global economy.

Career Opportunities

Having a successful career as a professional collision repair and refinishing technician requires training and professional certifications. Completing this program will help you achieve both of these goals. Technicians with formal training, and certifications typically earn more and have more opportunities for advancement than those who don't.

Local employers contact us often to hire students and program graduates. Getting hired to work part time before you graduate is the ideal arrangement. Being able to apply what you have learned in the classroom to a live work environment allows you to develop your skills at a rapid pace. Our office can help put you in touch with employers who understand the value of this process and desire to work with our students in order to help develop a professional technician for their business.

Notice to prospective students: A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as an Automotive Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study. Students who are admitted into this program must pass a medical evaluation of their ability to wear a respirator. Upon gaining medical clearance, the student is also required to pass a Qualitative Fit Test (QLFT) while wearing their personal protective equipment (PPE) respirator/breathing apparatus. Both assessments will be administered before the end of the second course. Students who are unable to pass either assessment may not be allowed to continue in the program.

Application Procedure

In addition to the regular College application, entrance into the Automotive Collision Repair and Refinishing program requires students to submit an application to the Program Manager's Office that includes the results of appropriate placement test (PERT

for A.A.S. or TABE for PSAV) or proof of exemption claimed on SB1720 student questionnaire. The program application packet can be obtained by contacting the Automotive Program Manager's Office at (904) 633-8334 or autodiesel@fscj.edu.

Notice to prospective students: A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as an Automotive Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study.

The Test of Adult Basic Education (TABE) is a major criterion in a student's completion of the program. Students who fail to meet the State of Florida's designated exit score will be required to complete the Applied Academics for Adult Education (AAE). In order to complete the program successfully, students must achieve or surpass the designated exit score(s). See the [Standards of Academic Progress/Academic Standing](#).

Need More Information? Contact:

Automotive Technologies Department, (904) 633-8334 or autodiesel@fscj.edu.

Applied Academics for Adult Education (AAE)

Students who have satisfactory test scores are not required to take the following courses:

- [AAE 0100 - Basic Reading Skills](#)
- [AAE 0200 - Basic Mathematic Skills](#)
- [AAE 0300 - Basic Language Skills](#)

Curriculum

Professional Courses

A minimum grade of "C" or better is required in all Professional Core courses.

- [ARR 0005C - Introduction to Collision Repair and Refinishing Contact Hours: 90.](#)
- [ARR 0006C - Fundamentals of Collision Repair and Refinishing Contact Hours: 90.](#)
- [ARR 0210L - Collision Repair Technician Lab I Contact Hours: 105.](#)
- [ARR 0940 - Collision Repair Co-Operative Internship I Contact Hours: 90.](#)
- [ARR 0310C - Non-Structural Repairs I Contact Hours: 90.](#)
- [ARR 0311C - Non-Structural Repairs II Contact Hours: 90.](#)
- [ARR 0290 - Structural Analysis and Damage Repair Contact Hours: 90.](#)
- [ARR 0213L - Collision Repair Technician Lab II Contact Hours: 105.](#)
- [ARR 0941 - Collision Repair Co-Operative Internship II Contact Hours: 90.](#)
- [ARR 0374 - Mechanical and Electrical Foundations for Collision Repair Contact Hours: 90.](#)
- [ARR 0949 - Collision Repair and Refinishing Co-Operative Capstone Contact Hours: 200.](#)
- [ARR 0021 - Damage Analysis, Estimating and Customer Service Contact Hours: 90.](#)
- [ARR 0411 - Automotive Refinishing I Contact Hours: 90.](#)
- [ARR 0414C - Automotive Refinishing II Contact Hours: 90.](#)

Total Contact Hours: 1,400

Automotive Collision Repair and Refinishing I (5816) (W.C.)

Workforce Certificate (PSAV/Clock Hour program)

This is a selective access program.

This program is designed to provide the training needed to acquire an entry-level job in the Collision Repair and Refinishing Industry. The program is a total 750 contact hours which can be completed in 8 months. Coursework includes classroom theory and hands-on lab exercises using the latest techniques to make damaged cars look like new again. These courses are embedded into the [Automotive Collision Repair and Refinishing \(5806\) \(W.C.\)](#), a 1,400 contact hour program. They offer an exit point for students who want to get the skills they need to quickly start a career in the Collision Repair and Refinishing industry. These courses can be completed in two consecutive semesters over an 8-month period.

A minimum grade of "C" or better must be achieved in all professional core courses.

Mission/Purpose

The mission of the Automotive Collision Repair and Refinishing program is to prepare students for employment or specialized training as an auto-body or paint technician by providing remarkable training and education for future professionals and their employers. The program provides instruction on theory and operation through courses that align with Automotive Service Excellence (ASE) Certification areas. Students completing this program will gain knowledge and skills that prepare them for distinctive success in a global economy.

Career Opportunities

Having a successful career as a professional collision repair and refinishing technician requires training and professional certifications. Completing this program will help you achieve both of these goals. Technicians with formal training, and Certifications typically earn more and have more opportunities for advancement than those who don't.

Local employers contact us often to hire students and program graduates. Getting hired to work part time before you graduate is the ideal arrangement. Being able to apply what you have learned in the classroom to a live work environment allows you to develop your skills at a rapid pace. Our office can help put you in touch with employers who understand the value of this process and desire to work with our students in order to help develop a professional technician for their business.

Notice to prospective students: A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as an Automotive Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study. Students who are admitted into this program must pass a medical evaluation of their ability to wear a respirator. Upon gaining medical clearance, the student is also required to pass a Qualitative Fit Test (QLFT) while wearing their personal protective equipment (PPE) respirator/breathing apparatus. Both assessments will be administered before the end of the second course. Students who are unable to pass either assessment may not be allowed to continue in the program.

Application Procedure

In addition to the regular College application, entrance into the Automotive Collision Repair and Refinishing program requires students to submit an application to the Program Manager's Office that includes the results of appropriate placement test (PERT

for A.A.S. or TABE for PSAV) or proof of exemption claimed on SB1720 student questionnaire. The program application packet can be obtained by contacting the Automotive Program Manager's Office at (904) 633-8334 or autodiesel@fscj.edu.

Notice to prospective students: A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as an Automotive Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study.

The Test of Adult Basic Education (TABE) is a major criterion in a student's completion of the program. Students who fail to meet the State of Florida's designated exit score will be required to complete the Applied Academics for Adult Education (AAE). In order to complete the program successfully, students must achieve or surpass the designated exit score(s). See the [Standards of Academic Progress/Academic Standing](#).

Need More Information? Contact:

Automotive Technologies Department, (904) 633-8334 or autodiesel@fscj.edu.

Applied Academics for Adult Education (AAE)

Students who have satisfactory test scores are not required to take the following courses:

- [AAE 0100 - Basic Reading Skills](#)
- [AAE 0200 - Basic Mathematic Skills](#)
- [AAE 0300 - Basic Language Skills](#)

Curriculum

Professional Courses

A minimum grade of "C" or better is required in all Professional Core courses.

- [ARR 0005C - Introduction to Collision Repair and Refinishing Contact Hours: 90.](#)
- [ARR 0006C - Fundamentals of Collision Repair and Refinishing Contact Hours: 90.](#)
- [ARR 0021 - Damage Analysis, Estimating and Customer Service Contact Hours: 90.](#)
- [ARR 0210L - Collision Repair Technician Lab I Contact Hours: 105.](#)
- [ARR 0310C - Non-Structural Repairs I Contact Hours: 90.](#)
- [ARR 0311C - Non-Structural Repairs II Contact Hours: 90.](#)
- [ARR 0290 - Structural Analysis and Damage Repair Contact Hours: 90.](#)
- [ARR 0213L - Collision Repair Technician Lab II Contact Hours: 105.](#)

Total Contact Hours: 750

Medium and Heavy Duty Truck and Bus Technician/Diesel Systems (5826) (W.C.)

Workforce Certificate (PSAV/Clock Hour program)

This is a limited access program.

The recent implementation of new Federal Emissions and Safety Regulations for diesel trucks and equipment has increased the demand for highly skilled, truck and bus technicians.

The Medium and Heavy Duty Truck and Bus Technician program is designed to provide the training you need to become a professional. The program is a total of 1,800 contact hours which can be completed in 16 months. This program also includes [Medium and Heavy Duty Truck and Bus Technician/Diesel Systems I \(5836\) \(W.C.\)](#), a 1,050 contact hour certificate embedded that can be completed in three consecutive semesters. Coursework includes classroom theory, hands-on lab exercises and internships using the latest technology to locate, diagnose and repair problems with electrical, mechanical and computerized systems. The program is NATEF Accredited and will prepare you for ASE certification exams. Additionally, students who successfully complete the Diesel Heating and Air Conditioning course can earn EPA Section 609 Certification for mobile air conditioning systems.

A minimum grade of "C" or better must be achieved in all professional core courses.

Mission/Purpose

The mission of the Medium and Heavy Duty Truck and Bus Technician program is to prepare students for employment or specialized training as a service technician by providing remarkable training and education for future professionals and their employers. The program provides instruction on theory and operation through courses that align with Automotive Service Excellence (ASE) Certification areas. Students completing this program will gain knowledge and skills that prepare them for distinctive success in a global economy.

Career Opportunities

Having a successful career as a professional truck technician requires training and certifications. Completing this program will help you achieve both of these goals. Technicians with formal training and ASE or factory certifications typically earn more and have more opportunity for advancement than those who don't.

Local employers contact us often to hire students and program graduates. Getting hired to work part time before you graduate is the ideal arrangement. Being able to apply what you have learned in the classroom to a live work environment allows you to develop your skills at a rapid pace. Our office can help put you in touch with employers who understand the value of this process and desire to work with our students in order to help develop a professional technician for their business.

Notice to prospective students: A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as a Diesel Truck Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study.

Application Procedure

In addition to the regular College application, entrance into the Automotive Collision Repair and Refinishing program requires students to submit an application to the Program Manager's Office that includes the results of appropriate placement test (PERT

for A.A.S. or TABE for PSAV) or proof of exemption claimed on SB1720 student questionnaire. The program application packet can be obtained by contacting the Automotive Program Manager's Office at (904) 633-8334 or autodiesel@fscj.edu.

Notice to prospective students: A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as an Automotive Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study.

The Test of Adult Basic Education (TABE) is a major criterion in a student's completion of the program. Students who fail to meet the State of Florida's designated exit score will be required to complete the Applied Academics for Adult Education (AAE). In order to complete the program successfully, students must achieve or surpass the designated exit score(s). See the [Standards of Academic Progress/Academic Standing](#).

Need More Information? Contact:

Automotive and Diesel Technologies Department, (904) 633-8334 or autodiesel@fscj.edu.

Applied Academics for Adult Education (AAE)

Students who have satisfactory test scores are not required to take the following courses:

- [AAE 0100 - Basic Reading Skills](#)
- [AAE 0200 - Basic Mathematic Skills](#)
- [AAE 0300 - Basic Language Skills](#)

Curriculum

Professional Courses

A minimum grade of "C" or better is required in all Professional Core courses.

- [DIM 0004 - Introduction to Diesel Technology Contact Hours: 90](#)
- [DIM 0301 - Medium and Heavy Truck Electrical Systems Contact Hours: 90](#)
- [DIM 0005 - PMI for Medium and Heavy Duty Trucks Contact Hours: 90](#)
- [DIM 0111 - Medium and Heavy Truck Diesel Engines Contact Hours: 90](#)
- [DIM 0610 - Truck Heating and Air Conditioning Systems Contact Hours: 90](#)
- [DIM 0500 - Truck Steering and Suspension Systems Contact Hours: 90](#)
- [DIM 0111L - Truck Technician Lab I Contact Hours: 90](#)
- [DIM 0802L - Truck Technician Lab II Contact Hours: 90](#)
- [DIM 0803L - Truck Technician Lab III Contact Hours: 60](#)
- [DIM 0801 - Truck Brake and Hydraulic Systems Contact Hours: 90](#)
- [DIM 0842 - Diesel Engine Performance Contact Hours: 90](#)
- [DIM 0220 - Diesel Powertrain and Powertrain Management Systems Contact Hours: 90](#)
- [DIM 0940 - Truck Technician Co-operative Internship I Contact Hours: 120](#)
- [DIM 0941 - Truck Technician Co-operative Internship II Contact Hours: 120](#)
- [DIM 0942 - Truck Technician Co-operative Internship III Contact Hours: 150](#)
- [DIM 0943 - Truck Technician Capstone Co-operative Internship Contact Hours: 360](#)

Total Contact Hours: 1,800

Medium and Heavy Duty Truck and Bus Technician/Diesel Systems I (5836) (W.C.)

Workforce Certificate (PSAV/Clock Hour program)

This is a limited access program.

This program is designed to provide the training needed to gain entry level employment as a truck technician. The program is a total of 1,050 contact hours which can be completed in 12 months. Coursework includes classroom theory and hands-on lab exercises using the latest technology to locate, diagnose and repair problems with electrical, mechanical and computerized systems. These courses are embedded into the [Medium and Heavy Duty Truck and Bus Technician/Diesel Systems \(5826\) \(W.C.\)](#), a 1,800 contact hour workforce certificate program. They offer an exit point for students who want to get the skills they need to quickly start a career as a Diesel Truck Technician. These courses can be completed in three consecutive semesters over a 12 month period.

A minimum grade of "C" or better must be achieved in all professional core courses.

Mission/Purpose

The mission of the Medium and Heavy Duty Truck and Bus Technician program is to prepare students for employment or specialized training as a service technician by providing remarkable training and education for future professionals and their employers. The program provides instruction on theory and operation through courses that align with Automotive Service Excellence (ASE) Certification areas. Students completing this program will gain knowledge and skills that prepare them for distinctive success in a global economy.

Career Opportunities

Having a successful career as a professional truck technician requires training and certifications. Completing this program will help you achieve both of these goals. Technicians with formal training and ASE or factory certifications typically earn more and have more opportunity for advancement than those who don't.

Local employers contact us often to hire students and program graduates. Getting hired to work part time before you graduate is the ideal arrangement. Being able to apply what you have learned in the classroom to a live work environment allows you to develop your skills at a rapid pace. Our office can help put you in touch with employers who understand the value of this process and desire to work with our students in order to help develop a professional technician for their business.

Notice to prospective students: A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as a Diesel Truck Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study.

Application Procedure

In addition to the regular College application, entrance into the Automotive Collision Repair and Refinishing program requires students to submit an application to the Program Manager's Office that includes the results of appropriate placement test (PERT for A.A.S. or TABE for PSAV) or proof of exemption claimed on SB1720 student questionnaire. The program application packet can be obtained by contacting the Automotive Program Manager's Office at (904) 633-8334 or autodiesel@fscj.edu.

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Applied Academics for Adult Education (AAE)

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- [AAE 0100 - Basic Reading Skills](#)
- [AAE 0200 - Basic Mathematic Skills](#)
- [AAE 0300 - Basic Language Skills](#)

Curriculum

Professional Courses

A minimum grade of "C" or better is required in all Professional Core courses.

- [DIM 0004 - Introduction to Diesel Technology Contact Hours: 90](#)
- [DIM 0301 - Medium and Heavy Truck Electrical Systems Contact Hours: 90](#)
- [DIM 0005 - PMI for Medium and Heavy Duty Trucks Contact Hours: 90](#)
- [DIM 0111 - Medium and Heavy Truck Diesel Engines Contact Hours: 90](#)
- [DIM 0610 - Truck Heating and Air Conditioning Systems Contact Hours: 90](#)
- [DIM 0500 - Truck Steering and Suspension Systems Contact Hours: 90](#)
- [DIM 0111L - Truck Technician Lab I Contact Hours: 90](#)
- [DIM 0802L - Truck Technician Lab II Contact Hours: 90](#)
- [DIM 0803L - Truck Technician Lab III Contact Hours: 60](#)
- [DIM 0801 - Truck Brake and Hydraulic Systems Contact Hours: 90](#)
- [DIM 0842 - Diesel Engine Performance Contact Hours: 90](#)
- [DIM 0220 - Diesel Powertrain and Powertrain Management Systems Contact Hours: 90](#)

Total Contact Hours: 1,050

Nelson, Rebecca A.

From: Nelson, Rebecca A.
Sent: Wednesday, October 25, 2017 3:19 PM
To: Gibson, Cedrick L.; Earney, Kimberly A.; Wallace, Lance A.
Cc: James, Rosemary A.; Kuhn-Hancock, Lori A.; Friend, Ernest M.; Babi, Mamdouh O.; Ciez-Volz, Kathleen; Halifko, Robin R.; Hartshorn, Maurie B.
Subject: RE: Necessary Website Revision - Application Process for the Automotive Programs A236, 6236 Collision Programs 5816, 5806 and Diesel Programs 5836 5826

Good Afternoon Dr. Gibson, et al.

The following Catalog program pages have been updated per this administrative directive. Please note that our office will prepare an Information Item to be added to the November Curriculum Committee agenda to keep committee members in the loop on these updates.

[Automotive Service Management Technology \(A236\) \(A.A.S.\)](#)
[Automotive Service Technician \(6236\) \(T.C.\)](#)
[Automotive Collision Repair and Refinishing \(5806\) \(W.C.\)](#)
[Automotive Collision Repair and Refinishing I \(5816\) \(W.C.\)](#)
[Medium and Heavy Duty Truck and Bus Technician/Diesel Systems \(5826\) \(W.C.\)](#)
[Medium and Heavy Duty Truck and Bus Technician/Diesel Systems I \(5836\) \(W.C.\)](#)

Further, we look forward to working with you all on the upcoming proposals to address the state framework updates for the 2018-19 academic year for the PSAV programs. We also look forward to working with you to update the Automotive A.S. and T.C. programs to remove the selective access status. Please note that curriculum proposal templates (per meeting with Lance Wallace and Steve Miller) for your completion are forth coming.

Thank you and please let me or one of my colleagues know if I can be of further assistance.

Best wishes for a productive Wednesday afternoon.

Rebecca Ann Nelson

Curriculum Services Specialist | Secretary, Curriculum Committee & GER Sub-Committee
Curriculum Services | Office of Curriculum and Instruction

501 W. State Street, Room 301P, Jacksonville, FL 32202
Office: (904) 632-3274 | Fax: (904) 632-3043 | Cell: 904-207-2043
Email: rebecca.nelson@fscj.edu | Web: [Curriculum Services](#)



From: Gibson, Cedrick L.
Sent: Monday, October 23, 2017 1:54 PM
To: Nelson, Rebecca A. <Rebecca.Nelson@fscj.edu>; Earney, Kimberly A. <Kimberly.Earney@fscj.edu>; Wallace, Lance A. <Lance.Wallace@fscj.edu>
Cc: James, Rosemary A. <rosemary.james@fscj.edu>; Kuhn-Hancock, Lori A. <lkuhnhan@fscj.edu>; Friend, Ernest M. <ernest.friend@fscj.edu>; Babi, Mamdouh O. <m.babi@fscj.edu>; Ciez-Volz, Kathleen <kathleen.ciez.volz@fscj.edu>; Halifko, Robin R. <Robin.Halifko@fscj.edu>; Hartshorn, Maurie B. <Maurie.Hartshorn@fscj.edu>
Subject: RE: Necessary Website Revision - Application Process for the Automotive Programs A236, 6236 Collision Programs 5816, 5806 and Diesel Programs 5836 5826

Rebecca,

Per Kimberly's request to have immediate changes to the catalog program pages for the below items, you have my approval to move forward.

Prospective students are no longer required to take the **Bennett Mechanical Comprehension Assessment**, acquire a **3-year driving transcript**, and complete a **250-word essay**.

Thank you,
Cedrick

From: Nelson, Rebecca A.

Sent: Thursday, October 19, 2017 12:19 PM

To: Earney, Kimberly A. <Kimberly.Earney@fscj.edu>; Wallace, Lance A. <Lance.Wallace@fscj.edu>

Cc: Gibson, Cedrick L. <cedrick.gibson@fscj.edu>; James, Rosemary A. <rosemary.james@fscj.edu>; Kuhn-Hancock, Lori A. <lkuhnhan@fscj.edu>; Friend, Ernest M. <ernest.friend@fscj.edu>; Babi, Mamdouh O. <m.babi@fscj.edu>; Ciez-Volz, Kathleen <kathleen.ciez.volz@fscj.edu>; Halifko, Robin R. <Robin.Halifko@fscj.edu>; Hartshorn, Maurie B. <Maurie.Hartshorn@fscj.edu>

Subject: RE: Necessary Website Revision - Application Process for the Automotive Programs A236, 6236 Collision Programs 5816, 5806 and Diesel Programs 5836 5826

Importance: High

Good Afternoon Kimberly,

Thank you for your email. A curriculum proposal is in the process of being submitted to update all of these programs including the information noted below. I have copied Lance Wallace whom I met with last week to review these modifications.

However, in order to make these changes immediately to the catalog program pages, I will need a brief email reply from Dr. Babi (for A236 and 6236) and Dr. Gibson (for 5816, 5806, 5836 and 5826) indicating full support of the request. Then, I can move forward with the system changes and prepare an information item for the November 16th Curriculum Committee per administrative directive.

Thank you in advance for honoring the College's curriculum process.

Best,

Rebecca Ann Nelson

Office: (904) 632-3274 | Fax: (904) 632-3043 | Cell: 904-207-2043

Email: rebecca.nelson@fscj.edu | Web: [Curriculum Services](#)

From: Earney, Kimberly A.

Sent: Thursday, October 19, 2017 10:32 AM

To: Nelson, Rebecca A. <Rebecca.Nelson@fscj.edu>

Cc: Gibson, Cedrick L. <cedrick.gibson@fscj.edu>; James, Rosemary A. <rosemary.james@fscj.edu>; Kuhn-Hancock, Lori A. <lkuhnhan@fscj.edu>

Subject: Necessary Website Revision - Application Process for the Automotive Programs A236, 6236 Collision Programs 5816, 5806 and Diesel Programs 5836 5826

Good morning, Rebecca:

I hope you're having a great morning thus far! ☺

Who would be our contact concerning revisions to the website regarding the application process of the Automotive Program?

Prospective students are no longer required to take the **Bennett Mechanical Comprehension Assessment**, acquire a **3-year driving transcript**, and complete a **250-word essay**.

Can you assist us?

Please advise.

Kimberly Ann Earney
Administrative Assistant II
School of Technology and Industry
Florida State College at Jacksonville
101 W. State Street
Jacksonville, FL 32202
Office: (904) 633-8295
kearney@fscj.edu
trades@fscj.edu



* Please note that under Florida's very broad public records law, electronic mail and recorded voicemail messages to and from College employees may be subject to public disclosure.

From: Gibson, Cedrick L.
Sent: Thursday, October 19, 2017 9:47 AM
To: Earney, Kimberly A. <Kimberly.Earney@fscj.edu>
Cc: James, Rosemary A. <rosemary.james@fscj.edu>
Subject: Re: FSCJ Automotive Program Registration Process

Good morning Kim,

Please work with the instructor and or the web master to remove the outdated information from the website, etc., so students are not misled by the dated requirements. Thank you.

Cedrick

Sent from my Sprint Samsung Galaxy S8+.

----- Original message -----
From: "Earney, Kimberly A." <Kimberly.Earney@fscj.edu>
Date: 10/18/17 6:00 PM (GMT-05:00)
To: tety@students.fscj.edu

Good afternoon, Yeh!

You'll be happy to know that the registration process for the Automotive Program has completely changed. You are no longer required to take the **Bennett Mechanical Comprehension Assessment**, acquire a **3-year driving transcript**, and complete a **250-word essay**, as mentioned below.

We want very much to assist you with this transition and put you in touch with the right person.

Please feel free to contact Steve Miller at (904) 633-8334. I've also copied him on this email.

We definitely look forward to helping you reach your educational and career goals.

Thank you for choosing Florida State College at Jacksonville as your school of choice.

Kimberly

Kimberly Ann Earney
Administrative Assistant II
School of Technology and Industry
Florida State College at Jacksonville
101 W. State Street
Jacksonville, FL 32202
Office: (904) 633-8295
kearney@fscj.edu
trades@fscj.edu



* Please note that under Florida's very broad public records law, electronic mail and recorded voicemail messages to and from College employees may be subject to public disclosure.

From: Baggett, Vonnell W.
Sent: Tuesday, October 17, 2017 5:41 PM
To: Tet, Yeh <ety@students.fscj.edu>
Cc: Earney, Kimberly A. <Kimberly.Earney@fscj.edu>; Baggett, Vonnell W. <Vonnell.Baggett@fscj.edu>
Subject: Re: Spring terms

Hello, Tet.

Advisor, Kimberly Earney would be the best choice for assisting you with the Automotive Program Plan. I've copied Ms Earney on this correspondence. Feel free to reach out to her and make an appointment to discuss your steps into this program.

I will be happy to assist you with completing your Associate of Arts program plan.

November 16, 2017

Modified Program Application Procedure Language for Aviation Airframe and Powerplant Programs

Through a collaboration among the Associate Vice President of Workforce Development and Entrepreneurship, Dr. Cedric Gibson, General Counsel, Mr. Colin Mailloux, and Program Manager, Mr. David Dagenais, the application procedure verbiage has been modified for the following programs:

- Aviation Airframe Mechanics (5712) (PSAV)
- Aviation Powerplant Mechanics (5734) (PSAV)

To better prepare students for workplace expectations and clearly define intended program outcomes, the underlined text noted below represents the modified application procedure verbiage:

FAA certified Repair Stations are required to have all employees complete drug screening and a criminal background check for employment. Completion of this program is intended to lead to employment in certain safety sensitive positions. To ensure your safety as well as your employability in the widest possible manner, all students are required to submit drug screening and criminal background check results to the Aviation Department prior to enrolling in the program. Call the Aviation Maintenance Department at the number below for instructions on completing these requirements. Some students are required to take the TABE exams prior to enrolling and meet the target scores prior to graduation in this program unless the students currently possess equivalent ACT, SAT, or PERT scores within the past two years or an A.A., A.S. or bachelor's degree.

Attached to this information item are individual program catalog pages documenting the aforementioned program application verbiage and made upon the administrative directive of Dr. Gibson.

Questions regarding the program application procedure language updates should be directed to the Program Manager, Mr. David Dagenais. Questions regarding curricular content should be directed to the office of Curriculum and Instruction, Curriculum Services.

Aviation Airframe Mechanics (5712) (W.C.)

Workforce Certificate (PSAV/Clock Hour program)

This is a limited access program.

This Federal Aviation Administration (FAA)-approved program prepares you for a rewarding career in the commercial and general aviation industries. Instruction consists of academic as well as laboratory training designed to prepare you for the FAA written, oral and practical certificate examinations for the Airframe Mechanic rating. With this rating, you will be qualified for a position as an Aviation Maintenance Technician with the FAA Airframe Rating. **Note:** It is recommended that students pursue both the Airframe and Powerplant ratings for maximum employment potential.

FAA certified maintenance technicians have the important responsibility of keeping aircraft and their equipment working safely and efficiently. They service, repair and overhaul various aircraft components and systems including airframes, landing gear, electrical and hydraulic systems. Aviation Maintenance Technicians employed by the airlines perform either line maintenance work (for example, routine maintenance, servicing, or emergency repairs at airline terminals) or major repairs and periodic inspections at an airline's overhaul base. Aviation Maintenance Technicians in general aviation perform maintenance and repair tasks similar to those performed by airline mechanics, and they may work on small piston-engine or larger turbine-powered aircraft, depending on the specialty of business where employed.

Mission/Purpose

The mission of the Aviation Airframe Mechanic program is to serve the air transportation industry with highly trained individuals having the knowledge and skills for an entry level Technician in the Aviation Maintenance Industry. The program produces qualified Airframe Technicians ready to perform aviation maintenance through practical training and education on Federal Aviation Administration standard methods, techniques, and skills via realistic experience with aircraft, avionics, engines, and their subsystems. A minimum grade of "C" or better must be achieved in all professional core courses.

Application Procedure

FAA certified Repair Stations are required to have all employees complete drug screening and a criminal background check for employment. **Completion of this program is intended to lead to employment in certain safety sensitive positions. To ensure your safety as well as your employability in the widest possible manner,** all students are required to submit drug screening and criminal background check results to the Aviation Department prior to enrolling in the program. Call the Aviation Maintenance Department at the number below for instructions on completing these requirements. Some students are required to take the TABE exams prior to enrolling and meet the target scores prior to graduation in this program unless the students currently possess equivalent ACT, SAT, or PERT scores within the past two years or an A.A., A.S. or bachelor's degree.

The Test of Adult Basic Education (TABE) is a major criterion in a student's completion of the program. Students who fail to meet the State of Florida's designated exit score will be required to complete the Applied Academics for Adult Education (AAE). In order to complete the program successfully, students must achieve or surpass the designated exit score(s). See the [Standards of Academic Progress/Academic Standing](#).

For further information regarding testing, call (904) 779-4129.

Need More Information? Contact

Program Department at (904) 317-3824 or Patricia.H.Conway@fscj.edu
Program Advisor at (904) 779-4200

More Information Online

[Career Information from the FAA](#)

Applied Academics for Adult Education (AAE)

Students who have satisfactory test scores are not required to take the following courses:

- [AAE 0100 - Basic Reading Skills](#)
- [AAE 0200 - Basic Mathematic Skills](#)
- [AAE 0300 - Basic Language Skills](#)

Curriculum

Aviation Maintenance General Technician Helper (Maintenance, Repair and Overhaul "MRO)

A minimum grade of "C" or better is required in all Professional Core courses.

Note: These courses are required and prepare students to pursue a career in aviation maintenance, repair and overhaul operations.

- [*AMT 0701 - Aviation Maintenance Technology General I Contact Hours: 112.5.](#)
- [*AMT 0702 - Aviation Maintenance Technology General II Contact Hours: 112.5](#)
- [*AMT 0703 - Aviation Maintenance Technology General III Contact Hours: 112.5.](#)
- [*AMT 0704 - Aviation Maintenance Technology General IV Contact Hours: 112.5.](#)

**General courses are identical between Airframe and Powerplant programs of study and only need to be completed once for both programs.*

Professional Core

A minimum grade of "C" or better is required in all Professional Core courses.

- [AMT 0712 - Aviation Maintenance Technology Airframe I Contact Hours: 225.](#)
- [AMT 0713 - Aviation Maintenance Technology Airframe II Contact Hours: 225.](#)
- [AMT 0714 - Aviation Maintenance Technology Airframe III Contact Hours: 225.](#)
- [AMT 0717 - Aviation Maintenance Technology Airframe IV Contact Hours: 225.](#)

Total Contact Hours: 1,350

Aviation Powerplant Mechanics (5734) (W.C.)

Workforce Certificate (PSAV/Clock Hour program)

This is a limited access program.

This FAA-approved program prepares students for a rewarding career in the general and commercial aviation industries. Instruction consists of academic as well as laboratory training designed to prepare students for the FAA written, oral and practical certificate examinations for the Powerplant rating. Students will be qualified for a position as an Aviation Maintenance Technician certified to work on aircraft powerplants and their systems. **Note:** It is recommended that students pursue both the Airframe and Powerplant ratings for maximum employment potential.

FAA certified maintenance technicians have the important responsibility of keeping aircraft powerplants and their equipment working safely and efficiently. They service, repair, and overhaul various aircraft components and systems including propellers, fuel and ignition systems. Aviation Maintenance Technicians employed by the airlines perform either line maintenance work (for example, routine maintenance, servicing, or emergency repairs at airline terminals) or major repairs and periodic inspections at an airline's overhaul base. Aviation Maintenance Technicians in general aviation perform maintenance and repair tasks similar to those performed by airline mechanics, and they may work on small piston-engine or larger turbine-powered aircraft, depending on the specialty of the business where employed.

A minimum grade of "C" or better must be achieved in all professional core courses.

Mission/Purpose

The mission of the Aviation Powerplant Mechanic program is to serve the air transportation industry with highly trained individuals having the knowledge and skills for an entry level technician in the aviation maintenance Industry. The program produces qualified powerplant technicians ready to perform aviation maintenance through practical training and education on Federal Aviation Administration standard methods, techniques, and skills via realistic experience with aircraft, engines, and their subsystems.

Application Procedure

FAA certified Repair Stations are required to have all employees complete drug screening and a criminal background check for employment. Completion of this program is intended to lead to employment in certain safety sensitive positions. To ensure your safety as well as your employability in the widest possible manner, all students are required to submit drug screening and criminal background check results to the Aviation Department prior to enrolling in the program. Call the Aviation Maintenance Department at the number below for instructions on completing these requirements. Some students are required to take the TABE exams prior to enrolling and meet the target scores prior to graduation in this program unless the students currently possess equivalent ACT, SAT, or PERT scores within the past two years or an A.A., A.S. or bachelor's degree.

The Test of Adult Basic Education (TABE) is a major criterion in a student's completion of the program. Students who fail to meet the State of Florida's designated exit score will be required to complete the Applied Academics for Adult Education (AAE). In order to complete the program successfully, students must achieve or surpass the designated exit score(s). See the [Standards of Academic Progress/Academic Standing](#) .

For further information regarding testing, call (904) 779-4129.

Need More Information? Contact:

Pat Conway, Cecil Center, (904) 317-3824 or Patricia.H.Conway@fscj.edu,
or Program Advisor at (904) 779-4200

Applied Academics for Adult Education (AAE)

Students who have satisfactory test scores are not required to take the following courses:

- [AAE 0100 - Basic Reading Skills](#)
- [AAE 0200 - Basic Mathematic Skills](#)
- [AAE 0300 - Basic Language Skills](#)

Curriculum

**Aviation Maintenance General Technician Helper
(Maintenance, Repair and Overhaul "MRO)**

A minimum grade of "C" or better is required in all Professional Core courses.

Note: These courses are required and prepare students to pursue a career in aviation maintenance, repair and overhaul operations.

- [*AMT 0701 - Aviation Maintenance Technology General I Contact Hours: 112.5.](#)
- [*AMT 0702 - Aviation Maintenance Technology General II Contact Hours: 112.5.](#)
- [*AMT 0703 - Aviation Maintenance Technology General III Contact Hours: 112.5.](#)
- [*AMT 0704 - Aviation Maintenance Technology General IV Contact Hours: 112.5.](#)

**General courses are identical between Airframe and Powerplant programs of study and only need to be completed once for both programs.*

Professional Core

A minimum grade of "C" or better is required in all Professional Core courses.

- [AMT 0821 - Aviation Maintenance Technology Powerplant I Contact Hours: 225.](#)
- [AMT 0822 - Aviation Maintenance Technology Powerplant II Contact Hours: 225.](#)
- [AMT 0823 - Aviation Maintenance Technology Powerplant III Contact Hours: 225.](#)
- [AMT 0824 - Aviation Maintenance Technology Powerplant IV Contact Hours: 225.](#)

Total Contact Hours: 1,350

Nelson, Rebecca A.

From: Nelson, Rebecca A.
Sent: Wednesday, October 25, 2017 2:27 PM
To: Dagenais, David W.
Cc: Ciez-Volz, Kathleen; Hartshorn, Maurie B.
Subject: RE: Aviation Program Entrance Requirement Verbiage

Hi David.

The language has been updated on both Catalog program pages:

- [Aviation Airframe Mechanic \(5712\) \(PSAV\)](#)
- [Aviation PowerPlant Mechanics \(5734\) \(PSAV\)](#)

Thank you!

Rebecca Ann Nelson

Office: (904) 632-3274 | Fax: (904) 632-3043 | Cell: 904-207-2043
Email: rebecca.nelson@fscj.edu | Web: [Curriculum Services](#)

From: Dagenais, David W.
Sent: Tuesday, October 24, 2017 9:26 AM
To: Nelson, Rebecca A. <Rebecca.Nelson@fscj.edu>
Subject: FW: Aviation Program Entrance Requirement Verbiage

Rebecca,

Dr. Gibson forwarded verbiage that Colin Mailloux has requested be added to our 5712 and 5734 program catalog pages. The attached document has the verbiage added to the paragraph to revise the catalog page.

Thanks,
David

From: Gibson, Cedrick L.
Sent: Monday, October 23, 2017 6:01 PM
To: Dagenais, David W. <David.W.Dagenais@fscj.edu>
Cc: James, Rosemary A. <rosemary.james@fscj.edu>; Richardson, Lorne M. <lorne.m.richardson@fscj.edu>
Subject: FW: Aviation Program Entrance Requirement Verbiage

Dave,

Please see the below information referencing the entrance program requirements we discussed last week. Please have the below information supplied by Colin added to all necessary locations and program advertisement asap. Let me know if you have any questions.

Cedrick

From: Mailloux, Colin C.
Sent: Monday, October 23, 2017 3:16 PM
To: Gibson, Cedrick L. <cedrick.gibson@fscj.edu>
Subject: RE: Aviation Program Entrance Requirement Verbiage

I think I would like it better if we add the underlined portion:

Completion of this program is intended to lead to employment in certain safety sensitive career positions. To ensure your safety as well as your employability in the widest possible manner, all students are required to submit drug screening and criminal background check results to the Aviation Department prior to enrolling in the program.

Colin C. Mailloux
General Counsel
Florida State College at Jacksonville
501 W. State St, Suite 403
Jacksonville, FL 32202
Phone: (904) 632-3241
Email: cmaillou@fscj.edu

Please note that under Florida's very broad public records law, electronic mail and recorded voicemail messages to and from college officials may be subject to public disclosure.



From: Gibson, Cedrick L.
Sent: Monday, October 23, 2017 2:21 PM
To: Mailloux, Colin C. <colin.mailloux@fscj.edu>
Subject: Aviation Program Entrance Requirement Verbiage

Colin,

The Aviation Airframe and Powerplant Mechanic program has the following entrance requirement verbiage, which it has used for many years to advise incoming students in the areas of criminal record history and drug usage. The required information is not deny program enrollment, rather to work with students to prepare them for workplace expectations, therefore, I would like your or a member of your team feedback on the following verbiage and if it needs to be revised to meet the intended outcome: To ensure employability in the widest possible manner, all students are required to submit drug screening and criminal background check results to the Aviation Department prior to enrolling in the program. I think it may, but I would like your input. Thank you in advance.

Cedrick Gibson, Ph.D.
Associate Vice President
Workforce Development & Entrepreneurship
Florida State College at Jacksonville
Cecil Center North, A 101-D
5640 New World Avenue
Jacksonville, FL 32221
Phone: (904) 779-4045
cegibson@fscj.edu
www.fscj.edu