

## **REFUND POLICY**

Pro-rated refunds will be made during the first two weeks (10 days) of a program. Refunds will not be made after the program has been in session over two weeks. Disbursement of refund will be made within ten school days of student's withdrawal date. The application and registration fees are non-refundable. If Locklin Tech cancels a program due to insufficient enrollment, a full refund will be made.

## **RULES & REGULATIONS FOR CONDUCT**

Locklin Tech students are expected to understand and adhere to the rules and regulations as set forth in the Curriculum Guide & Student Handbook, as well as, the District's Student Code of Conduct. Policies from these documents have been enacted to ensure all students are safe and benefit from the learning opportunities while on the campus of Locklin Tech.

## **MISSION STATEMENT**

The mission of Locklin Tech is to prepare students for current and emerging high-demand careers through collaboration with community stakeholders. Expanding opportunities and access to training programs will provide a talent pipeline to meet regional workforce demands.

## **VISION STATEMENT**

The vision of Locklin Tech is to empower students for career success, lifelong learning and commitment to community. We strive to be the first choice for career education and training.

## **ACCREDITATION**

This institution is accredited by:

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, Georgia 30346  
800.917.2081  
[www.council.org](http://www.council.org)



*Santa Rosa School Board Policy 2.72, I. (A):*

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

A lack of English language skills will not be a barrier to admission to CTE programs.

To request auxiliary aids or services, or if you need this publication in an alternative format, please contact Student Services at 850.983.5700 Ext. 209. TTY users may contact the free nationwide Telecommunications Relay Service (TRS) by dialing 7-1-1 for assistance.



### PLEASE CONTACT US FOR MORE INFORMATION

**Locklin Tech**  
**5330 Berryhill Road**  
**Milton, Florida 32570**  
**850.983.5700**  
**[www.locklintech.com](http://www.locklintech.com)**

**Maria LaDouceur, Principal ~ Ext. 204**  
**Keith Hines, Assistant Principal ~ Ext. 205**  
**Katie Predmore, Guidance Counselor ~ Ext. 213**  
**Pam Boutwell, Financial Aid & VA Benefits ~ Ext. 211**  
**Meredith Powers, Career Specialist ~ Ext. 227**  
**Cathy Simmons, Student Registration ~ Ext. 209**



# Commercial Foods & Culinary Arts

The Commercial Foods & Culinary Arts program includes curriculum and experiences needed to prepare a student for further education and careers in the Hospitality & Tourism career cluster. Course content includes, but is not limited to, preparation, presentation and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe, efficient work practices. Laboratory activities are an integral part of this program. Students participate in “real work” activities such as catering luncheons and events; allowing opportunities for instruction in the use of commercial tools and state of the art equipment as well as compliance with laws and regulations specific to the food service and hospitality industry.

Program coursework includes:

- **Food Preparation** - 300 Hours
- **Cook, Restaurant** - 300 Hours
- **Chef/Head Cook** - 300 Hours
- **Food Service Management** - 300 Hours



## AVAILABILITY

Students may enroll in a program throughout the school year at the start of each quarter providing space is available.

## TUITION/FEES/OTHER COSTS

See a current *Cost of Attendance for Adult Students* for up-to-date tuition, fees and other program expenses.

## ADMISSION & PROOF OF RESIDENCY

Students may apply for admission to Locklin Tech by submitting a completed *Application for Adult Students* and application fee. This does not guarantee admittance into any program of study.

In accordance with Florida Statutes, students shall be classified as residents or nonresidents for the purpose of assessing tuition. The residency determination must be documented by the submission of written or electronic verification that includes two or more identifying documents pursuant to Section 1009.21, Florida Statutes. For more information please visit the Official Internet Site of the Florida Legislature ([Title XLVIII, Section 1009.21](#)) or contact Student Services. Students must also provide official transcripts or documentation of a high school diploma, GED®, or schedule an appointment with the Guidance Counselor to discuss other options.

## BASIC SKILLS ATTAINMENT

Students who do not meet eligible exemptions will be required to take the Test of Adult Basic Education (TABE) within the first six-weeks of enrollment. For inquiries regarding TABE, testing fees, or to schedule testing, please contact Student Services.

Students who score below the program's required basic skills of 9.0 in Math, Language and Reading will have to remediate through Applied Academics for Adult Students. Upon completion of remediation, there is a nominal fee for each section requiring retesting.

## FINANCIAL AID

Locklin Tech has a Financial Aid Counselor/VA Specialist to assist students who qualify for a Pell Grant or Veterans Benefits. Locklin's school code is **017198**. The application process for Pell may be completed online at [www.fafsa.gov](http://www.fafsa.gov) and for Veterans Benefits at [www.gibill.va.gov](http://www.gibill.va.gov). Locklin Tech also accepts Florida Pre-Paid, Florida Bright Futures Scholarships, Workforce Innovation & Opportunity Act, Vocational Rehabilitation and various other community resources.

## LENGTH OF PROGRAM

**1200-hours**

Adult students may be enrolled either full-time or part-time in this 1200-hour program. Students enrolled full-time earn 900-hours per school year.

## INDUSTRY CERTIFICATION

Students who successfully complete and meet the classroom requirements will be prepared to take the certification exam available through the Florida Restaurant and Lodging Association. Students are encouraged to take the ServSafe Food Manager's Certification exam.

## PROGRAM COMPLETION

A student is awarded a certificate upon successful completion of program competencies determined by the Florida Department of Education's curriculum, basic skills (TABE score) and classroom/shop hours.

## EMPLOYMENT OPPORTUNITIES

The restaurant and food service industry is looking for the country's best individuals to be its future stars! Employment of chefs and head cooks is projected to grow faster than other average occupations through the year 2024. Restaurant and food service, a \$782.7 billion industry, is growing so quickly, it is predicted to create 1.7 million new jobs by the year 2026. (Sources: [www.restaurant.org](http://www.restaurant.org) and [www.bls.gov](http://www.bls.gov))

