

About the Program

The Career Certificate (C.C.) in Specialized Career Education Basic provides each student with an individualized plan of study (IPS) that consists of standards and benchmarks selected from one or more CTE programs. On-the-job training (OJT) is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

For more information about this program visit catalog.fscj.edu/programs/5290.

Program Requirements

This program requires **450 contact/clock hours** that must be completed and documented. Students should also understand and accept the attendance requirements prior to enrolling in this career certificate program. This program **is not eligible** for financial aid.

Application Procedure

Minimum requirements for acceptance and admission to this program are as follows:

- ☐ Complete and submit Florida State College at Jacksonville application.
- ☐ Complete and submit application (Specialized Career Education, Basic).
- ☐ Provide self-report disability status to Office of Services for Students with Disabilities (OSSD) or equivalent office (provide two forms of documentation of disability, including justification of accommodations).
- ☐ Complete official interview with the Project Coordinator for program to determine eligibility and program acceptance.

Application Deadline

The application deadline is at the end of the prior academic term.

- Fall start: Summer deadline.
- Spring start: Fall deadline.
- Summer start: Spring deadline.

Career Certificate Graduation Requirements

- ☐ Fulfill all academic requirements for the chosen program of study as outlined in the Florida State College at Jacksonville catalog and curriculum.
- ☐ Earn the required number of clock hours for the chosen program of study with a cumulative grade point average of 2.0 (C) on a 4.0 scale in all courses that apply to the chosen program of study.
- ☐ Complete a minimum of 25 percent of the total clock hours required for the certificate program as a student at Florida State College at Jacksonville.
- ☐ Fulfill all obligations, financial or otherwise, to the College before graduating.
- ☐ Meet or exceed the program's exit requirement(s), if applicable, or meet the criteria to earn a waiver.

Catalog Year

This document is prepared for students with a **2025-26 College Catalog year**. **Students who enter under the 2025-26 catalog** will be assigned to the degree or certificate requirements in effect during the 2025-26 academic year. The student's assigned catalog year will remain in effect as long as the student maintains continuous enrollment. Changes to requirements as mandated by law or by rule of the District Board of Trustees may supersede this provision.

To maintain continuous enrollment, a student must have registration for, and successful completion of, at least one course within a three-term period. After three consecutive terms of no enrollment, the student will be discontinued from the current program of study and will need to apply to FSCJ to reenter under the same program of study. Upon readmission, the student will be assigned to the current catalog of record in the chosen program.

Curriculum

Prior to enrolling in classes, students are strongly encouraged to **meet with an advisor** to develop an individual academic plan. **Students will take courses in the order listed.** Students may repeat a course up to three times until the objectives of each course are mastered.

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|--|---------------------|
| <input type="checkbox"/> SLS 0460 - Specialized Career Education, Basic 1, Contact Hours: 150. | Grade Earned: _____ |
| <input type="checkbox"/> SLS 0461 - Specialized Career Education, Basic 2, Contact Hours: 150. | Grade Earned: _____ |
| <input type="checkbox"/> SLS 0462 - Specialized Career Education, Basic 3, Contact Hours: 150. | Grade Earned: _____ |

Course Requirements

Prerequisites, corequisites, and conditions for any course are subject to change. Students must meet the prerequisite and corequisite requirements of any course at the time the student attempts to register for that course. If you have questions about the prerequisites, corequisites, or conditions for a course, please contact any academic advisor.

Professional Courses

Complete all of the following courses.

SLS 0460 - Specialized Career Education, Basic 1, Contact Hours: 150. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** Must be enrolled in the Specialized Career Education Basic (5290) (C.C.) or Specialized Career Education - Comprehensive (5291) (C.C.) programs. This course may be repeated up to three times until objectives of the course are mastered.

SLS 0461 - Specialized Career Education, Basic 2, Contact Hours: 150. **Prerequisite(s):** SLS 0460. **Corequisite(s):** None. **Conditions:** Must be enrolled in the Specialized Career Education Basic (5290) (C.C.) or Specialized Career Education - Comprehensive (5291) (C.C.) programs. This course may be repeated up to three times until objectives of the course are mastered.

SLS 0462 - Specialized Career Education, Basic 3, Contact Hours: 150. **Prerequisite(s):** SLS 0460 and SLS 0461. **Corequisite(s):** None. **Conditions:** Must be enrolled in the Specialized Career Education Basic (5290) (C.C.) or Specialized Career Education - Comprehensive (5291) (C.C.) programs. This course may be repeated up to three times until objectives of the course are mastered.