

General Information

Advice and Consultation

For information about proper placement within programs according to skill, ability, or program content levels, call and speak to a Program Associate at (813) 259-6010. Assistance will be offered according to the information which you provide. We are pleased to help you in any way possible.

Office Hours and Phone Numbers

The Corporate Training Center @ HCC
39 Columbia Drive, Tampa, FL 33606

Office Hours: 8:30 AM- 5:00 PM
General Information: (813) 259-6010
Registration: (813) 253-7150
FAX: (813) 253-7156
On-Campus Emergencies: 9-911
Campus Safety: (813) 253-7175

Registration

A registration form is located on the last page of this catalog. Please photocopy a separate form for each person registering.

Parking

Parking is complementary and located to the north of the HCC Conference Center building in the area designated "Staff Parking."

Public Transportation

The Corporate Training Center @ HCC is served by Hartline bus line. Contact Hartline at (813) 254-4278

Continuing Education Units

Continuing Education Units (CEUs) are awarded upon satisfactory participation in non-degree credit programs offered by Hillsborough Community College based on the national standard developed by the International Association for Continuing Education and training. The criteria for awarding CEUs is based on the 10 criteria issued by that organization. One (1) CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." An hour of time is based on the 60-minute hour. "Satisfactory participation" at The Corporate Training Center @ HCC is defined as either 80% participation (attendance) in attendance monitored programs or 80% pass rate on programs utilizing objective evaluations.

CEUs are not convertible to degree-program credits. Specialized versions of certain CEUs, such as state board certified (SB-CEUs) or life education units (LEUs), are utilized in certain professional areas. Where such specialized credits are awarded, those credits conform to the standards of the monitoring or regulating institution/association.

Corporate Account Representatives are Ready to Assist You

Account Representatives are available to provide assistance for group training activities. Every training program outlined in this publication can be delivered at your location, or anywhere you need us. In addition, any program can be customized to your exacting needs. Please call (813) 259-6010 for further information.

Certificates of Participation

Certificates of Participation are awarded upon satisfactory completion of each non-degree credit program. Individual participants will receive a certificate suitable for framing. The certificate indicates only that the individual satisfactorily met the attendance requirements for the program. CEU credits do not transfer or convert into degree-program credits.

Certification Programs

Certification Programs provide participants the opportunity to enhance current skills and increase opportunities for success by participation in an objective evaluation process. Participants satisfactorily completing each program evaluation within a carefully planned sequence of individual programs earn certification in a specially designated discipline/content area. Certification programs, where applicable, are described in detail within individual program publications.

Transcript Information

A complete, computerized record of each professional development activity attended is maintained for those individuals satisfactorily completing a program which awards CEUs. Individuals can request transcripts of their lifelong learning records since the inception of the record keeping protocol. Call the Office of the Registrar at Hillsborough Community College at (813) 253-7182. A nominal service charge applies for transcripts.

Special Needs & Accommodations

TCTC conducts its programs in barrier-free facilities. Prior arrangements to provide special assistance or accommodations must be requested directly through the Center site at least five business days in advance of the accommodation need. Please advise your registration consultant at the time you register.

Laboratory Access

The Corporate Training Center @ HCC non-degree credit computer seminars and workshops offer hands-on instruction in one of the dedicated computer classrooms located at The Corporate Training Center. Because these facilities are extensively scheduled for a complete array of program offerings, additional laboratory time is not included in the program fee. Some instructional programs require or suggest additional computer time to complete assignments or practice related exercises. We suggest that participants have access to a personal computer at another location to complete supplementary exercises.

General Information

Software Licensing

All software used in the presentation of our programs has been licensed to the College for its exclusive use in an educational setting. Program participants are prohibited from copying, transmitting or otherwise moving the software in any form.

Registration & Program Availability

Registration in any program may be made via the instructions outlined in the registration section of this catalog. As registrations are accepted on a first-made, first-confirmed basis, we encourage registering early. Because most programs are maintained with strict census limitations, wait lists will be established for programs which exceed capacity. All space is subject to availability.

Changes to Program Offerings

We reserve the right to modify or cancel programs and substitute presenters without notice at HCC's own discretion.

Copyright

All programs are copyrighted; therefore video, audio, and/or photographic recordings are not permitted. Materials distributed as a part of any program entitle the user to reference the materials, but not reproduce, distribute, or store them electronically, photographically, videographically, digitally, or by any other means.

Program Fees

Program fees include attendance and participation in the selected program, specifically listed materials, and specifically listed activities. No other materials nor activities are included. Meals and/or beverage breaks are included only if specifically mentioned in individual program descriptions. Travel and lodging are not included. We will be happy to provide local hotel accommodation referrals upon request. The Corporate Training Center @ HCC will not be liable for unusable or non-refundable airline tickets purchased or other expenses incurred in anticipation of participation in a program that is cancelled for any reason.

Payment Policy & Forms of Payment

Payment for individual program registration may be made by personal or company check, money order, purchase order (bill-to-company), or by utilizing Master Card, or Visa credit cards. Bill-to-company instructions must be approved in writing by an authorized agent of the company. Full payment is expected at registration for individual enrollments prior to participation in the program. Fees include instruction, specifically referenced learning instructional materials, specifically referenced food and beverage service, and use of related facilities during the period established for instruction.

Refunds, Cancellations & Substitutions

If you find it necessary to cancel your registration, call The Corporate Training Center @ HCC office immediately at (813) 259-6010. Notify us first by phone, and then follow-up your cancellation by written notification using US Mail, fax, e-mail, or hand delivery.

Written notice must be received 2 days prior to the program date to be eligible for a refund.

Refunds will not be made after the start of any program. Participants may substitute another individual at any time. However, CEU credit will not be awarded for substitutions after any program has begun.

We reserve the right to cancel activities that do not meet minimum enrollment levels or for other good cause. Activities cancelled by the College will have refunds processed in full.

Tax Deduction for Educational Expenses

Program fees and expenses for professional development purposes (including travel, meals, and lodging) paid to maintain and improve professional skills may be tax deductible. The Corporate Training Center @ HCC recommends that you seek the advice of the IRS or a qualified tax advisor to determine your individual status.

Smoking

Is not permitted within any campus building.

Discounts

Special discounts for groups or on-site/in-house corporate programs etc., may apply for certain program types. Please contact a sales associate for additional information on applicable discounts for certain programs that are described in detail within the publication.

Discount types may not be combined.