

Orig.: Mod.: X Date: 11/17/16 **Program approved through 6/30/17**

- **Industrial Maintenance program currently approved**
- **Deleted HVAC Technician/Electrician/Maintenance (not currently on state approved list)**



## RECRUITMENT AND REFERRAL FORM

### WIOA ITA Program

**Programs:** See next page

**Program Provider:** Chicago Professional Center

**FEIN:** 48-1253984

**Address:** 500 Harvester Court Unit 6  
Wheeling, Illinois 60090-2924

**Telephone:** 847-215-8203

**Fax:** 224-676-3559

**Training Site Address:** (Same)

**Contact Person:** Vagil Abil, Director, 847-215-8203

**E-Mail:** [vj@chicagoprofessionalcenter.com](mailto:vj@chicagoprofessionalcenter.com)

**Activity Name:** Occ. Class. Training (Adult & DW)

**Program:** Training Services

**Provider Code:** 2008-505

**Agreement Start Date:** 10/24/08

**CIP Code:** 470303

**O\*Net Code:** See Next Page

**Session Dates or Open Entry-Open Exit:** Call

**Average Time to Complete Program/Certificate/Degree:** varies

**Last Day Program Will Accept Referrals:** Call

**Program Description:** See website - <http://www.chicagoprofessionalcenter.com/> [Website is not always up-to-date.] (In addition to working with English-speaking students, the school works with students whose primary language is not English.)

**Expected Outcome:** Employment in position related to training

**Program Schedule:** Call

No. of Participants: -- Total: -- Per Session: --Age: -- Math Level: -- Reading Level: --

**Other:** High School Diploma/GED

**Note:** The school also provides non-English instruction and is known for its ability to also work with students whose primary language is not English

**Referral Procedures:** Call Vagil Abil at 847-215-8203

**Costs:** See next page

**Authorization:** Northern Illinois Workforce Alliance (NIWA)

R&R prepared by Valerie Johnson, Planning & Quality Assurance Manager.

Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by the NIWA.

**PROGRAMS APPROVED FOR FUNDING AND COSTS**

**Programs Approved for Funding**  
**and**  
**Tuition and Fees and Other Required Expenses for Approved Programs**

RRTC will pay for required books and supplies for courses in approved programs.

**All programs are approved for both WIOA and TAA participants.**

**Provider: Chicago Professional Center**

Specific Programs/CIP Codes

Tuition Costs and Fees

Supplies

**Program Certified Until JUNE 30, 2017:**

<b>Program – Credential</b>	<b>CIP</b>	<b>O*Net Code and Name</b>
<b>Industrial Maintenance (PLC - Programmable Logic Controller - Certificate)</b>	470303	492092 Electric Motor, Power Tool, and Related Repairers 499041 Industrial Machinery Mechanics 499043 Maintenance Workers, Machinery

**Program Cost: \$9,000** (includes tuition, books, supplies, and license fees)

# Chicago Professional Center 2016 - 2017

## TUITION, FEES AND PAYMENT POLICY

Tuition fees and charges are determined by the Chicago Professional Center. The payments can be made in the form of a Cashier's Check, Money Order, Personal Check, Credit Card or Cash. Students who do not pay the tuition and fees by the deadline, may be dropped from the course. Tuition and fees are payable at the time of registration. All tuitions, fees and charges are subject to change by Chicago Professional Center.

DESCRIPTION	RESIDENTIAL/ COMMERCIAL HVAC TECHNICIAN / ELECTRICIAN	MAINTENANCE	INDUSTRIAL MAINTENANCE	HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE PLC	HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE WORKER
Registration Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Books	\$100.00	\$350.00	\$350.00	\$350.00	\$350.00
Tests Fee	\$75.00	\$250.00	\$250.00	\$250.00	\$250.00
Materials/Supplies	\$125.00	\$300.00	\$300.00	\$300.00	\$300.00
Tuition	\$4,600.00	\$8,000.00	\$8,000.00	\$9,000.00	\$10,000.00
<b>Total Cost</b>	<b>\$5,000.00</b>	<b>\$9,000.00</b>	<b>\$9,000.00</b>	<b>\$10,000.00</b>	<b>\$11,000.00</b>

## TUITION REFUND POLICY

Textbooks and supplies are provided by the Chicago Professional Center, are included in the total instruction cost. When notice of cancellation is given after the student's completion of the first day of attendance, the student will be financially responsible for the cost of any books or materials, which have been provided by the school. Students should give written notification to the Chicago Professional Center (in person or by registered mail) of their intention to withdraw from a program. However, the Chicago Professional Center does not require written notification of withdrawal as a condition for making refunds. If no notification of withdrawal is received, and a student has had an unexplained absence of more than ten (10) consecutive class days, the Chicago Professional Center shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal for refund computation purposes shall be the last day of attendance.

Refunds shall be made within forty-five (45) days of the last day of attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within forty-five (45) days from the date the institution terminates the student or determines that the student has withdrawn.

## REFUND SCHEDULE

If a notice of withdrawal is given after the first day of classes but prior to first 5% of the program, Chicago Professional Center shall retain the application registration fee, 10% of the tuition plus the cost of any books or materials which have been provided by the school. There is no charge for unused and unmarked textbooks or materials.

When a student has completed in excess of 5% of the course of instruction, Chicago Professional Center may retain the application/ registration fee, but shall refund a part of the tuition and other instructional charges in accordance with the following schedule:

If the student completes this amount of training:	School tuition refunds to student:
<b>Through the first 10%</b>	<b>90%</b>
<b>10% through 25%</b>	<b>75%</b>
<b>25% through 60%</b>	<b>50%</b>
<b>More than 60%</b>	<b>0%</b>

However,

- (1) Chicago Professional center will provide a full refund to students who are affected individuals for that portion of a period of instruction such student was unable to complete, because he or she was called up for active duty or active service;
- (2) If affected individuals withdraw from a course of study as a result of such active duty or active service, Chicago Professional center will make every effort to minimize deferral of enrollment or reapplication requirements and will provide the greatest flexibility possible with administrative deadlines related to those applications.