

Orig.: Mod.: X Date: 6/26/16 **Note: Reapproved until 6/25/17. Agreement # changed. Now 2015-405 (01). New Director – see Contact Person. Use AEL/ESL (not SUR) for activity name. Basic Reading/Math Tutoring Sessions available when there are no immediate openings for RVC Adult Basic Classes**

The length of time participants may be in *Basic Skills* class is determined by their needs/training-employment goals outlined in their Individual Employment Plans (IEPs).

Trade participants may be in remedial (Basic Skills/GEDHSE) training the entire time they are in training.



RECRUITMENT AND REFERRAL FORM

WIOA & Trade

Adult Education & Literacy(AEL/ESL Services) - Basic Education Upgrading

Program Name: BASIC EDUCATION UPGRADING

Program Provider: Huntington Learning Center

<u>Program Provider:</u> Huntington Learning Center	<u>Telephone:</u> 815/395-1010 <u>Fax:</u> 779/423-1699
<u>Address:</u> 5301 E. State Street, Suite # 104 Rockford, IL 61108	<u>Contact Person:</u> Jennifer Wilz <u>Office:</u> 815/395-1011 <u>Email:</u> Jennifer.wilz@gmail.com
<u>Training Site Address:</u> Same as above	<u>FEIN:</u> 81-1941533 (Inertia Educational Services Inc - dba Huntington Learning Center).
<u>Activity Name:</u> AEL/ESL Services	
<u>Provider Code:</u> 2015-405	
<u>CIP Code:</u> 320101 (Basic Skills);	<u>OES:</u> N/A

Session Dates or Open Entry-Open Exit: Contact Center.

Average Time to Complete Program/Certificate/Degree:

Varies according to participant’s goal/abilities. Case managers are responsible for regularly checking the progress of their participants in the Basic Education Upgrading class.

Last Day Program Will Accept Referrals: Contact Center.

<p><u>Program Description</u> (Instruction is individualized):</p> <p>Basic Skills Upgrading: Program is back up to RVC Basic Adult Services when no seats available. Program is <u>short-term (one-two months)</u> and is designed to upgrade WIOA Adults' and Dislocated Workers' basic educational skills prior to their entering employment or occupational skills training. If a person needs long-term basic skills instruction, refer him/her to the Rockford Area Literacy Council (963-7323) or RVC Adult Education Center (874-3000).</p> <p>Under TAA, TAA participants who require extensive remedial training may be in Basic Skills/GED/HSE Prep classes for the entire time they are in training.</p>
<p><u>Expected Outcome:</u> Employment or enrollment in on-the-job training or occupational skills training.</p>

<p><u>Program Schedule:</u></p> <p>Huntington Learning Center</p> <p>Monday - Thursday, 8:00 a.m. to 12:00 noon (6 to 8 hours per week) Morning class sessions are 2 hours per day, 2 to 4 days per week (scheduled between 8 a.m.-noon) Mon-Thurs;</p> <p>When needed, an afternoon class may also be offered. Afternoon class will meet 12 noon-2 p.m. Mon-Friday; afternoon <u>session</u> will be for 2 hours per day, 2 to 4 days.</p>	<p><u>No. of Participants:</u> Individual sessions up to 4 maximum per cohort (morning class and afternoon class) on an ongoing basis</p> <p><u>Age:</u> 18+ <u>Math Level:</u> * - <u>Reading Level:</u> * - <u>Other:</u> -</p> <p>* Career Advisor must determine if the referral to the class is appropriate for participant's current skill level and employment objective. Must provide Huntington Learning Center with TABE and/or WorkKeys assessment information for career advisor. Huntington Learning Center provides monthly progress reports and attendance to student and career advisor. DWP will provide TABE re-tests results every 2 weeks to 1 month before issuing next voucher.</p>
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- Issue voucher for 2 weeks to 4 weeks at a time
- Initial appointment is an individual interview with the lead teacher to review TABE/WorkKeys scores, determine plan and goals, orientation to program
- Assigned to cohort for sessions up to maximum of 4 students

<p><u>Referral Procedures:</u> Contact Center to make referrals. Let the director know whom to expect before student schedules assessment/interview appointment. <u>Be sure to specify the participant's AEL/ESL preparation goals.</u> Provide TABE and/or WorkKeys assessments/scores.</p> <p>Both the white original of the Voucher form and the green copy of the Voucher form should be given to the center director. Other copies of the Voucher form should be distributed as indicated on the bottom of the form.</p>
<p><u>Costs:</u> See next page.</p>

Authorization: Northern Illinois Workforce Alliance
 R&R prepared by Valerie Johnson, NIWA Planning & Quality Assurance Manager.
 Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by NIWA.

ADULT EDUCATION & LITERACY SERVICES R&R

Huntington Learning Center

Basic Education Upgrading

Course is approved for both WIOA and Trade participants.

COURSE IS APPROVED THROUGH JUNE 25, 2016:

BASIC EDUCATION UPGRADING COSTS

Tuition Costs, Fees, Books

	Initial Enrollment	Weekly rate
Tuition (per tutoring session per student)	\$ 65.00/hour - \$130 Per 2-hr session	\$ 260/2 days, \$ 390/ 3 days, or \$ 520/ 4 days
Fees – Student Assessment/Interview Course Registration (1 x charge)	\$95.00 \$45.00	N/A
Total Cost per Session per Student	\$ 270.00	\$ 260 to \$520

Vouchers issued for 2 to 4 weeks at a time

No refund policy applies to this class.