

Orig: X Mod: Date: **4/11/17** **EPIC Cohort class start date – April 24 for 4 to 10 students. Tuition, books and malpractice insurance is included in course cost.**

There are insurance requirements for some programs. Write a separate voucher to RVC for required insurance, if applicable. RRTC Accounting will send checks for participants’ insurance directly to appropriate RVC division. If there are a number of insurance vouchers for students in a particular division, Accounting will write just one check for the fees. (However, Career Planners/E&T Reps must continue to write an individual voucher for each participant’s insurance fees.)

E&T Reps and Career Planners: Before you enroll a student in a program, (if applicable) ask him/her to bring you documentation with any special needed program requirements such as certain supplies, medical exams, drug tests, shots, background checks, testing fees, etc. (This way there will be no surprise costs later.)



**RECRUITMENT AND REFERRAL FORM  
EPIC ONLY ITA Program**

**Provider: Rock Valley College CONTINUING PROFESSIONAL EDUCATION**  
(and RVC Business and Professional Institute—BPI—Programs)

**FEIN:** 36-2557781

**Address:** 3301 N. Mulford Road  
Rockford, IL 61114-5699

**Telephone:** 815-921-3900  
**Fax:** 815-921-3919

**Training Site Address:** RVC and off-site buildings

**Contact Person:** Yvonne Busker, Manager, Continuing Education, 815-921-3905

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

**Program:** Training Services

**Provider Code:** 2017-601

**Agreement Start Date:** 4/6/17

**CIP Code:** 510801

**OES:** Look up code for occupation  
for which participant is training

**Session Dates or Open Entry-Open Exit:** Cohort start date scheduled for April 24

**Average Time to Complete Program/Certificate/Degree:** This cohort will be completed in 14 weeks

**Last Day Program Will Accept Referrals:** Contact Yvonne Busker for this cohort training

**Program Description:** See attached.

**Expected Outcome:** Placement in job related to vocational area of training

**Program Schedule:** No. of Participants:-- Total: -- Per Session: --Age: -- Math Level: - Reading Level:  
**Other: Check course description for course prerequisites**

**Referral Procedures:**

1. Applicant/participant must have **Application for Admission** form on file with RVC. You may fax an Application Form in, if necessary. Anyone who is a former RVC student (Community and Continuing Ed or regular College) will have an application on file.
2. Follow the instructions in *Community and Continuing Ed*. Schedule regarding phone/walk-in registration. If possible, have the participant phone-in and register for class while he/she is with you. (You may ask a RVC counselor, who has access to RVC computer, to check the class enrollment status before the participant calls to register.)
3. **ITA Voucher: The participant must be registered for a Continuing Education class prior to your issuing an ITA Voucher.** When you know the participant has registered for class, complete the voucher, have the participant sign it, and sign it yourself. Give the **white (original) and green (vendor) copies** of the **Tuition Voucher** to Kathy Bellone, who will send the vouchers to RVC Accounting. RVC Accounting must have the original copy of the voucher by the time the participant's payment is due or the participant will be dropped from the class(es).
4. **Voucher (tuition & books):** Tuition and book voucher will be put on one voucher. This should show the total cost of tuition and itemized book costs. Once the voucher is written:
  - a. Submit the white and green copy to Program manager to forward to RVC accounting office 1 week before the tuition due date.
  - b. RVC will produce a RVC book voucher
  - c. Give the participant their Gold copy receipt to take to RVC to receive their RVC book voucher.
  - d. If there are last minute changes or last minute registrations, write the voucher and give the white, green and gold copies to the participant to deliver to RVC.
  - e. Submit the canary copy to RVC and Pink copy in participant file

**If changes are needed on the voucher - do the following:**

1. If the vouchers have not been sent to RVC, obtain all copies of the voucher, make the corrections and resubmit. Make a copy to give to participant of the revisions.
2. If the vouchers have been sent to RVC, make the revisions on the Canary (accounting) copy. Make 3 copies. Send one to RVC, one to the participant and keep one for participant file.

**Costs:** **SEE COMMUNITY and CONTINUING ED CLASS SCHEDULE.** Student may purchase only **books required** for his/her classes.

**Authorization:** The Workforce Connection, Inc.

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

Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by The Workforce Connection, Inc.

**ROCK VALLEY COLLEGE CONTINUING PROFESSIONAL EDUCATION  
(Continuing Education)  
EPIC ITA ONLY PROGRAM CERTIFIED UNTIL JUNE 26, 2017  
FOR FUNDING AND COSTS**

<b>Program</b>	<b>Credential</b>	<b>CIP</b>	<b>O*Net Code and Name</b>
<b>Clinical Medical Assistant (Cohort Classroom)</b>	<b>CCMA</b>	<b>510801</b>	<b>319092 Medical Assistants</b>

Individual programs are approved for funding only until the anniversary date of their certification (approval) by The Workforce Connection Inc. Board.

EPIC participants may not begin a program after the program’s certification end date.

**E&T Reps and Career Counselors: Before you enroll a student in a program, (if applicable) ask him/her to bring you documentation with any special needed program requirements such as certain supplies, medical exams, drug tests, shots, background checks, testing fees, etc.**

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

RRTC will pay for required books and supplies for courses in certified programs.  
Program approved for EPIC Participants.

**TUITION AND FEES for Continuing Education ITA Programs** - Tuition and Fees: See below.

**SPECIFIC PROGRAMS/CIP CODE/COST**

**Clinical Medical Assisting Program**

**(140 Classroom hours with 80 hours Clinical Externship)\***

**CIP 510801**

**Cost per Student \$2,599 per student  
(minimum of 4 students - maximum of 10 students per class):**

Cost includes tuition, books, and malpractice & accident insurance  
Additional costs per student:

\$155 - Certified Medical Administrative Assistant (CMAA) national certification exam

Required prior to externship\*:

\$ 79 – First Aid/CPR training – must show proof of certification – voucher to RVC

\$ 62 – Background Check

\$ 33 – 9 Panel Drug Screen

Immunizations requirements include: 2 step TB test and Hepatitis B series \$65 x 3

Immunization Records

Physician Statement of Good Health \$50

Student will be required to wear scrubs and close-toed shoes during externship.

\$ 90 2 uniforms/scrubs – approximate cost

\$ 65 close-toed shoes – approximate cost

- \* The *Clinical Medical Assisting Program* (140 hours plus 80 hours Externship) cost is per student regardless of the number of students in the class (minimum 4 students - maximum of 10 students).

**\* See attached forms for required signatures/documentation**

Rock Valley College – Continuing Education – Spring, 2017

Clinical Medical Assistant (10 Credits) This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a 12 lead EKG, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140-hours of classroom lecture, hands on labs and an optional 160-hour clinical externship. Tuition includes all textbooks, supplies and the clinical externship coordination (see below.)

NOTE: Upon successful completion of this program (140 hours of classroom instruction), students will be given the opportunity to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination for an additional cost. An optional 80-hour clinical externship opportunity will be offered at a healthcare service provider located within 50 miles of Rock Valley College (students must provide their own transportation). To be eligible for the 80 hour clinical externship, students must successfully complete [the 140-hour](#) program. Students must also meet the requirements of the healthcare provider (requirements may include a background check, drug screening, CPR, healthcare insurance, immunizations, physical exam, etc.)

NOTE: This program is not a state accredited Certified Medical Assistant program (which is typically a 1-2 year degree program) and you are not qualified to take the Certified Medical Assistant exam (CMA).

**Schedule for April 24, 2017 Class Cohort on page 5**

**Refund Policy –Must withdraw prior to one business day before the first day of the course.**

### **Clinical Medical Assistant Program – RVC**

Tuition - \$2,599; Total Hours – 140 classroom + 80 hours clinical time

Monday	April 24	9:00am – 12:30pm
Wednesday	April 26	9:00am – 12:30pm
Friday	April 28	9:00am – 12:30pm
Monday	May 1	9:00am – 12:30pm
Wednesday	May 3	9:00am – 12:30pm
Friday	May 5	9:00am – 12:30pm
Monday	May 8	9:00am – 12:30pm
Wednesday	May 10	9:00am – 12:30pm
Friday	May 12	9:00am – 12:30pm
Monday	May 15	9:00am – 12:30pm
Wednesday	May 17	9:00am – 12:30pm
Friday	May 19	9:00am – 12:30pm
Monday	May 22	9:00am – 12:30pm
Wednesday	May 24	9:00am – 12:30pm
Friday	May 26	9:00am – 12:30pm
<b>NO CLASS</b>	May 29	<b>NO CLASS</b>
Wednesday	May 31	9:00am – 12:30pm
Friday	June 2	9:00am – 12:30pm
Monday	June 5	9:00am – 12:30pm
Wednesday	June 7	9:00am – 12:30pm
Friday	June 9	9:00am – 12:30pm
Monday	June 12	9:00am – 12:30pm
Wednesday	June 14	9:00am – 12:30pm
Friday	June 16	9:00am – 12:30pm
Monday	June 19	9:00am – 12:30pm
Wednesday	June 21	9:00am – 12:30pm
Friday	June 23	9:00am – 12:30pm
Monday	June 26	9:00am – 12:30pm
Wednesday	June 28	9:00am – 12:30pm
Friday	June 30	9:00am – 12:30pm
<b>NO CLASS</b>	July 3	<b>NO CLASS</b>
<b>NO CLASS</b>	July 5	<b>NO CLASS</b>
<b>NO CLASS</b>	July 7	<b>NO CLASS</b>
Monday	July 10	9:00am – 12:30pm
Wednesday	July 12	9:00am – 12:30pm
Friday	July 14	9:00am – 12:30pm
Monday	July 17	9:00am – 12:30pm
Wednesday	July 19	9:00am – 12:30pm
Friday	July 21	9:00am – 12:30pm
Monday	July 24	9:00am – 12:30pm
Wednesday	July 26	9:00am – 12:30pm
Friday	July 28	9:00am – 12:30pm
Monday	July 31	9:00am – 12:30pm
Wednesday	August 2	9:00am – 12:30pm