

Orig.: Mod.: X Date: 8/8/16 Prerequisite Skills courses/Skills Upgrading/Retraining have been reapproved until June 28, 2017.

- Recertification for CNA's NRS 031 is an SUR services option.



RECRUITMENT AND REFERRAL FORM

WIOA Skills Upgrade and Retraining (formerly Intensive) Services

Use this Provider Code (2006-403) for courses that are part of an ITA program but taken as Skills Upgrade/Retraining Services courses. Also use this code for Adult Education & Literacy/English Language Acquisition – Non-credit (remedial) classes individuals may be required to take before entering into an ITA.

**Provider and Programs: ROCK VALLEY COLLEGE–REGULAR COLLEGE
Prerequisite Courses for ITA Approved Programs**

<u>Program Provider:</u> Rock Valley College	<u>Telephone:</u> 921-4100 <u>Fax:</u> 921-4131
<u>Address:</u> 3301 North Mulford Road Rockford, IL 61114	<u>Contact Person:</u> Counseling
<u>Training Site Address:</u> RVC and off-site buildings	<u>FEIN:</u> 36-2557781
<u>Activity Name:</u> OST-ITA	<u>Program:</u> Intensive Services
<u>Provider Code:</u> 2006-403	
<u>CIP Code:</u> N/A	<u>OES:</u> Varies. Look up appropriate code.

Session Dates or Open Entry-Open Exit: See appropriate RVC *Credit Classes* Schedule.

Average Time to Complete Course: Varies—see appropriate RVC *Credit Classes* Schedule

Last Day Program Will Accept Referrals: See appropriate RVC *Credit Classes* Schedule.

Program Description: See third page for list of courses approved as SUR Services under this Agreement.

For a description of the courses, see the RVC catalog.

Expected Outcome: Enrollment in the course (for which the prerequisite course is taken) in an approved ITA program..

Program Schedule: -

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

Referral Procedures:

1. The applicant must have been accepted for enrollment by RVC to begin (continue) study in and ITA-approved program.
2. **Voucher:** **The participant must be registered for a prerequisite class prior to your issuing a Voucher.** When you know the participant has registered for class, complete the voucher, have the participant sign it, and sign it yourself. The participant will be responsible for delivering the **white (original) and green (vendor) copies** of the appropriate voucher to **RVC Accounting** when he/she pays his/her bill. 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).

When you complete the appropriate voucher, **write on the bottom of the voucher** the **name of the ITA program in which the participant is (will be) enrolled** (A.A.S. or Certificate) and the **name and number of the course within that approved ITA program for which the course(s) on this voucher are prerequisites.**

3. **Voucher** (books): Give the participant the **white (original) and green (vendor) copies** of the *Voucher* (checked for training-related) to give to the RVC Bookstore when he/she purchases books. Also give the participant the **gold** copy (student copy) of the voucher.
4. If applicable, you are also responsible for giving the participant **time sheets and payroll schedule**; the participant is responsible for getting the completed time sheets to RRTC Accounting.
5. Give the **canary copy** of both vouchers to RRTC Accounting; put the **pink copy** of both vouchers in your participant's file.

Costs: **See page 4.** Student may purchase only **books required** for his/her classes.

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 the NIWA.

(Approved courses list begins on the next page.)

Rock River Training Corporation—Skills Upgrading/Retraining Services

All courses listed below are approved for both WIOA and TAA participants.

Approved Courses and Costs

Rock Valley College Courses that are PREREQUISITES for Courses in Individual Training Account Program (ITA) Certified by the Northern Illinois Workforce Alliance:

COURSES APPROVED UNTIL JUNE 28, 2017:

The following courses are prerequisite courses for Individual Training Account (ITA) programs certified by NIWA. (Exception: the Spanish courses are not pre-requisite courses. Students may enroll in the Spanish courses as a stand-alone course(s). These courses are placed with the prerequisite courses in order to avoid creating a separate *Master Agreement for the Provision of SUR Services* with just a few courses.)

This list was originally developed by Dislocated Worker Program staff and has been updated, as needed.

Accounting courses:

ATG 106 – Intro. to Accounting Debits and Credits
ATG 107 – Intro. to Accounting Special Journals
ATG 110 – Financial Accounting

Biology courses:

BIO 100 – Introductory to Human Biology
BIO 103 – Introductory to Life Science
BIO 104 – Introductory to Life Science Laboratory
BIO 185 – Foundations of Anatomy and Physiology
BIO 274 – Microbiology
BIO 281 – Human Anatomy and Physiology I
BIO 282 – Human Anatomy and Physiology II

Business courses:

BUS 101 – Introduction to Business
BUS 103 – Business Mathematics

Chemistry courses:

CHM 110 – General, Organic and Biochemistry I
CHM 210 – General, Organic and Biochemistry II

Computer and Information Systems:

CIS 102 – Intro. to Computers and Information Systems
CIS 124 -- Introduction to PowerPoint
CIS 180 – Introduction to Visual Basic Programming
CIS 181 – Advanced Visual Basic Programming
CIS 240 - Introduction to JAVA Programming
CIS 241 – Advanced JAVA Programming
CIS 276 – Intro. to C/C++ Programming
CIS 277 – Advanced C/C++ Programming
CIS 279 – Visual C++ Programming

Electronic Engineering Technology courses:

EET 141 – DA/AC Circuits and Electronics I
EET 142 – DC/AC Circuits and Electronics II
EET 240 – DC/AC Circuits and Electronics III
EET 299 – Special Topics in Electronic Engineering Technology [Alternative Energy--*an introduction to sustainable energy concepts*]

English courses:

ENG 101 – Composition I

Fitness, Wellness and Sport courses:

FWS 237 – Nutrition for Optimal Living

Health courses:

HLT 110 Medical Terminology (2 credits)

Manufacturing Engineering Technology Courses:

MET 100 – Introductory CAD and Print Reading
(Course identification # formerly had *CDT* prefix.)
MET 106 – Metrology (Course identification # formerly had *QLT* prefix)
MET 108 – Computer Drafting Using AutoCAD (Course identification # formerly had *CDT* prefix.)
MET 133 – Graphics/Solidworks CAD I (Course identification # formerly had *CDT* prefix.)
MET 162 – Applied Physics (Course identification # formerly had *CDT* prefix.)

Math courses:

MTH 100 – Technical Mathematics
MTH 115—General Education Mathematics
MTH 120 – College Algebra
MTH 125 – Plane Trigonometry
MTH 160 – Topics from Finite Mathematics

Modern Language courses:

(These Spanish courses are placed with Pre-requisites for convenience. These Spanish courses should be taken only by participants whose knowledge of/improvement of Spanish language will enhance their job search.)

SPN 101—Beginning Spanish
SPN 102—Continuation of Beginning Spanish
SPN 203—Intermediate Spanish
SPN 204—Continuation of Intermediate Spanish

Nursing Courses

NRS 031 - Recertification for CNA's

Nursing Aide course (program):

NAD 101—Nursing Aide Note: Nursing Aide (CNA) will be an *SUR Services* course only when it is considered as a prerequisite course RN training and this training progression is laid out in the participant's training plan. (LWA 3 has a two-year *ITA* training limit; RN training takes at least 2 years. However, if a training program cannot be completed within two years and there is good justification why a participant must exceed the two year limit, an exception to the *ITA* training time limit may be granted.)

Office Technology Systems courses:

OFF 118 – Computer Keyboarding

Personal Computer Information Systems courses:

PCI 106 -- Microcomputer Applications/Windows Based

Personal Computer Technical System courses:

PCT 262 – Computer Service and Repair
PCT 120 – Cisco Networking I
PCT 122 – Cisco Networking II
PCT 124 – Cisco Networking III
PCT 126 – Cisco Networking IV

Psychology courses:

PSY 170 – General Psychology
PYS 270 – Life-Span Developmental Psychology

Philosophy courses:

PHL 155 – World Religions

Speech courses:

SPH 131 – Fundamentals of Communication

Student Development courses that are required for some remedial courses:

STU 100—Planning for Success – a required course for all students intending to pursue an Associate Degree.
STU 101—Career Planning

Sociology courses:

SOC 190 – Introduction to Sociology

Welding:

WLD 100 – Introduction to Welding

RVC TUITION AND FEES Effective Fall Semester 2016

Tuition for regular college courses is **\$100** per credit hour. In addition, the following fees are charged:

- . \$3.00 per credit hour activity fee
- . \$7.00 per credit technology fee
- . \$1.00 per course/course fee
- . Lab fees as applicable.
Specific lab fees are listed in the class schedule.
- . *Field Trip fees*, as applicable.

Books: At the college bookstore, participants may purchase only the books that are required for the course(s) for which they are registered. Participants must present a *Voucher*, which lists the required books when they purchase their books and supplies at the college bookstore

GRAPHING CALCULATORS (as of March 20, 2015 with Math Department & RVC Bookstore:

Note: The calculators are available through other vendors at a cost that is considerably less than the RVC bookstore cost.

- *Graphing calculators are required for the college-level MTH-220 course*
- *For this course, either the TI 83 or TI 84 graphing calculators are recommended by our faculty but are not specifically required as the sole options.*
- *This is the case because students may already own a graphing calculator that is not one of these two but will be perfectly acceptable for the required course work. This saves students the expense of purchasing another calculator that duplicates what they already have.*
- *The RVC Bookstore prices for these calculators are approximately:*
 - *TI 83 - \$119.98*
 - *TI 84 - \$149.98*

Rock Valley College Tuition & Fees – Fall 2016

Tuition is charged per semester hour and varies depending upon [residency](#):

Tuition per Semester Hour

- In-district student: \$100/credit hour
- Illinois out-of-district student: \$277/credit hour
- Out-of-state/International student: \$509/credit hour

Tuition rates and fees are subject to change during the academic year without notice.

Fees

Fees for Credit Courses (subject to change without notice)

- Technology fee: \$7/credit hour
- Activity fee: \$3/credit hour
- Registration fee (non-refundable): \$2/term
- Course fee: \$1/course
- Distance Learning Fee: \$50/class

Laboratory Fees

Certain courses require expendable materials that are used. A lab fee is charged to partially cover this extra expense. The specific fees are listed in the detailed course information found when browsing classes on our online schedule.

Tuition Refunds

The [Registration and Payment dates calendar](#) for each semester lists the last day for refunds for 16-week courses. Tuition refunds are issued based upon the official drop date. To receive a full refund students must drop by completing the appropriate steps with the Records and Registration office on the second floor of the student center no later than the **final refund date**. The college reserves the right to make the final decision on all refunds.