

Orig.: Mod.: X Date: 8/11/17 Courses reapproved until 6/28/18. CPR added to courses. (Courses no longer offered have been removed from the list—see Val for list of courses removed or to request classes to be reinstated.)



RECRUITMENT AND REFERRAL FORM

WIOA Skills Upgrade and Retraining (formerly Intensive) Services

Provider and Programs:

FEIN: 36-2557781

ROCK VALLEY COLLEGE CONTINUING PROFESSIONAL EDUCATION

Courses Classified as Skills Upgrading and Retraining Services (SUR)

Address: 3301 North Mulford Road
Rockford, IL 61114

Telephone: 815-921-3905
Fax: 815-921-3919

Training Site Address: college and community sites

Contact Person: Yvonne Busker, Phone: 815-921-9205
Continuing Professional Education

Email: Y.Busker@rockvalleycollege.edu

Activity Name: Skills Upgrade and Retraining

Provider Code: 2006-404

CIP Code: Varies—see page 4 +.

OES: Varies. Look up appropriate code.

Session Dates or Open Entry-Open Exit: See appropriate RVC *Community and Continuing Professional Education Schedule*.

Average Time to Complete Course: Varies—see appropriate RVC *Community and Continuing Professional Ed Schedule*

Last Day Program Will Accept Referrals: Until class begins unless class is full.

Program Description: See Page 4 for list of courses approved as SUR under this Agreement. For a description of the courses, see appropriate RVC *Community and Continuing Professional Education Schedule*

Expected Outcome: Improved skills that will enhance the participant’s employability.

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

Registration Procedures.

1. Check the class availability by making a call to RVC Continuing Education, BPI office, or TechWorks office).
2. *If class space is limited, give participant a letter indicating TWC will pay for the Continuing Education course(s) specified in the letter to hold their seat. (See sample letter is on next page - **USE THIS LETTER** format and reproduce it on TWC letterhead. The participant must then take the letter (and registration form, if applicable – see # 3. below) to the **Admissions & Records office** at RVC and **register in person** for classes.)*
3. Applicant/participant must complete the Registration form located in RVC Continuing Education's most recent schedule or have an *Application for Admission* form on file with RVC. (Anyone who is a former RVC student--Continuing Ed or regular College--will have an application on file.)
4. **Voucher:** The participant must take the white and the green vouchers in person to Admissions & Records office to register for class(es). Give participant the gold copy (student copy) of the voucher.
5. **Voucher (Books):** Give participant the white (original) and green (vendor) copies for the Voucher to give to the RVC Bookstore when he/she purchase books. Give participant the gold copy (student's copy) of the voucher.
6. Give the canary copy of both vouchers to RRTC Accounting; put pink copy of both vouchers in your participant's 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 CONTINUING ED. 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 TWC.

Letter to RVC Admissions and Records office that WIOA-funded Participant will present to RVC Admissions and Records when he/she Registration for Continuing Education course(s).

Community and Continuing Professional Education

Rock Valley College
3301 North Mulford Road
Rockford, IL 61114-5699

[Participant Name], Social Security Number [Add number], in the authorized to register for the following course: [Course #, section name]. [She or He] is a WIOA-funded participant with [The Workforce Connetions's Adult / Dislocated Worker / Trade Program].

A The Workforce Connection voucher for payment for the course(s) will be issued to Rock Valley College after [Adult/Dislocated Worker/Trade Program] receives proof the participant is registered for the course(s).

Please contact Yvonne Busker with any questions.

Thank you.

[TWC staff member name]
[Title, organization]
[Phone Number]
[E-mail address]

cc: Participant's file

Skills Upgrade and Retraining

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

Costs for TWC-Approved Rock Valley College Continuing Education Courses approved as *Skills Upgrade and Retraining (SUR) Courses*

The tuition and fees for **all courses** offered through "Continuing Professional Education" are listed in the appropriate *Community and Continuing Professional Education* catalog/course schedule.

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 the *Voucher* which lists the required books when they purchase their books and supplies at the college bookstore.

CONTINUING PROFESSIONAL EDUCATION COMPUTER COURSES APPROVED

UNTIL JUNE 28, 2017:

Instruction may be for any version of a software program. The course numbers of some of the courses are the same; the course name must be included with the course number. For WIOA/TAA purposes, CIP Code 520407 is used for all Continuing Ed computer software courses.

Courses that have been added are in *italics* and red. Non-Computer courses on page 5.

Classroom Courses

CIS 042 Intro to Macromedia Dreamweaver
 CIS 044 Advanced Dreamweaver
 CIS 046 Macromedia Flash 8 Basic
 CIS 054 Website Design
CIS 064 HTML/CCS Essentials – Part 1
 CIS 065 HTML Essentials – Part 2
 CIS 066 Cascading Style Sheets
 CIS 068 Java Script Essentials
 CIS 069 Server Side Technologies
 CIS 072 Adobe Flash
CIS 091 Wordpress
 DPR 001 Computer Basics – Level I
 DPR 003 Vista Basics
 DPR 003 Windows Basic
 DPR 005 Computer Basics
 DPR 005 Learn Computers in Spanish
 DPR 015 MAC Applications
 DPR 019 Computer Basics I
 DPR 019 MAC for Newcomers
 DPR 019 Introduction to Personal Computers
 DPR 021 Windows File Management
 DPR 023 Word for MAC Computers
 DPR 023 Word Part I
 DPR 026 Word Part II
 DPR 036 Word Part III
 DPR 024 Excel Part I
 DPR 025 Windows File Management Workshop
 DPR 027 Excel Part II

DPR 029 QuickBooks
 DPR 033 Beginning Keyboard Skills
 DPR 037 Excel Part III
 DPR 042 Adobe Photoshop CS5
 DPR 045 Basic Computer Skills
 DPR 048 Working with Publisher
 DPR 057 QuickBooks Part 2
 DPR 075 Computer Basics II
 DPR 077 Internet Essentials
 DPR 080 Adobe Dream Weaver
 DPR 080 Web Page Design Using HTML Code
 DPR 080 Google Apps – Web Page Design
 DPR 089 Access: The Complete Course
 DPR 095 PowerPoint Essentials
 DPR 098 LinkedIn for Career Search
 OSB 096 How to Sell on the Internet Auction Website
 OSB 099 Skills Certificate Assessment—Word, Access, Excel, PowerPoint

On-line Courses Education to Go

DPR 083 Computer Skills for the Workplace
 DPR 083 Navigating the Internet
 DPR 083 Creating Web Pages
 DPR 083 Advanced Web Pages
 DPR 083 Creating Word Press Websites
 DPR 083Intro to MS Outlook
 DPR 083Introduction to Dreamweaver
 DPR 083 Intermediate Dreamweaver

On-line Courses Education to Go (continued)

DPR 083 Introduction to InDesign
 DPR 083 Introduction to Flash
 DPR 083 Intermediate Flash
 DPR 083 Introduction to Illustrator
 DPR 083 Intro to QuickBooks
 DPR 083 Windows File and Disk Management
 DPR 083 Introduction to Windows
 DPR 083 Intermediate Windows
 DPR 083 Introduction to Microsoft Excel
 DPR 083 Intermediate Microsoft Excel
 DPR 083 Introduction to Microsoft Access
 DPR 083 Intermediate Microsoft Access
 DPR 083 Introduction to Microsoft Word
 DPR 083 Intermediate Microsoft Word
 DPR 083 Advanced Microsoft Word
 DPR 083 Advanced Microsoft Excel
 DPR 083 Microsoft Publisher
 DPR 083 Introduction to Microsoft PowerPoint
 DPR 083 Intro to CSS & XHTML
 DPR 083 Intro to PHP & MySQL
 DPR 083 Intermediate PHP & MySQL
 DPR 083 Keyboarding
 DPR 083 Adobe Acrobat
 DPR 083 CompTIA Security Certification Prep
 DPR 083 CompTIA Security Certification Prep 2
 DPR 083 Hack Your Way to Security
 DPR 083 Intro to Oracle
 DPR 083 Intermediate Oracle
 DPR 083 Intro to ASP.Net
 DPR 083 Intro to Java Programming
 DPR 083 Intermediate Java Programming
 DPR 083 Intro to C# Programming
 DPR 083 Intermediate C# Programming

DPR 083 Intro to Ajax Programming
 DPR 083 Intro to Perl Programming
 DPR 083 Intro to Ruby Programming
 DPR 083 Intro to Python Programming
 DPR 083 Intro to Crystal Reports
 DPR 083 Intro to MS Project
 DPR 083 Intro to SQL
 DPR 083 Intermediate SQL
 DPR 083 Intro to VisualBasic. NET
 DPR 083 Intermediate VisualBasic
 DPR083 Intro to PC Troubleshooting
 DPR 083 Intro to Networking
 DPR 083 Intermediate Networking
 DPR 083 Wireless Networking
 DPR 083 Intro to PC Security

Business and Professional Institute (Classroom)**Courses**

BPI 402 Beginning Windows
 BPI 404 Beginning Word
 BPI 405 Intermediate Word
 BPI 428 Advanced Word
 BPI 408 Beginning Access
 BPI 409 Intermediate Access
 BPI 425 Advanced Access
 BPI 406 Beginning Excel
 BPI 407 Intermediate Excel
 BPI 426 Advanced Excel
 BPI 427 Automating Excel
 BPI 411 Beginning PowerPoint
 BPI 412 Intermediate PowerPoint
 BPI 420 Front Page
 BPI 423 Beginning Crystal Reports
 BPI 424 Intermediate Crystal Reports

CONTINUING PROFESSIONAL EDUCATION NON-COMPUTER COURSES APPROVED UNTIL JUNE 28, 2018:**Health Skills Courses**

HLT 001 CPR (CIP 340199)

HLT 039 Medical Terminology (CIP 510707)