

Orig: Mod.: X Date: 8/8/17 Program approved until 7/19/18 unless noted otherwise. NOTE: Tuition increase.

- TWC Board approved ITA cap exception for 6 RN program students currently enrolled (July, 2017) in the RVC program.
- Required TEAS exam (\$76) for acceptance in nursing program and study manual (\$50). \
- CNA is prerequisite to RN degree. Use RN O*Net Code and SUR RVC provider code 2006-403 for Adult/DW programs.
- CNA program participants required to have a watch with secondhand
- This *RVC Health-Related R&R* provides health care programs' special requirements. Always ask students for list of special requirements for their programs; requirements may change.
- ALL of these Health Related Programs students will bring form from RVC for background checks/fingerprinting to you. Cost: \$33.70. Will go through Accurate Biometrics.

RRTC Accounting will send checks for participants' medical malpractice and accidental 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.) **Career Planners must continue to write an individual voucher for each participant's insurance fees**

This R&R contains the Health-Related Programs Requirements/Information such as lists of supplies, exams, etc. needed for:

- CNA
- Dental Hygiene
- RN program
- Respiratory Care
- Surgical Tech

(Please let Val J. know when you become aware of changes in supplies, etc. needed for Health Related programs.)



RECRUITMENT AND REFERRAL FORM

WIOA ITA Program

Programs: Certified Nursing Assistant (CNA--certificate); Dental Hygiene (A.A.S.); Nursing Program (RN ADN--A.A.S.); Respiratory Care Program (A.A.S.); Surgical Technology (Certificate)

Provider: ROCK VALLEY COLLEGE--HEALTH-RELATED PROGRAMS
(See separate RVC College ITA programs R&R and for RVC Prerequisites for ITAs SUR R&R.)

FEIN: 36-2557781

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

Telephone: 921-4100

Fax: 921-4131

Training Site Address: Samuelson Road Center
4151 Samuelson Road
Rockford, IL 61109

(specify for Counseling)

Contact Person: Counseling office
and Allied Health: 815-921-3200 (except Nursing) or Nursing program

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

Program: Training Services

Provider Code: 2004-506

Agreement Start Date: 8/24/04

CIP Code: varies See page 4

OES: varies Look up code which depends on occupation for which participant is training

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

Average Time to Complete Program/Certificate/Degree: varies (may not exceed two years)

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

Program Description: See RVC Catalog for Program Descriptions - Log on to catalog at:

<http://www.rockvalleycollege.edu/Academics/catalog.cfm>

Expected Outcome: Placement in job related to vocational training. Earning of certificate/ degree as indicated on IEP

Program Schedule: No. of Participants: Total: -- Per Session:--Age: -- Math Level: --**Reading Level: 10+**
Varies **Other: Must take RVC Assessment Test for college programs**, unless otherwise indicated. (See the STUDENT TESTING SCHEDULE in the appropriate *Credit Classes* schedule. For more information, see RVC College R&R.)

HEALTH-RELATED PROGRAMS (except CNA—for CNA, see Procedures manuals):

- Students must have taken the required prerequisite courses—and then must be accepted into an Allied Health program
- WIOA will pay for a participant to take required prerequisite courses (*SUR* courses) for an Allied Health program

Referral Procedures—Regular College:

ADAPT THESE PROCEDURES AS NECESSARY FOR INDIVIDUAL ALLIED HEALTH PROGRAM.

- 1. Applicant must first take RVC Assessment Test.** (If a person performs poorly on Assessment Test and needs to take a second reading test, he/she will be told this at the end of the Orientation Session and should take the second reading test immediately--see *Student Testing Schedule* in appropriate RVC *Credit Classes* Schedule.)
- 2. Schedule appointment for the participant with RVC counselor in Counseling Dept., 921-4100, for two or three days after participant takes RVC Assessment Test** (and, if necessary, second reading test). **Send the person to RVC Counseling with a referral form (not a voucher) indicating the participant's occupational interest, etc.** The RVC counselor will work with the person referred to develop RVC class schedule.
- 3. The participant must bring his/her RVC schedule back to you prior to your issuing an ITA Tuition Voucher** (for tuition costs) **and Training Related Voucher** (for books). You will complete the vouchers, have the participant sign the *ITA Tuition Voucher*, and sign both vouchers yourself.
- 4. Voucher (tuition):** The participant will be responsible for delivering the **white (original) and green (vendor) copies** of the *Tuition 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 classes. **Therefore, if the participant has registered close to the time payment is due, give the participant the original copy and green copies of the Voucher.** However, if the participant has registered far in advance of the start of classes, have the participant come back to see you to get the original copy and green copies of the *Voucher* near the time payment is due. Also give the participant the gold copy (student copy) of the voucher.

5. **Voucher (Books)** If vouchers have not been sent through interoffice mail, the student needs to come to the book store with a copy of the voucher to leave when they check out.

- Voucher is **written for only required books and supplies (Used if available)**. Career Planner **enters service in IWDS as a supportive service**
- **Customer is given the gold copy of the voucher to keep**
- Career Planner submits **white and green copy to the bookstore via interoffice mail**. Please allow 48 hours for the bookstore to process the voucher before sending customers to pick up the books. **If the books need to be picked up immediately**, vouchers can be sent with the student (both white and green copies)
- On occasion book costs may be more than what the voucher was authorized to pay. The bookstore staff will contact WIOA staff to obtain approval to increase voucher amount to cover additional costs. **(Please include your phone # by your signature on the voucher)**. WIOA staff will make changes to Yellow copy of the voucher before submitting to the accounting office
- Once the books have been picked up, the WIOA staff will print the "TASR" and submit it with the Yellow copy of the voucher to the accounting office
- The Bookstore bills at the end of each month. If something is not available at the time the student uses their voucher, the student can prepay for it on the same transaction. When the item comes in, it will be held in back for that student and the student will be contacted to pick it up.

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 Attached

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 Inc.

ROCK VALLEY COLLEGE ITA PROGRAMS CERTIFIED FOR FUNDING AND COSTS

All programs are approved for both WIOA and TAA participants

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.

All programs are approved for both WIOA and TAA Participants

Provider: Rock Valley College Allied Health Programs

RVC HEALTH-RELATED PROGRAMS CERTIFIED UNTIL JULY 19, 2018:

PROGRAM and CIP CODE O*Net Codes

Participants must be accepted into these Health-Related programs:

Program Name and Cert/Degree/License	CIP Code	O*Net Code and Name
Certified Nursing Assistant (CNA) #5411	513902	311014 Nursing Aides, Orderlies, and Attendants Use RN O*Net Code. Adult/DW see SUR R&R for RVC Regular/Prerequisites to ITA Approved Programs
Dental Hygiene # 5100 (A.A.S.)	510602	292021 Dental Hygienists
Associate Degree Nursing Program –RN--#5400 (A.D.N.)	513801	291141 Registered Nurses
Phlebotomy Technician Program - #5605	511004	292099 Health Technologies and Technicians, All Other 319099 Healthcare Support Workers, All Other
Respiratory Care Program #5200 (A.A.S.)	510908	291126 Respiratory Therapists 292054 Respiratory Therapy Technicians
Surgical Technology #5404 (Certificate)	510909	292055 Surgical Technologists

COSTS: RVC TUITION AND FEES Effective Fall 2017

Tuition for regular college courses is **\$115** per credit hour for in-district students.

In addition, the following fees are charged:

- \$3.00 per credit hour activity fee
- \$7.00 per credit technology fee
- \$1.00 per course fee
- \$53.00 per course – distance learning fee
- Lab fees, as applicable
 - Specific lab fees are listed in the class schedule
 - *Field Trip fees*, as applicable
- \$60.00 exam fee for Respiratory Care A.A. program – RT Board Review

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.

Required Insurance for Health-Related Program Students: Total \$19.50 (Insurance cost included in CNA cost.)

\$13.00/student/semester - Student Medical Malpractice Insurance (effective January 2008)

\$6.50/student/semester - Accidental Insurance (effective January 2008)

Required medical malpractice and accidental insurance fees should be on a separate voucher made out to RVC. (The Accidental Insurance is an excess coverage over the students' primary insurance in case they are injured during their clinicals. If they do not have coverage, then it is a primary coverage.)

RRTC Accounting will send checks for participants' medical malpractice and accidental 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.) Counselors/E&T Reps must write an individual voucher for each participant's insurance fees.

HEALTH PROGRAM REQUIREMENTS

✓ **All items listed are required by the program**

Also check TWC Procedures for additional information

Program: CNA (Nursing Assistant)

CNA program is a prerequisite to RN program.

Students enrolling in the Nursing Assistant Program will incur costs for the following: (list subject to change)

Career Planners: Check RVC Schedule on-line. Get cost list from potential students

- Tuition
- Lab fee
- Registration fee
- Activity fee
- Course fee
- Technology fee
- Fingerprint Background check
- Liability Insurance (included in CNA costs)
- Books
- ✓ 2-Step Mantoux TB Test (Note: The second TB test is required no less than one week and no more than three weeks after the first TB test.)
- ✓ Flu shot--if participants will be in class or clinicals any time during October-April period--Currently flu shot is needed for all but 8 week session that begins in August
- ✓ State Exam (SIUC)
- ✓ Physical
- ✓ Uniform and shoes all white, including stitching on shoes)
- ✓ Watch with secondhand

Program: DENTAL HYGIENE Student will supply detailed information. Double-check licensure application/testing information by clicking on link given below.

Pre-program or early start requirements:

- ✓ Background Check
- ✓ Drug Testing

- ✓ Physical

After start-up and/or during training:

- ✓ CPR Certification
- ✓ Liability Insurance See *Insurance for All Allied Health Students* above
- ✓ Medical Insurance (as needed) See *Insurance for All Allied Health Students* above
- ✓ Misc. Equipment (blood pressure cuff, kit, stethoscope)
- ✓ Name Tag/Badge (photo name badge)
- ✓ Uniform/Shoes
- ✓ Uniform Patch
- ✓ Vaccinations/Immunizations

After program completion:

- ✓ Licensure application/test fee See Illinois Dept of professional Regulation website:
<http://www.idfpr.com/DPR/DPRLNT.asp>
- ✓ License fee -- See Illinois Dept. of Professional Regulation website—above address

Program: Associate Degree Nursing Program - REGISTERED NURSE (Nursing) Student will supply detailed information. Double-check licensure application/testing information by clicking on links given below.

Pre-program or early start requirements:

- ✓ TEAS Exam (no study class available, study manual available through RVC bookstore)

[Learn more about ATI TEAS testing and how to register through our Testing Center](#)

- ✓ Background Check
- ✓ Drug Testing
- ✓ Physical
- ✓ Fingerprinting

After start-up and/or during training:

- ✓ CPR Certification
- ✓ Liability and/or Accidental Insurance See *Insurance for All Allied Health Students* above
- ✓ Medical Insurance (as needed) See *Insurance for All Allied Health Students* above
- ✓ Misc. Equipment (blood pressure cuff, kit, stethoscope)
- ✓ Name Tag/Badge
- ✓ Uniform/Shoes
- ✓ Uniform Patch
- ✓ Vaccinations/Immunizations

After program completion:

- ✓ Fingerprinting and background check
- ✓ Licensure application/test fee See information at <http://www.idfpr.com/DPR/DPRLNT.asp>
- ✓ License fee See <http://www.idfpr.com/DPR/DPRLNT.asp>
- ✓ Pin

Program: PHLEBOTOMY TECHNICIAN Student will supply detailed information. Double-check certification information by clicking on links given below.

Prerequisites:

HLT 110 – Medical Terminology (2 credits), a math 086 level and Reading 099.

Pre-program or early start requirements:

- ✓ Background Check \$62
- ✓ Drug Testing \$40 must be clear of anything
- ✓ Medical Physical that includes 2-step TB test and immunizations up to date
- ✓ CPR Certification (cost approximately \$40)

After start-up and/or during training:

- ✓ Liability Insurance See *Insurance for All Allied Health Students* above.
- ✓ Medical Insurance (as needed) See *Insurance for All Allied Health Students* above.
- ✓ Textbook \$95, Uniform Patch \$6 + suggested board exam study guide \$50 = \$151
- ✓ Name Tag/Badge (photo name badge)
- ✓ Uniform – NAVY BLUE medical scrubs approximately \$35
- ✓ One-time lab fee \$200
- ✓ Vaccinations/Immunizations

After program completion:

- ✓ ASCP board exam fee \$135.00 (payable directly to ASCP). ASCP website: <http://www.ASCP.org>

Further questions:

http://www.rockvalleycollege.edu/Courses/Programs/Phlebotomy/Phlebotomy.cfm?cssearch=4901_1

Program: RESPIRATORY CARE Student will supply detailed information. Double-check licensure application/testing information by clicking on links given below.

Pre-program or early start requirements:

- ✓ Background Check – Note: for Vista Health System clinical rotation, students need background search of county, state, national and federal databases
- ✓ Drug Testing – 10 panel Note: for Vista Health System clinical rotation, done within 30 days of rotation start.
- ✓ Physical

After start-up and/or during training:

- ✓ CPR Certification
- ✓ Liability Insurance See *Insurance for All Allied Health Students* above
- ✓ Medical Insurance (as needed) See *Insurance for All Allied Health Students* above
- ✓ Misc. Equipment (blood pressure cuff, kit, stethoscope)
- ✓ Name Tag/Badge (photo name badge)
- ✓ Uniform/Shoes
- ✓ Uniform Patch
- ✓ Required Vaccinations/Immunizations
 - Note: For Vista Health System rotation students need immunizations or Titters Records for AntiHbs; Rubella; Mumps; Measles; MMR; Varicella; (Hepatitis B optional) and proof of health status.*
- ✓ For **Vista HealthCare clinical rotation** also need PPD or Chest X-Ray - 1 step PPD ok if last PPD screening was within 1 year; if last PPD screening was done longer than a year ago, student will need to have the 2 step done.
- ✓ For **Saint Anthony hospital rotation**, students also need flu shot
- ✓ **Advanced Cardiac Life Support (ACLS)** required to graduate. Cost is \$75.00. (Determine payment due date.) Check for payment will be made out to SwedishAmerican Health System.
- ✓ Neonatal Resuscitation Program (NRP) required per State of Illinois (anyone working in the area of neonates must show proof of successful completion of the NRP program. NRP costs \$50.00 payable in two parts of \$25.00 each:
 - Cost to take the online course is \$25.00. This part of the program is offered through the American Academy of Pediatrics, <http://www.aap.org/>. This online course is usually paid by credit card/debit card. This would be for the didactic part of the program (and is required by the AAP).
 - Skills part of the program is a facilitator driven skills check-off. Cost for this part of the program is \$25.00

and is payable to Soumaya Osen RRT.

- ✓ RT Board Review Exam - Cost \$60.00 – payable to the National Board of Respiratory Care via credit card

After program completion:

- ✓ Fingerprinting
 - ✓ Licensure application/test fee See information at www.nbrc.org License application fee: \$100.
 - ✓ License fee See information at <http://www.idfpr.com/DPR/DPRLNT.asp>
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Program: SURGICAL TECHNOLOGY Student will supply detailed information. Double-check certification information by clicking on links given below.

Pre-program or early start requirements:

- ✓ Background Check
- ✓ Drug Testing
- ✓ Physical

After start-up and/or during training:

- ✓ CPR Certification
- ✓ Liability Insurance See *Insurance for All Allied Health Students* above
- ✓ Medical Insurance (as needed) See *Insurance for All Allied Health Students* above
- ✓ Misc. Equipment (blood pressure cuff, kit, stethoscope)
- ✓ Name Tag/Badge
- ✓ Uniform/Shoes
- ✓ Uniform Patch
- ✓ Vaccinations/Immunizations

After program completion:

- ✓ Certification information/test fee Certification information is available through the National board of Surgical Technology & Surgical Assisting. See www.AST.org .
- ✓ License fee (The Illinois Department of Professional Registration lists Surgical Technician license—though school did not note this as a requirement.)