

Orig.: Mod.: X Date: 1/30/18 New Program: Contract Funded (Class-size) Training - Fork Lift OSHA Certification approved through 6/30/18



RECRUITMENT AND REFERRAL FORM
CONTRACT FUNDED (CLASS-SIZE) TRAINING PROGRAM

Program Provider: Highland Community College

FEIN: 362616076

Address: 2998 Pearl City Road
Freeport, IL 61032

Telephone: Main number: 815-235-6121
Fax: 815-235-6130

Training Site Address: (Same)

Contact Person: Rebecca Anderson, 815-546-7171

Email: rebecca.anderson@highland.edu

Activity Name: Skills Upgrade & Retraining (SUR)

Provider Code: 2017-601

Agreement Start Date: 12/29/17

CIP Code: 150599

O*Net Code: 537051

Session Dates or Open Entry-Open Exit: Call for schedule or check website

Average Time to Complete Program/Certificate/Degree: 5 hours

Last Day Program Will Accept Referrals: Call to see if class has openings

Program Description: Class-size program which leads to an OSHA certification – see page 3

Expected Outcome: Employment in position related to training

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

Referral Procedures: HCC Contact Rebecca Anderson 815-546-7171, or rebecca.anderson@highland.edu ; TWC / WIOA Services Contact Jeff Hefty, 815-921-2201 or jhefty@theworkforceconnection.org

Costs: See page 2

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.

**CONTRACT FUNDED TRAINING (CLASS-SIZE) PROGRAM APPROVED FOR FUNDING
AND COSTS OF PROGRAM**
Programs Approved for Funding
and
Tuition and Fees and Other Required Expenses for Approved Program

TWC will pay for required books and supplies for courses in approved program.

All programs are approved for both WIOA and TAA participants.

Provider: **Highland Community College**

PROGRAMS APPROVED JUNE 30, 2018:

Program - Credential	CIP	O*Net Code and Name
Forklift Operator	150599	537051 Industrial Truck and Tractor Operators

Contract Funded (class –size) training: Minimum 5 students to Maximum 15 students

Costs:

of students:

5	\$2,340
6	\$2,808
7	\$3,276
8	\$3,744
9	\$4,212
10	\$4,680
11	\$5,148
12	\$5,616
13	\$6,084
14	\$6,552
15	\$7,020

NO REFUND POLICY APPLIES TO THIS TRAINING

Forklift Operator Training for General Industry Operations
Offered through Highland Community College – Business Institute

Curriculum outline (general outline)

- Description:** This course provides the necessary safe operating procedures for powered industrial trucks (forklifts) to prevent injury to personnel, damage to material, the facility and equipment. The program is modeled after and complies with OSHA CFR 1910.178 and is specific for warehouse and General Industry situations.
- Objectives:**
1. Overview of the OSHA regulations for Powered Industrial Trucks (PIT's)
 2. Types of Forklifts explained
 3. Pre-operation Inspections
 4. Understanding the information on the Identification Plate
 5. Understanding the "The Stability Triangle" and load stability
 6. Load Handling Principles
 7. Forklift Operation
 8. Basic Safety Procedures
 9. Recharging the batteries/fueling the Forklift
 10. Videos as needed for emphasis
- Instructional Time:** 3 hours classroom training then up to 2 hours of one-on-one, hands-on training and proficiency testing for each style of equipment that the employee will be operating.
- Prerequisites:** None. This in-depth program is for the person who has not had previous Powered Industrial Truck training.
- End Competencies:**
1. Describe requirements for inspecting the Forklifts
 2. Describe general material handling requirements.
 3. Discuss requirements for safe operation of Forklifts.
 4. Discuss safety precautions for charging/fueling of forklifts.
 5. Demonstrate safe driving skills thru an obstacle course and perform functions pertinent to their job requirements.

Resource Materials

Text: Student handouts

Materials & Equipment: PowerPoint presentation and training video(s)