

Original: Mod.: X Date: **2/28/18** NOTE: All programs approved through 7/6/18.

- PMP + 1 - NEW
- IT Manager +7 - NEW – issue 3 vouchers for this program otherwise, Issue voucher for one course and for one exam at a time rather than the “bundled” programs
- Strongly recommended to have customer sign a statement that he/she is committed to taking credential exam within a reasonable time period (less than 2 months)
- Must pass exam prior to enrollment in next course



## RECRUITMENT AND REFERRAL FORM

### WIOA ITA Program

**Program:** See next page

**Program Provider:** MicroTrain Technologies

**FEIN:** 364314002

**Address (Office):**

720 Butterfield Road, Suite #100  
Lombard, IL 60246-5690

**Telephone:** 630-981-0200

**Fax:** 630-981-0210

**Training Site Address:** same

**Contact Person:** Jim Blood, 630-981-0205

**Email:** [jblood@microtrain.net](mailto:jblood@microtrain.net)

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

**Program:** Training Services

**Provider Code:** 2007-502

**Agreement Start Date:** 1/25/08

**CIP Code:** See below

**OES:** varies - select appropriate OES

**Session Dates or Open Entry-Open Exit:** call

**Average Time to Complete Program/Certificate/Degree:** varies

**Last Day Program Will Accept Referrals:** call

**Program Description:** Review program descriptions and costs on IWDS site. Review information about trainer and program descriptions in catalog available at [www.MicroTrain.net](http://www.MicroTrain.net). (Program combinations are often assembled for individual customer's needs.)

**Expected Outcome:** employment in area of training

**Program Schedule:** Varies -- call

**Program Admission Requirements:** Varies according to customer's skills.

**Referral Procedures:** Call Jim Blood, 630-981-0205

**Costs:** See next page

**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.

**PROGRAMS APPROVED FOR FUNDING AND COSTS**

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

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

**All programs are approved for both WIOA and TAA participants.**

**Provider: MicroTrain**

**PROGRAMS APPROVED UNTIL 7/6/18:**

Specific Programs/Credential/CIP code/O\*Net

Tuition Costs and Fees

Supplies

| <b>Program – Credential</b>  | <b>CIP</b>    | <b>O*Net Code and Name</b>  |
|--|---------------|---|
| <b><u>A + Network +/MCITP/CCNA</u></b><br><b>304 hours</b><br><b><u>Professional Certification</u></b> | <b>111099</b> | 151133 Software Developers, Systems Software<br>151142 Computer Systems Administrator<br>151151 Computer User Support Specialists |

**COST: \$13,702 (includes Tuition and Tests)**

| <b>Program – Credential</b>  | <b>CIP</b>    | <b>O*Net Code and Name</b>   |
|--|---------------|--|
| <b><u>IT Management +3- 96 hours</u></b><br><b><u>Professional Certification</u></b> | <b>110103</b> | 113021 Computer and Information Systems Managers<br>151071 Network and Computer Systems Administrators |

**COST: \$6,834 (includes Tuition and Tests)**

| <b>Program – Credential</b>   | <b>CIP</b>    | <b>O*Net Code and Name</b>   |
|---|---------------|--|
| <b><u>IT Management +5- 176 hours</u></b><br><b><u>Professional Certification</u></b> | <b>111099</b> | 113021 Computer and Information Systems Managers<br>131111 Management Analysts<br>151121 Computer Systems Analysts |

**COST: \$11,839 (includes Tuition and Tests)**

| <b>Program – Credential</b>   | <b>CIP</b>    | <b>O*Net Code and Name</b>  |
|---|---------------|---|
| <b><u>IT Management +7- 224 hours</u></b><br><b><u>Professional Certification</u></b> | <b>111099</b> | 111021 General and Operations Managers<br>113021 Computer and Information Systems Managers<br>119199 Mangers, All Other<br>151142 Computer Systems Administrator<br>151152 Computer Network Support Specialists |

**COST: \$18,383 (includes Tuition and Tests)**

| Program – Credential   | CIP           | O*Net Code and Name                                |
|--|---------------|--|
| <b><u>MCSA/MCSE 2012- 40 hours</u></b><br><b><u>Professional Certification</u></b> | <b>111001</b> | 151142 Network and Computer Systems Administrators |

**COST: \$6,945 (includes Tuition and Tests)**

| Program – Credential   | CIP           | O*Net Code and Name  |
|--|---------------|--|
| <b><u>PMP/CAPM</u></b><br><b><u>Project Management - 160 hours</u></b><br><b><u>Professional Certification</u></b> | <b>521206</b> | 111021 General and Operations Managers<br>113021 Computer and Information Systems Managers<br>113051 Industrial Production Manager |

**COST: \$2,829 (includes Tuition and Tests)**

| Program – Credential   | CIP           | O*Net Code and Name   |
|--|---------------|---|
| <b><u>Project Manager Professional +1</u></b><br><b>64 hours</b><br><b><u>Professional Certification</u></b> | <b>111002</b> | 113021 Computer and Information Systems Manager<br>131199 Business Operations Specialist<br>131111 Management Analysis<br>152031 Operations Research Analysts |

**COST: \$5429 (includes Tuition and Tests)**

| Program – Credential  | CIP           | O*Net Code and Name  |
|---|---------------|--|
| <b><u>Project Manager Professional +2</u></b><br><b>104 hours</b><br><b><u>Professional Certification</u></b> | <b>520211</b> | 131199 Business Operations Specialist<br>131111 Management Analysis<br>151142 Computer Systems Administrator |

**COST: \$6,979 (includes Tuition and Tests)**

| Program – Credential  | CIP           | O*Net Code and Name  |
|---|---------------|--|
| <b><u>Project Manager Professional +3</u></b><br><b>112 hours</b><br><b><u>Professional Certification</u></b> | <b>520211</b> | 113011Administrative Services Manager<br>113021 Computer and Information Systems Managers<br>131111 Management Analysis<br>151142 Computer Systems Administrator |

**COST: \$8,689 (includes Books, Tuition and Tests)**

| Program – Credential  | CIP           | O*Net Code and Name  |
|---|---------------|--|
| <b><u>Project Manager Professional +4</u></b><br><b>136 hours</b><br><b><u>Professional Certification</u></b> | <b>111002</b> | 113021 Computer and Information Systems Managers<br>131111 Management Analysis<br>151142 Network and Computer Systems Administrators |

**COST: \$10,384 (includes Books, Tuition and Tests)**  
(Test cost: \$854)

**SEE REFUND POLICIES AS OF SPRING, 2017 ON NEXT PAGE.**

# Policies and Procedures

## SCHOOL'S REFUND POLICY

When a student has completed in excess of 5% of the course of instruction, the school may retain the application-registration fee, and the cost of any books or materials, which have been provided by the school and is subject to:

- (a) the book and materials are returned to the school unmarked; and
- (b) the student has provided the school with a notice of cancellation but shall refund a part of the tuition and other instructional charges in accordance with the following: Percentage of days in class completed by student at notice of cancellation: In excess of 5% to 59%: In excess of 60% Percentage of tuition and instructional charges which school may retain: Prorated based on last day of class attended plus 10%: 100%

When notice of cancellation is given after the student has completed over 60% of the course of instruction, measured by days in class, the school may retain the application-registration fee (if applicable) and the entire tuition and other charges. A student, who enrolls, starts, and completes a course of instruction, of up to 20 clock hours before the fifth business day after the enrollment agreement is signed (short Course), is not subject to the cancellation provisions of this agreement. This will be refunded on prorate up to 60% completion of the course.

Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days of determination of non-acceptance are made. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$100.00 (if applicable). All deposits or down payments shall become part of the tuition and/or fees. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days. If the school cancels or discontinues a course, the student shall have all tuition, fees and other charges refunded. The school shall make all student refunds within 30 calendar days from the date of receipt of the student's cancellation.

A student may give notice of cancellation to the school in writing. The unexplained absence of a student from the school for more than 15 school days shall constitute constrictive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance. A school may make refunds, which exceed those prescribed in this agreement if the school has a refund policy that returns more money to a student than those policies prescribed in this agreement, that refund policy must be filed with the Superintendent. The school shall refund all monies paid to it in any of the following circumstances:

- a. The school did not provide the prospective student with a student's valid enrollment agreement and current course information.
- b. The school cancels or discontinues the course of instruction in which the student has enrolled.
- c. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student. All requests for refunds shall be made within 90 days of the last class session attended by the student.

Notice of cancellation or request for refund shall be made in writing to: MicroTrain Technologies 720 E. Butterfield Rd, Suite 100 Lombard, IL 60148-4881 Attn: Director of Training

## PLACEMENT ASSISTANCE

MicroTrain Technologies offers a complimentary career development service with a professional staff committed to assisting our students with identifying employment opportunities. Students are encouraged to register with Career Services and start their career search in advance of course completion, so that they can gain the information and skills needed to develop and execute an effective job search. The Career Service staff works cooperatively with students on career planning, resume preparation and interview techniques.

## TRANSCRIPTS

Any student may request a transcript of his/her academic record in writing

and it will be issued in accordance with the student's wishes and is subject to all transcript policies. The student's signature is required to authorize the release of transcripts. All transcript requests must be submitted to MicroTrain and are to be completed only by the student, either in person, by fax or by mail. Another person may not request a student's transcript without specific written authorization from the student. Requests by email or by phone are/will not be accepted. All requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974. Any faxed requests can be sent to 630-981-0210 and all mailed requests can be sent to MicroTrain Technologies Attn: Student Transcript. 720 E. Butterfield Rd. Suite 100, Lombard, IL. 60148.

Please include the following information if you are requesting a transcript. All information that is requested below is required to help expedite the speedy processing of a transcript request.

Name (as well as any others that may appear on school records)

- Dates of attendance
- Complete address where to send transcript(s)
- Current and complete address of student
- Current phone number of student
- Student signature

Transcript processing time is 3-5 business days from the date we receive the request. Please plan accordingly when requesting transcripts. All requests are processed in the order they are received.

## GRADES / CERTIFICATES

MicroTrain grades on a pass/fail system. In order to pass a program at

MicroTrain the student needs to attend at least 75% of his/hers classes. In order to receive a certificate of completion for a program, a student must attend at least 75% of class.

## ARTICULATION AGREEMENTS

MicroTrain does not offer articulation agreements of any kind.

## STATEMENT OF ACCREDITATION

Microtrain is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education. Microtrain is not accredited by a US Department of Education recognized accrediting body.