

Orig: Mod.: X Date: 6/20/18 NOTE: Voucher process updates – see page 2. Programs recertified until 6/18/20.

- Allied Health classes now located on main campus in Health Sciences Center
- Graphic Arts will move to CL II after 2018 spring semester.
- Network Technician Certificate # 3730 added to Cisco Networking Degree #3700. Also available as ICAPS for Title II co-enrolled students. See page 3.
- CNA is prerequisite of ADN/RN program, therefore use O*Net Code 291141 in IWDS. (SUR training R&R for Adult/DW programs – see SUR R&R for Provider Code)
- If pre-requisites required for acceptance into training program that requires a background check at any point, do TWC background check prior to enrollment in pre-requisite courses.
- Tuition & fees costs on page 6 – See RVC Website & IWDS for fee increases.
- TECHWORKS – Fast Track CNC , AssemblyWorks, Cold Forming are on RVC Continuing Ed R&R under BPI (same as TDT program)

- TWC 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 continue to write an individual voucher for each participant's insurance fees.
- Health-Related Programs are also on a separate R&R which delineates some of the special costs related to the certain health-related programs. Insurance is required for selected programs. See Costs on page 6.



RECRUITMENT AND REFERRAL FORM

WIOA ITA Program

Programs: See Pages 4 - 6

Program Provider: ROCK VALLEY COLLEGE–REGULAR COLLEGE FEIN: 36-2557781
(See separate R&Rs for RVC *Continuing Education, Skills Upgrade & Retraining (SUR) R&Rs.*)

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

Telephone: 815-921-4100

Fax: 815-921-4131

Training Site Address: RVC and off-site buildings

(specify for *Counseling*)

Contact Person: Counseling office

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

Program: Training Services

Provider Code: 2004-506

Agreement Start Date: 8/24/04

CIP Code: varies See third page

O*Net Code: See third page

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: A variety of vocational programs are approved for study at RVC. See fourth page. Other programs that train for an occupation on the *Demand Occupations* state list. Students may take only vocational courses unless the non-vocational course is required for the certificate/degree program in which they are enrolled.

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

Program Schedule: Varies according to course taken.	No. of Participants: -- Total: -- Per Session: --Age: -- Math Level: Reading Level: 10+ Other: Must take RVC Assessment Test for regular college programs, unless otherwise indicated. (See the STUDENT TESTING SCHEDULE in the appropriate <i>Credit Classes</i> schedule.) Participants should have at least 10 th grade reading ability before they take the RVC Assessment Test. NOTE: If the participants' performance on RVC Assessment Test indicates they need remedial reading, there are almost no RVC courses they can take until after they upgrade their reading skills. Because of the high risk of WIOA participants dropping out of classes if they first need reading remediation, TWC will not fund under ITAs the one semester, two semester, or yearlong reading classes that may be required before they can take other RVC classes. Therefore, make sure participants have a good reading ability before you tell them to take the RVC Assessment Test. To increase participants' basic skills proficiency before they take the RVC Assessment Test, refer them to RVC Adult Ed Basic Skills for skills upgrading and/or a review of reading and math skills.
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Referral Procedures—Regular College:

- 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., 815-921-4100, 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 Vouchers** for tuition costs and books. You will complete the vouchers, have the participant sign the vouchers, and sign the 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.

ICAPS Program (Integrated Career and Academic Preparation System) – Students accepted into an ICAPS program through Adult Education/English as a Second Language (Title II) may be co-enrolled in WIOA Title I Career Services to fund the credit courses (Text books funded through Title II).

The following requirements and fee are **waived** for ICAPS students:

- RVC Assessment Test
- 10th grade level reading
- Foreign Student fee

These students are required to participate in the academic support portion of the program provided through the Adult Education in addition to attending the credit classes. If they do not attend academic support sessions, they will be dropped from the credit classes. Title II staff will determine eligibility for enrollment in ICAPS training programs.

Current ICAPS program offered: *Network Technician Certificate* (6 credits Spring 2018 term and 6 credits Fall 2018 term).

ICAPS Contact at RVC: Jessica Gonzales, 815-921-4296, J.Gonzales@RockValleyCollege.edu

Costs: See page 7 of this R&R.

Authorization: The Workforce Connection Inc.

R&R prepared by Valerie Johnson, TWC Planning & Quality Assurance Manager.

The Workforce Connection (TWC) is the fiscal agent for approved WIOA & Trade programming.

ROCK VALLEY COLLEGE ITA PROGRAMS CERTIFIED FOR FUNDING AND COSTS

All programs are approved for both WIOA and Trade participants.

Career Planners: 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 WIOA/Trade Funding
and
Tuition and Fees and Other Required Expenses for Certified Programs

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

Provider: Rock Valley College (College)

PROGRAMS ARE CERTIFIED UNTIL June 18, 2020:

More information on the following health-related programs is on the *RVC-Health-Related Programs* R&R: CNA, Dental Hygiene, RN, LPN, Respiratory Care, and Surgical Technology.

O*Net codes are matched as best as possible, given the O*Net codes in IWDS.

Program Name in IWDS and Cert/Degree/License	CIP Code	O*Net Code	O*Net Title in IWDS
Accounting A.A.S.	520301	132011	Accountants and Auditors
		132099	Financial Specialists, All Other
		433031	Bookkeeping, Accounting, and Auditing Clerks
Administrative Assistant #2601 (Certificate)	520401	436011	Executive Secretaries and Administrative Assistants
		436014	Secretaries & Administrative Assistants, Except Legal, Medical, & Executive
Airframe Technician Certificate #7202	470607	493011	Aircraft Mechanics and Service Technicians
Associate Degree Nursing Program #5400*(see below)	513801	291141	Registered Nurses
Assembly Line Welder Certificate #8210	480508	514121	Welders, Cutters, Solderers and Brazers
Automotive Service Technology AAS #7100	470604	493023	Automotive Service Technicians and Mechanics
Automotive Technician Certificate #7101	470604	493023	Automotive Service Technicians and Mechanics
Aviation Maintenance #7201 (Certificate)	470607	493011	Aircraft Mechanics and Service Technicians
Aviation Maintenance Technology AAS #7200	470609	493011	Aircraft Mechanics and Service Technicians

Program Name in IWDS and Cert/Degree/License	CIP Code	O*Net Code	O*Net Title in IWDS
Business Administration AAS #2100	520201	112021	Marketing Managers
		119199	Managers, All Other
		131111	Management Analysts
		131199	Business Operations Specialists, All Other
Business Fundamentals Certificate #2114	520201	111021	General and Operations Managers
		119199	Managers, All Other
		431011	First Line Supervisors or Office and Administrative Support Workers
Cisco Advanced Networking Certificate #3721	110901	151152	Computer Network Support Specialists
		151099	Computer Specialists, All Other
Cisco Networking A.A.S.#3700	110901	151142	Network and Computer Systems Administrators
		151151	Computer Support Specialist
		151152	Computer Network Support Specialists
Cisco Networking Certificate #3720	110901	151133	Software Developers, Systems Software
		151142	Network and Computer Systems Administrators
		151151	Computer Support Specialist
Network Technician Certificate #3730	110901	151151	Computer Support Specialist
		151152	Computer Network Support Specialists
CAD Certificate #8810	150613	173013	Mechanical Drafters
		173019	Drafters, All Others
CNC Certificate #8820	150613	514011	Computer Controlled Machine Tool Operators-Metals & Plastics
Computers And Information Systems A.A.S.#2700	110202	151131	Computer Programmers
		151151	Computer User Support Specialists
		151121	Computer Systems Analysts
Data Assurance & IT Security A.A.S. #3775	110901	151142	Network and Computer Systems Administrators
		151152	Computer Network Support Specialists
Dental Hygiene #5100 (License)	510602	292021	Dental Hygienists
Electronic Engineering Technology A.A.S. #8400	150303	512022	Electrical and Electronic Equipment Assemblers
		492094	Electrical and Electronic Repairers, Commercial & Industrial Equipment

Program Name in IWDS and Cert/Degree/License	CIP Code	O*Net Code	O*Net Title in IWDS
Electronic Engineering Technology Certificate #8401	150303	512022	Electrical and Electronic Equipment Assemblers
		492094	Electrical and Electronic Repairers, Commercial & Industrial Equipment
Emergency Medical Technician-- #7535	510904	319099	Healthcare Support workers, All Other
Entrepreneurship Certificate #2105	520703	111021	General and Operations Managers
Management Certificate #2511	520701	111021	General and Operations Managers
		119199	Managers, All Other
		411011	First-Line Supervisors/Managers of Retail Sales Workers
Manufacturing Engineering Technology A.A.S. #8800	150613	173026	Industrial Engineering Technicians
		113051	Industrial Production Managers
Medical Coding #2605 (Certificate)	510703	319099	Healthcare Support Workers, All Other
Nursing Aide Certificate #5411 (C.N.A.)	513902	311014	Nursing Aides, Orderlies, and Attendants
			Use O*Net Code: 291141 Registered Nurse – Adult / DW - See SUR R&R for RVC Regular/ Prerequisites to ITA Approved Programs
Office Professional A.A.S. #2600	520401	431011	Line Supervisors of Office & Administrative Support
		436014	Secretaries, except Legal & Executive
		436011	Executive Secretaries and Administrative Assistants
		292071	Medical Records and Health Information Technicians
Phlebotomy Technician (certificate)#5605 *(see below)	511004	292099	Health Technologies and Technicians, All Other
		319099	Healthcare Support Workers, All Other
Powerplant Technician Certificate (Aircraft) #7203	470608	493011	Aircraft Mechanics and Service Technicians
Professional Bookkeeper #2020 (Certificate)	520302	433031	Bookkeeping, Accounting, and Auditing Clerks
Respiratory Care Program A.A.S. #5200*(see below)	510908	291126	Respiratory Therapists
		292054	Respiratory Therapy Technicians
Surgical Technology #5405 (Certificate)	510909	292055	Surgical Technologists
Sustainable Energy Systems A.A.S. #8600	150503	172025	Environmental Engineering Technicians

Program Name in IWDS and Cert/Degree/License	CIP Code	O*Net Code	O*Net Title in IWDS
Tool &Die/Precision Machinist Certificate #9919	480507	514041	Machinists
		514031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic
Web Development Certificate #3901	110201	151131	Computer Programmers
		151152	Computer Network Support Specialist
		151199	Computer Occupations, All Others
Web Programming and Design A.A.S. #3900	110801	151131	Computer Programmers
		151081	Computer Network Support Specialists
		151199	Computer Occupations, All Other
Welding Technology Certificate #8218	480508	514121	Welders, Cutters, Solderers and Brazers
		514122	Welding/Soldering Mach Setters/Operators

***Prerequisite courses for (See RVC Regular – Academic SUR R&R for Provider Code):**

- **Nursing - RN (A.A.S)**
NRS 104 Pathophysiology/Altered Health Concepts
BIO 185 Foundations of Anatomy and Physiology
BIO 274 Microbiology
CHM 110-General, Organic, & Biochemistry I
PSY 170-General Psychology
ENG 101-Composition I
NAD 101 Nursing Aide Certificate

See link for most current prerequisites/requirements for RN A.A.S. program:

http://www.rockvalleycollege.edu/Courses/Programs/Nursing/nursingdegree.cfm?cssearch=15729_1

- **Respiratory Care (A.A.S.)**
BIO 185 Foundations of Anatomy and Physiology
MTH 094-Intermediate Algebra Par II
CHM 110-General Organic, & Biochemistry I
- **Phlebotomy Technician (Certificate) - HLT 110 Medical Technology**

COSTS:**RVC TUITION AND FEES Effective Summer Term 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
- \$2.00 per term registration Fee (non-refundable)
- \$1.00 per course fee
- \$53 per class - distance learning fee
- Lab fees as applicable - Specific lab fees are listed at:
<http://www.rockvalleycollege.edu/Courses/search.cfm>
- *Field Trip fees*, as applicable.

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

Insurance for students in the following College ITA-approved programs

- Dental Hygienist (Allied Health)
- Registered Nurse
- Respiratory Care (Allied Health)
- Surgical Technician (Allied Health);
- Nurses' Aide—CNA (Allied Health) – costs for CNA may be less;

(Note: Insurance may also be required for some other programs. Students will bring the information to WIOA counselor.)

- **\$13.00/student/year** - *Student Medical Malpractice Insurance* (effective January 2008)
- **\$6.50/student/year** - *Accidental Insurance* (effective January 2008)

(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.)

TWC 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 of \$19.50 total (less for CNAs).

GRAPHING CALCULATORS:

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

To review the basics:

- *Graphing calculators are required for many college-level math courses*
- *For those courses, 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 (Sarah Skridla providing the information):*
 - *TI 83 - \$119.98*
 - *TI 84 - \$149.98*

*Please feel free to contact The Math Department Chair, Patrick Sugrue with any questions or concerns you may have—
815-921-1680*

GETTING STARTED

TUITION & FEES

By registering for a course, students agree to pay the required tuition and fees for that course. Tuition is charged per semester hour for credit courses and varies depending upon residency. Tuition rates and fees are subject to change without prior notice.

Residency

Students enrolling at RVC are classified for the purpose of determining tuition and fee rates. Evidence of resident status is provided on each applicant via the Enrollment Information Form. Questions regarding classification should be directed to the Records and Registration Office at (815) 921-4250 or visit our website at: RockValleyCollege.edu/Residency.

In-District Student

To be classified as a District 511 resident, students must have resided within the district for at least 30 days prior to the start of the semester. Students who have moved from an out-of-district or out-of-state residence to an in-district residence for reasons other than attending RVC are exempt from the 30-day requirement upon verification. Residency verification requires one of the following: an official signed lease or rental agreement, a current Illinois driver's license or State ID, a utility bill in the student's name, or a valid Illinois voter's registration card. A student living outside the district/state, but who is employed at least 35 hours per week within the district, must present a letter from the employer prior to each semester testifying to that fact in order to have out-of-district/state fees waived.

Note: Beginning with the 2013-2014 academic year, if a person is Active Duty in the military or utilizing federal Veterans, then the board shall deem that person an in-district resident for tuition purposes.

International students may be considered in-district students if they:

1. graduated from a high school in the RVC district and hold a student visa or
2. have a sponsor who lives within the district and signs a form verifying sponsorship and guaranteeing payment of tuition, fees, and miscellaneous college charges.

Contact the Records and Registration Office at (815) 921-4250 with questions or visit our website at: RockValleyCollege.edu/Residency.

Out-Of-District Student

A student who has not established residency within Community College District 511, but is a resident of the state of Illinois, will be classified as out-of-district and charged the appropriate tuition. Out-of-district students who want to attain an approved occupational program degree or certificate offered only at RVC and not their own district community college should refer to "Cooperative Educational Agreements" on page 93.

Out-Of-State Students

Students whose legal residence is outside of Illinois are considered out-of-state students and charged the appropriate tuition. International students who are not citizens of the United States and do not meet the criteria listed above will be considered out-of-state students.

Tuition/Fees

For current tuition rates and specific class fees, refer to the RVC website at: RockValleyCollege.edu/Tuition.

Tuition For Senior Citizens (age 62 & over)

Students 62-64 years of age, prior to the start of the semester, who are residents of Rock Valley College District 511 qualify for a reduced tuition rate of \$25 per credit hour for credit courses only.

Students age 65 and over, prior to the start of the semester, who are district residents may attend credit classes tuition free.

All other fees will be assessed at a full rate for students in both age categories. The tuition reduction is not applicable for enrollment in non-credit seminars, classes, or programs.

Tuition Refund

Rock Valley College has determined students may receive a tuition refund upon dropping credit courses based on the following guidelines. In each case if the student drops courses by the specified date, all tuition and fees are refunded. There is no prorated schedule for tuition and fee refunds.

Tuition refund requests should be made to the Records and Registration Office during normal business hours. Refunds will be made according to the following schedule:

COURSE LENGTH	100% REFUND	NO REFUND
16-week course (fall-spring)	Before or during first 9 business days of semester	After the 9th business day of the semester*
4- to 15-week course	On or before 4th business day from start of class	After the 4th business day*
Less than 4-week course	On or before 3rd business day from start of class	After the 3rd business day*

*Saturdays are scheduled course days and are used in the calculation of business days.

The college reserves the right to make the final decision on all refunds.

- It is the student's responsibility to know the refund dates for their courses.
- Non-attendance does not constitute a drop in a course nor qualify students for a refund.
- Failure to drop a course properly may result in a failing grade.
- It is the student's responsibility to drop themselves from a course.
- No refunds will be granted when a student is dismissed or suspended from the college for disciplinary reasons.

Tuition Appeals

No tuition refund will be granted following the tuition refund date. If extenuating circumstances exist (i.e., military activation, death of immediate family member, or serious medical condition) a student may submit a Tuition Appeal with supporting documentation to the Records and Registration Office. A Tuition Appeal does not automatically result in a refund. Tuition Appeals may be submitted within the semester in which the student was enrolled in the course(s). Students who have received Financial Aid funding do not qualify for a tuition appeal refund; however, an enrollment appeal can be filed.