

Orig.: Mod.: X Date: 6/22/18 Courses reapproved until 6/29/19. 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](mailto: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 TWC 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.

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

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 29, 2019:**

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*. Non-Computer courses on page 5.

##### **Classroom Courses**

DPR 001 Computer Basics – Level I  
 DPR 003 Windows Basic  
 DPR 005 Computer Basics  
 DPR 005 Learn Computers in Spanish  
 DPR 019 Computer Basics I  
 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  
*LOEB 064 Web Page Design Using HTML Code*  
 DPR 080 Google Apps – Web Page Design  
 DPR 089 Access: The Complete Course  
 DPR 095 PowerPoint Essentials

*DPR 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  
 DPR 083Introduction to InDesign  
 DPR 083Introduction to Flash  
 DPR 083 Intermediate Flash  
 DPR 083Introduction to Illustrator  
 DPR 083Intro to QuickBooks  
 DPR 083Windows File and Disk Management  
 DPR 083 Introduction to Windows  
 DPR 083 Intermediate Windows  
 DPR 083 Introduction to Microsoft Excel  
 DPR 083Intermediate Microsoft Excel  
 DPR 083Introduction to Microsoft Access  
 DPR 083Intermediate Microsoft Access  
 DPR 083Introduction to Microsoft Word  
 DPR 083Intermediate Microsoft Word  
 DPR 083Advanced Microsoft Word  
 DPR 083 Advanced Microsoft Excel  
 DPR 083Microsoft Publisher

**On-line Courses Education to Go (continued)**

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 29, 2019:**

**Health Skills Courses**

HLT 001 CPR (CIP 340199)  
HLT 039 Medical Terminology (CIP 510707)