

- Orig: Mod: X Date: 6/19/18 NOTE: Programs approved through 6/18/20. See pages 11 – 13.
- Highway Construction Careers Training Program (HCCTP) information attached. Page 5.
 - Cost increase at Physicians’ Immediate Care for CDL D.O.T. 5-panel drug screen – Now \$48
 - NEW -TechWorks Fast Track CNC Cost increased to \$2,850 and WorkKeys score requirement changes. Cold Forming cost is \$4,100. Vouchers for TECHWORKS go directly to Deanna Sharkey
 - New title for CDL courses. Now TDT-CDL. Classes will start every Monday. Four new training options available as of 10/30/17.
 - TDT background check process update on page 6. Note: Morpho Trust USA now accepts TWC check instead of cashier’s check for TSA background check. DOT physical at PIC cost increase to \$77. CDL yard skills training moved to 1301 Eddy Ave. CDL office and classroom at Samuelson Road Center. Fax number changed, contact is now Dawn Ousley.

There are insurance requirements for some programs. Write a separate voucher to RVC for required insurance, if applicable. TWC Accounting will send checks for participants’ 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. (However, Career Planners/E&T Reps must continue to write an individual voucher for each participant’s insurance fees.)

E&T Reps and 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. (This way there will be no surprise costs later.)



Provider: Rock Valley College CONTINUING PROFESSIONAL EDUCATION (and RVC Business and Professional Institute—BPI—Programs) FEIN: 36-2557781

Address: 3301 N. Mulford Road Telephone: 815-921-3900
Rockford, IL 61114-5699 Fax: 815-921-3919

Training Site Address: RVC and off-site buildings

Contact Person: Yvonne Busker, Manager, Continuing Education, 815-921-3905

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

Provider Code: 2004-506 **Agreement Start Date:** 8/24/04

CIP Code: varies See chart pages 9 & 10 **OES:** varies Look up code which depends on occupation for which participant is training

Session Dates or Open Entry-Open Exit: See appropriate RVC *Community and Continuing Education* Catalog/Schedule.

Average Time to Complete Program/Certificate/Degree: Varies

Last Day Program Will Accept Referrals: See RVC *Community and Continuing Education* Catalog/Schedule

Program Description: Vocational programs (consisting of one or more non-credit courses) which lead to a recognized credential.

Expected Outcome: Placement in job related to vocational area of training

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

Other: Check individual course descriptions for course prerequisites

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 purchases 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 COMMUNITY and CONTINUING ED CLASS SCHEDULE.** 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]

**ROCK VALLEY COLLEGE CONTINUING PROFESSIONAL EDUCATION
(Continuing Education)
ITA PROGRAMS APPROVED UNTIL JUNE 18, 2020– see pages 9 – 10)
FOR FUNDING AND COSTS**

Individual programs are approved for funding only until the anniversary date of their certification (approval) by the Boone/Winnebago Workforce Innovation and Opportunity Board.

WIOA participants may not begin a program after the program's certification end date.

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 RRTC 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.

TUITION AND FEES for Continuing Education ITA Programs

Tuition and Fees: See appropriate *Community and Continuing Education* catalog/schedule or program brochure for costs.

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.

Insurance Information for health-related programs:

*Student Medical Malpractice Insurance: **\$13.00***

*Accidental Insurance: **\$6.50***

Medical Malpractice Insurance and/or Accidental Insurance costs for health-related programs may be included in the cost of the program. If the cost is not included, voucher will need to be prepared.

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.

Highway Construction Careers Training Program (HCCTP)

The Illinois Department of Transportation created this program to increase the number of women, minorities, and disadvantaged persons working on IDOT projects.

HCCTP is at no cost to the participant. Students who are selected will learn essential skills for working in the construction trades.

During the 14 week session, participants will engage in 450 hours of **construction apprenticeship readiness training** conducted similar to employment. Classroom and hands-on projects will be included. There is a strict attendance policy for this program.

Successful completion of this training program does not guarantee job/apprenticeship placement; however, it allows graduates to understand a portion of all skilled-trades and prepares them for working in the trades industry. Job readiness and follow-up is offered to assist in guiding graduates towards job/apprenticeship opportunities.

Requirements:

- Interest in working in the trades
- 18 years or older
- HS Diploma or GED
- Valid Driver's License
- Drug-free (tested)
- Reliable childcare/transportation

Steps:

- Attend an orientation session
- Math and Reading TABE
 - Math minimum of 7.0 GLE
- Selection process
 - Maximum of 12 trainees/session
- Drug testing

Two sessions offered per year – one in fall & one in spring. Tentative PY18 tentative fall session start date: Monday, August 6, 2018 – subject to change.

For more information contact:

Darcey Ingram
 HCCTP Coordinator
 Rock Valley College
 815-921-3912
d.ingram2@rockvalleycollege.edu

PHARMACY TECH EXTERNSHIP INFORMATION:

Pharmacy Tech course now includes an 80 Hour Clinical Externship Option at an area Walgreen Pharmacy.

Requirements include:

Student must purchase blue scrubs to wear

Complete immunization record (including Hep B and updated Tetanus – however, student may sign a waiver form for Hep B)

Proof of negative PPD test (TB test) within the past 12 months

Letter from health care providers stating student is free of all communicable diseases and cleared to participate in an externship. (Students will receive sample letter through their coordinator)

Negative 9 panel drug screen

Background check ("in-house" background check)

Externship may potential qualify for WIOA Work Experience

BPI Programs

COSTS AND OTHER INFORMATION for CDL TRAINING:

Program is conducted under the Business and Professional Institute.

NEW – TDT-CDL-A Permit Preparation Course – 40 hours: \$820.00

TDT - CDL-A PROGRAM OPTIONS 240 Hours or 200 Hours

Write voucher to Rock Valley College for only the cost of CDL training tuition. Physical and drug screen are done before participant begins CDL training. Write separate vouchers for:

Tuition cost: TDT-CDL-A (240 hours) or TDT CDL-A (200 hours): \$4,100;

Additional Costs:

- **D.O.T Physical (non-NIDA) \$77.00 to: Physicians Immediate Care**
- **5-Panel Drug Screen \$48.00 to: Physicians Immediate Care**
- **Permit \$50.00 to: Secretary of State**
- **TSA Background Check (optional) \$86.50 to: MORPHOTRUST USA for fingerprints**
Stewart Square Hours for fingerprinting are now 9:00 am to 11:45 am., Monday – Friday. **Now accepts RRTC check for Federal background checks.** Request check prior to appointment.

Requirements: Participant

- Must be at least 18 years old.
- Hold a current valid Illinois driver's license.
- Be able to read English at not less than a 7th grade level.
- Must present copy of his/her driving record from any state in which he/she has held a driver's license in the last 5 years. Have a good driving record. (Need to do "for court purposes form for driving record report). Keep a copy of this report for files.
- Must pass a required DOT physical and a drug test. MUST have DOT Physical card good for at least one year.

Participant must pass a physical and a drug test in order to be referred to training. School will not bill RRTC until after participant passes permit test.

DRIVER IMPROVEMENT PROGRAMS

These programs are designed for drivers that either have a valid CDL-A and would like to improve their skills or for a driver that has held a CDL-A in the past and is needing to prepare and improve skills to take the CDL-A exam with the Illinois/Wisconsin Secretary of State. Credential is certificate of completion from RVC for drivers that already have valid CDL-A.

Driving Skills Evaluation:

Have participant contact RVC to set up a skills evaluation (no cost). RVC will then make a recommendation regarding which brush-up course to attend: The driver must have a valid CDL-A license and a current DOT

physical certificate. Course offerings are:

40-hour Brush-up Refresher (1 weeks)	Tuition: \$ 820.00
80-hour Brush-up Refresher (2 weeks)	Tuition: \$1,640.00
120 –hour Brush-up Refresher (3 weeks)	Tuition : \$2,460.00
160-hour Brush-up Refresher (4 weeks)	Tuition: \$3,280.00

Training information: Day and night classes offered. **PLEASE NOTE CHANGES:** Office and classroom now located at Samuelson Road Center campus. Driving Yard now at the Ingersoll lot, 1301 Eddy Avenue in Rockford.

Information: *For now*, best to contact Mark Sandoval on his cell phone 815-222-3103. His office phone is 815-921-2076. The fax # is: 815-921-2079. Email: m.sandoval@Rockvalleycollege.edu. If unable to reach Mark, contact Dawn Ousley, BPI Administrative Assistant at 815-921-2066.

COSTS AND OTHER INFORMATION for TECHWORKS PROGRAMS

Write vouchers to *RVC/ TechWorks for CNC, AssemblyWorks & Cold Forming.*

Fast Track CNC Training 176 hours over 6 weeks CIP 480501 Cost: \$ 2,850 as of 11/7/17)

Program completers will earn two NIMS credentials.

O*Net Code	O*Net Code Name in IWDS
514034	Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
514035	Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic
514011	Computer-Controlled Machine Tool Operators, Metal and Plastic

The Fast Track CNC program includes job readiness training. Program is for students with little or no machine operator experience. The 176 hours also includes one of the following two former separate programs: Lathe Operator Skills or Mill Operator Skills. The entire program prepares and proctors student for National Institute for a Metalworking Skills (NIMS) Operator Credential.

AssemblyWorks 210 hours over 7 weeks (5 days/week; 6 hours/day) CIP 489999 Cost: \$1,900

O*Net Code: 512092 Team Assemblers

The AssemblyWorks program is an intense seven- week (210 hours) program that combines hands-on and classroom study/training in the newest assembly floor subject requirements. AssemblyWorks covers the following modules: General Work Habits; Safety; Shop Math; Blueprint Reading; Metrology;, Computers; Inventory/Material Control; Use/Care of hand Tools; Lean; Process Understanding; and Troubleshooting. To complete the class successfully, student must earn NIMS Material, Measurement and Safety credential.

Cold Forming Training 300 hours over 10 weeks (5 days/week; 6 ½ hours/day) CIP 480501 Cost: \$4,500

O*Net Code: 514041 Machinists

The Cold Forming Training program is an intense ten- week (300 hours) program that combines hands-on and classroom study/training. Cold Forming training covers the following modules: General Work Habits; Safety; Understanding of different headable materials their tensile strengths and work hardening rates, upsetting of materials as well as open and trapped extrusions, learning to setup machines using process drawings and forming progressions, hands-on experience on the Nakishimada NP60 2 Die 3 Blow to set up:

solid blow style part, sliding blow part, trim hex part, impacted shoulder bold (advanced), additional custom parts per industry requests Course also includes exposure to basic tool design: learning about tool alignment, understanding broken/worn tools. To complete the class successfully, student must earn NIMS Material, Measurement and Safety credential.

Referrals:

Interested WIOA (or Trade) -eligible individuals should be referred to TechWorks who will schedule individual for an orientation (at Stenstrom Center, Samuelson Road for ALL Techworks programs) consisting of “an interview, mechanical comprehension and basic math assessments, completion of application and submission of your resume.” Then the individual must satisfactorily “pass” the following **Program Prerequisites (all of which RVC/TechWorks will pay for) before the individual is accepted for Fast-Track CNC Training or AssemblyWorks training and scheduled for enrollment in a class:**

- WorkKeys Testing (must earn Silver WorkKeys Certification in Workplace Documents (Reading) and Applied Math, Bronze in Graphic Literacy. If a candidate’s Workplace Documents or Applied Math score is close to Silver and the program determines the individual is otherwise a qualified candidate for the training program, the program will notify the career planner regarding this decision). WorkKeys assessment may be waived for individuals with high level TABE scores.
- Drug Test (10 panel –must pass all parts of drug test)

WIOA does not fund the WorkKeys testing or drug test.

When individual is accepted into a *Fast Track CNC , AssemblyWorks* or Cold Forming class, The Workforce Connection counselor will write a voucher for the cost of the training. Write vouchers to *RVC/TechWorks* for TechWorks programs.

Training information: Training locations:

Fast Track and AssemblyWorks at RVC Stenstrom Center, 4151 Samuelson Road, Rockford, IL 61109
Cold Forming at Cold Forming Training Center, 424 Buckbee Street, Rockford, IL 61102.

Information: Bernie Luecke, BPI Director, 815-921-2067, B.Luecke@RockValleyCollege.edu,
TECHWORKS contact: Deanna Sharkey, 815-921-2192, D.Sharkey@RockValleyCollege.edu

TechWorks’ Training Program Refund Policy

The training fee will be refunded in full for students who 1) fails the required drug test or 2) fail or quit the Job Readiness Training portion of the program (the first week of class).

During the first two weeks of classes TechWorks reserves the right to terminate a student, with full refund of the training fee, for poor attendance and/or poor performance.

COSTS AND OTHER INFORMATION for BPI SIX SIGMA – Green Belt Training

Course meets 2 days a week over 4-week period, (final class session half-day for test).

Total hours of training= 56 hours

Training dates, more information and registration: contact Dawn Ousley at 815/921-2066 or D.Ousley@rockvalleycollege.edu

Cost of Tuition: \$2,400.00 includes lunch, use of Minitab software and use of laptop.

Bachelor's degree and/or extensive experience in manufacturing field required.

Credential: Certificate of Completion.

COSTS AND OTHER INFORMATION for BPI CompTIA Network+Certification Training and CompTIA A+ Certification Training – (offered as “class-size” training through BPI)

CompTIA A+ certification training – TWO modules – each module is 8 – 3.5 hour sessions of training/lab (2 sessions 2 x/week); 2 Saturday Test Prep Sessions – 3 hours each

Total hours of training = 68 hours

Training Dates: Contact Instructor: Jim Conley 815/721-9579

Course could be scheduled to run 4 weeks or 8 weeks.

Cost of Tuition for both modules: \$4,300.00 (includes cost of equipment, books and exam fees listed below).

PC Repair Tool Kit: \$25.00

Tower PC (No Monitor) = \$250.00

Text Book (Applicable for both training modules: \$131.00

Exam Voucher: \$114.65 per exam (2 exams).

CompTIA Network+ certification training – 8 – 3.5 hour sessions of training/lab; 2 Saturday Test Prep Sessions – 3 hours each

Total hours of training = 34 hours

Training Dates: Contact Instructor: Jim Conley 815/721-9579

Course could be scheduled to run 4 weeks or 8 weeks.

Cost for Tuition: \$3,200.00.

Text Book: \$130.00 plus tax

Exam Voucher: \$177.35

INTRODUCTION TO DECONSTRUCTION/EPA LEAD RRP (Offered as “class-size” through BPI).
104 to 106 hours over 2 weeks --- CIP 460408

Tuition COST: \$2,500 - Paid to RVC

Tools COST: \$ 150 Paid to Comprehensive Community Solutions (CCS) -- personal tools and personal protective equipment.

*Lead Safety – Rehabilitation, Repair and Painting (RRP) training is an EPA Credential.
See attached RVC Course outline/dates for training and training flyer.*

O*Net Code	O*Net Code Name in IWDS
519199	Recycling and Reclamation Workers
472141	Painters, Construction and Maintenance
499071	Maintenance and Repair Workers, General

EPA Lead Safety – Rehabilitation, Repair and Painting training – 8 hours (1 day)
 Introduction to Deconstruction – 96 hours (8 hours/day/12 days)
 Optional to trainees that are qualified: Crew Chief Training – 16 hours (2 days)

Training offered to 12 to 14 participants recruited from Freeport and Rockford. First day of training in Rockford at CCS for EPA Lead RRP (funded by the Winnebago County Health Dept)

Intro to Deconstruction – basic classroom training and hands-on deconstruction of a single family home. Green alternative to demolition. Deconstruction involves careful dismantling of buildings with the goal of preserving, reusable materials.

COMPLETION: Credential--Program Completers are expected to attain a DOL-recognized credential.

For WIOA purposes, participants will not “complete” the program unless they have received the DOL-recognized credential for which the program trains.

The exception to credential attainment at program completion will be recognized for those programs that require licensure and/or work experience before an individual may take credentialing examination. In these cases, participants may “complete” the program (for WIOA records) but will not receive a credential at program completion. However, if a participant then receives a credential within the WIOA-designated performance timelines, the credential may be added to WIOA records for the participant when it is obtained.

PROGRAMS CERTIFIED UNTIL June 18, 2020 unless otherwise noted:
THE LIST OF CERTIFIED PROGRAMS BEGINS ON THE NEXT PAGE.

See the definition of *Completion* above.

IWDS does not contain all the O*Net codes that are on the *Demand Occupations Lists*. Therefore, O*Net codes are matched as best as possible, given IWDS limitations.

<i>Program Name in IWDS</i>	<i>Credential to complete program</i>	<i>CIP Code</i>	<i>O*Net Code</i>	<i>O*Net Name</i>
Automation Skills CNC Tech/Programing II Certificate	NIMS credentials	480501	514011	Computer Controlled Machine Tool Operators
			514234	Lathe & Turning Machine Tool Setters, Operators & Tendors
			514041	Machinists
Automation Skills CNC Programing II Certificate (AUT 040 &AUT 041)	NIMS credentials	470499	514011	Computer Controlled Machine Tool Operators
			514234	Lathe & Turning Machine Tool Setters, Operators & Tendors
			514041	Machinists
Bookkeeping & Accounting Skills Certificate	RVC Skills Certificate	520302	433031	Bookkeeping, Accounting, and Auditing Clerks
Clinical Medical Assistant (Classroom or On-line Options)	CCMA	510801	319092	Medical Assistants
CNC Technician Certificate #6116	NIMS credential	480501	514011	Computer-Controlled Machine Tool Operators
			514034	Lathe &Turning Machine Tool Setters , Operators, & Tendors
			514041	Machinists
EKG Technician Certification Program-HLT-044	ASPT--EKG	510902	292031	Cardiovascular Technologists/Technicians
Emergency Medical Technician-Basic-HLT 038	EMT License	510904	319099	Healthcare Support Workers, All Others
Forklift Operator Training- ISH-025 OSHA Certification	OSHA	150599	537051	Industrial Truck and Tractor Operators
Highway Construction Careers Program No cost to student—under IDOT/ICCB grant	OSHA	460000	472061	Construction Laborers
			474011	Construction and Building Inspectors
			474099	Construction and Related Workers, All Other

<i>Program Name in IWDS</i>	<i>Credential to complete program</i>	<i>CIP Code</i>	<i>O*Net Code</i>	<i>O*Net Name</i>
Medical Administration Assistant Program-HLT-054 (Classroom or On-line Options)	CMAA	510716	292071	Med Records & Health Info Technicians
Medical Billing & Coding Program --HLT069 (Classroom or On-line Options)	AAPC-A	510707	292071	Med Records & Health Info Technicians
Pharmacy Technician Program HLT 056 80 Hour Externship available	(Prep Program for Certified Pharm Tech) Completion = Certificate of Completion	510805	292052	Pharmacy Technicians
Recertification for CNA's – NRS 031	CNA	513902 (in IWDS)	311014 (IWDS)	Nursing Aides, Orderlies/Attendants
Website Design Certificate-- Ed2Go (Gatlin Education)	Certificate	110801	151151	Computer User Support Specialists

RVC Business and Professional Institute Programs (BPI Programs) PROGRAMS CERTIFIED UNTIL 6/18/20:

<i>Program Name in IWDS</i>	<i>Credential</i>	<i>CIP Code</i>	<i>O*Net Code</i>	<i>O*Net Name</i>
TDT - CDL-A Certificate Program – 240 hours – TDT – 099 (includes Haz-Mat, Double/Triples, and Tanker endorsements)	CDL	490205	533032	Truck Drivers, Heavy and Tractor-Trailer
			533033	Truck Drivers, Light or Delivery Services
TDT - CDL-A Certificate Program – 200 hours – TDT – 098 (includes following tests: permit, pre-trip inspection, yard skills & road drive.)	CDL	490205	533032	Truck Drivers, Heavy and Tractor-Trailer
			533033	Truck Drivers, Light or Delivery Services
TDT - CDL-A Permit Preparation – 40 hours – TDT - 070 (classroom includes prep for three permit exams: general knowledge, combination vehicles, Air Brakes)	CDL	490205	533032	Truck Drivers, Heavy and Tractor-Trailer
			533033	Truck Drivers, Light or Delivery Services
TDT - CDL-A Refresher Program – 160 hours – TDT - 096	CDL & Certificate	490205	533032	Truck Drivers, Heavy and Tractor-Trailer
			533033	Truck Drivers, Light or Delivery Services

Program Name in IWDS	Credential	CIP Code	O*Net Code	O*Net Name
TDT - CDL-A Refresher Program – 120 hours – TDT - 092	CDL & Certificate	490205	533032	Truck Drivers, Heavy and Tractor-Trailer
			533033	Truck Drivers, Light or Delivery Services
TDT CDL-A Refresher Program –80 hours – TDT - 080	CDL & Certificate	490205	533032	Truck Drivers, Heavy and Tractor-Trailer
			533033	Truck Drivers, Light or Delivery Services
TDT CDL-A Refresher Program –40 hours – TDT - 075	CDL & Certificate	490205	533032	Truck Drivers, Heavy and Tractor-Trailer
			533033	Truck Drivers, Light or Delivery Services
CompTIA A+ Certificate	CompTIA	110901	151152	Computer Network Support Specialist
CompTIA Network+ Certificate	CompTIA	110203	151152	Computer Network Support Specialist
Six Sigma - Green Belt Certification Class	Certificate	150702	111021	General and Operations Manager
			113051	Industrial Production Managers
			119199	Managers. All Others
TECHWORKS – Fast Track CNC	NIMS	480501	514011	Computer Controlled Machine Tool Operators, Metal and Plastic
			514034	Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
			514035	Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic
TECHWORKS – AssemblyWorks	NIMS Material Measurement	489999	512092	Team Assemblers
Cold Forming Training	NIMS Material Measurement	480501	514041	Machinists
Introduction to Deconstruction/Lead RRP	EPA Lead RRP Certificate	460408	519199	Recycling and Reclamation Workers
			472141	Painters, construction and Maintenance
			499072	Maintenance and Repair Workers, General

*** RVC Continuing Ed Certifications-- List of Acronyms for Certifications**

AAPC-A	Certification from American Academy of Professional Coders--Apprentice level
ASPT--EKG	Certification from American Society of Phlebotomy Technicians for EKG
CCMA	Certified Clinical Medical Assistant (National Healthcare Association)
TDT CDL	Truck Driver Training - Commercial Drivers License
CMAA	Certified Medical Administrative Assistant (National Healthcare Association)
CNA	Certified Nursing Assistant
CNC	Computer Numerically Controlled
CPT	Certified Pharmacy Technician from Pharmacy Technician Board (PTCB) or National Pharmacy Technician
EMT	Emergency Medical Technician
EPA	Environmental Protection Agency
IDOT	Illinois Department of Transportation
Lead RRP	Lead Rehabilitation, Repair and Painting
NIMS	Certification from National Institute of Metalworking Skills
OSHA	Occupational Safety and Health Administration
PTCB	Pharmacy Technicians Certification Board

RVC Skills Certificate is a recognized credential per DOL Definition: "other skills certificates for specific skill sets or competencies within one or more industries or occupations."

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.