

Orig.: Mod.: X Date: 6/22/18 Prerequisite Skills courses/Skills Upgrading/Retraining have been reapproved until June 29, 2019. Voucher process updated. NOTE: NRS108 is incorrect, it is NRS104 Voucher process updated.

- Recertification for CNA's NRS 031 is an SUR services option.



RECRUITMENT AND REFERRAL FORM

WIOA Skills Upgrade and Retraining (formerly Intensive) Services

Use this Provider Code (2006-403) for courses that are part of an ITA program but taken as Skills Upgrade/Retraining Services courses. Also use this code for Adult Education & Literacy/English Language Acquisition – Non-credit (remedial) classes individuals may be required to take before entering into an ITA.

Provider and Programs:

FEIN: 36-2557781

ROCK VALLEY COLLEGE—REGULAR/ACADEMIC COLLEGE

Prerequisite Courses for ITA Approved Programs - SUR

Address: 3301 North Mulford Road
Rockford, IL 61114

Telephone: 921-4100

Fax: 921-4131

Training Site Address: RVC and off-site buildings

Contact Person: Counseling

Program: Intensive Services

Activity Name: SUR

Provider Code: 2006-403

CIP Code: N/A

OES: Varies. Look up appropriate code.

Session Dates or Open Entry-Open Exit: See appropriate RVC Credit Classes Schedule.

Average Time to Complete Course: Varies—see appropriate RVC Credit Classes Schedule

Last Day Program Will Accept Referrals: See appropriate RVC Credit Classes Schedule.

Program Description: See third page for list of courses approved as SUR Services under this Agreement.
For a description of the courses, see the RVC catalog.

Expected Outcome: Enrollment in the course (for which the prerequisite course is taken) in an approved ITA program

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

Referral Procedures:

1. The applicant must have been accepted for enrollment by RVC to begin (continue) study in an ITA approved program.
2. **Voucher:** The participant must be registered for a prerequisite class prior to your issuing a Voucher. When you know the participant has registered for class, complete the voucher, have the participant sign it, and sign it yourself.

The participant will be responsible for delivering the **white (original) and green (vendor) copies** of the appropriate 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 the class(es).

When you complete the voucher, **write on the bottom of the voucher the name of the ITA program in which the participant is (will be) enrolled.** (A.A.S. or Certificate) and the **name and number of the course within that approved ITA program for which the course(s) on this voucher are prerequisites.**

3. 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.

4. 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.

Costs: See page 4.

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.

(Approved courses list begins on the next page.)

Skills Upgrading/Retraining Services

All courses listed below are approved for both WIOA and TAA participants.

Approved Courses and Costs

Rock Valley College Courses that are PREREQUISITES for Courses in Individual Training Account Program (ITA) Certified by the Northern Illinois Workforce Alliance:

COURSES APPROVED UNTIL JUNE 29, 2019:

The following courses are prerequisite courses for Individual Training Account (ITA) programs certified by NIWA. (Exception: the Spanish courses are not pre-requisite courses. Students may enroll in the Spanish courses as a stand-alone course(s). These courses are placed with the prerequisite courses in order to avoid creating a separate *Master Agreement for the Provision of SUR Services* with just a few courses.)

This list was originally developed by Dislocated Worker Program staff and has been updated, as needed.

Accounting courses:

ATG 106 – Intro. to Accounting Debits and Credits
ATG 107 – Intro. to Accounting Special Journals
ATG 110 – Financial Accounting

Biology courses:

BIO 100 – Introductory to Human Biology
BIO 103 – Introductory to Life Science
BIO 104 – Introductory to Life Science Laboratory
BIO 185 – Foundations of Anatomy and Physiology
BIO 274 – Microbiology
BIO 281 – Human Anatomy and Physiology I
BIO 282 – Human Anatomy and Physiology II

Business courses:

BUS 101 – Introduction to Business
BUS 103 – Business Mathematics

Chemistry courses:

CHM 110 – General, Organic and Biochemistry I
CHM 210 – General, Organic and Biochemistry II

Computer and Information Systems:

CIS 102 – Intro. to Computers and Information Systems
CIS 124 -- Introduction to PowerPoint
CIS 180 – Introduction to Visual Basic Programming
CIS 181 – Advanced Visual Basic Programming
CIS 240 - Introduction to JAVA Programming
CIS 241 – Advanced JAVA Programming
CIS 276 – Intro. to C/C++ Programming

CIS 277 – Advanced C/C++ Programming
CIS 279 – Visual C++ Programming

Electronic Engineering Technology courses:

EET 141 – DA/AC Circuits and Electronics I
EET 142 – DC/AC Circuits and Electronics II
EET 240 – DC/AC Circuits and Electronics III
EET 299 – Special Topics in Electronic Engineering Technology [Alternative Energy--*an introduction to sustainable energy concepts*]

English courses:

ENG 101 – Composition I

Fitness, Wellness and Sport courses:

FWS 237 – Nutrition for Optimal Living

Health courses:

HLT 110 Medical Terminology (2 credits)

Manufacturing Engineering Technology Courses:

MET 100 – Introductory CAD and Print Reading
MET 106 – Metrology
MET 108 – Computer Drafting Using AutoCAD
MET 133 – Graphics/Solidworks CAD I
MET 162 – Applied Physics

Math courses:

MTH 100 – Technical Mathematics
MTH 115—General Education Mathematics
MTH 120 – College Algebra

MTH 125 – Plane Trigonometry
MTH 160 – Topics from Finite Mathematics

Modern Language courses:

(These Spanish courses are placed with Pre-requisites for convenience. These Spanish courses should be taken only by participants whose knowledge of/improvement of Spanish language will enhance their job search.)

SPN 101—Beginning Spanish
SPN 102—Continuation of Beginning Spanish
SPN 203—Intermediate Spanish
SPN 204—Continuation of Intermediate Spanish

Nursing Courses

NRS 104 Pathophysiology/Altered Health Concepts
NRS 031 - Recertification for CNA's

Nursing Aide course (program):

NAD 101—Nursing Aide Note: Nursing Aide (CNA) will be an *SUR Services* course as a prerequisite course to RN training and this training progression is laid out in the participant's training plan. (LWIA 3 has a two-year *ITA* training limit; RN training takes at least 2 years. However, if a training program cannot be completed within two years and there is good justification why a participant must exceed the two year limit, an exception to the *ITA* training time limit may be granted.)

Office Technology Systems courses:

OFF 118 – Computer Keyboarding

Personal Computer Information Systems courses:
PCI 106 -- Microcomputer Applications/Windows Based

Personal Computer Technical System courses:

PCT 262 – Computer Service and Repair
PCT 120 – Cisco Networking I
PCT 122 – Cisco Networking II
PCT 124 – Cisco Networking III
PCT 126 – Cisco Networking IV

Psychology courses:

PSY 170 – General Psychology
PYS 270 – Life-Span Developmental Psychology

Philosophy courses:

PHL 155 – World Religions

Speech courses:

SPH 131 – Fundamentals of Communication

Student Development courses that are required for some remedial courses:

STU 100—Planning for Success – a required course for all students intending to pursue an Associate Degree.
STU 101—Career Planning

Sociology courses:

SOC 190 – Introduction to Sociology

Welding:

WLD 100 – Introduction to Welding

RVC TUITION AND FEES Effective Fall Semester 2017

Tuition for regular college courses is \$115 per credit hour. 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/course fee
- \$53 per class** – distance learning fee
- . Lab fees as applicable.
 - Specific lab fees are listed in the class schedule.
- . *Field Trip fees*, as applicable.

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

GRAPHING CALCULATORS (as of March 20, 2015 with Math Department & RVC Bookstore:

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

- *Graphing calculators are required for the college-level MTH-220 course*
- *For this course, 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:*
 - *TI 83 - \$119.98*
 - *TI 84 - \$149.98*