

Orig.: Mod.: X Date: 6/22/18 NOTE: All programs re-approved until 2/13/2020. All initial approved programs until 2/13/2019.

- Tuition & Fee Increase 2018-2019
- \$20 Transportation fee per term for ALL credit students. (covers BTC cost for upkeep of parking lots, drives, etc.)
- Many new programs have been added in out-of-state tuition section.
- See page 93 of RVC 2018-2019 catalog for Blackhawk programs covered under RVC's Cooperative Educational Agreement with Blackhawk



**RECRUITMENT AND REFERRAL FORM**  
**WIOA ITA Program**

**Programs:** See the next page for list of programs.

**Program Provider:** Blackhawk Technical College

**FEIN:** 39-1104235

**Address:** 6004 South County Road G  
P.O. Box 5009  
Janesville, WI 53347

**Telephone:** 608-758-6900  
**FAX:** 608-757-7740

**Training Site Address:** (Same)

**Contact Person:** Admissions

[Contact person for TWC Accounting:

Kevin Manhart, 608-757-7763; [kmanhart@blackhawk.edu](mailto:kmanhart@blackhawk.edu)]

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

**Program:** Training Services

**Provider Code:** 2004-510

**Agreement Start Date:** 12/1/04

**CIP Code:** See next page

**OES:** Look up

**Session Dates or Open Entry-Open Exit:** Call for schedule—or check website

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

**Last Day Program Will Accept Referrals:** Call to see if class has openings

**Program Description:** See information on-line at [www.blackhawk.edu](http://www.blackhawk.edu)

**Expected Outcome:** Employment in position related to training

**Program Schedule:** Varies

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

**Other:** Varies by program. Check College catalog on line

**Referral Procedures:** Contact Admissions Office, 608-758-6900

**Costs:** See next page

**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.

**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.

**PROGRAMS APPROVED FOR BOTH WIOA AND TRADE PARTICIPANTS.**Provider: **Blackhawk Technical College**Specific ProgramsTuition Costs and FeesSupplies**PROGRAMS CERTIFIED UNTIL February 13, 2020 (All re-approved programs)****In-State Tuition Applies to programs listed below (See next page for other Illinois WIOA approved programs)**

| <b>PROGRAM</b>                                    | <b>Degree/Cert</b>       | <b>CIP Code</b> | <b>O*NET Code</b> | <b>O*Net Name</b>  |
|---|--------------------------|-----------------|-------------------|--|
| Diesel and Heavy Equipment Technician (Diploma)** | 2-Year Technical Diploma | 47.0302         | 493031            | Bus and Truck Mechanics and Diesel Engine Specialists            |
| Electro-Mechanical Technician (Diploma)           | Associates Degree        | 47.0105         | 492097            | Electronic Home Entertainment Equipment Installers and Repairers |
|   |                          |                 | 499099            | Installation, Maintenance, and Repair Workers, All Other         |
| Electric Power Distribution                       | 1-Year Technical Diploma | 460303          | 499051            | Electrical Power-Line Installers and Repairers                   |
|   |                          |                 | 499099            | Installation, Maintenance, and Repair Workers, All Other         |
| Physical Therapist Assistant                      | Associates Degree        | 510806          | 312021            | Physical Therapist Assistants                                    |
| Radiography (2 seats under Cooperative Agreement) | Associates Degree        | 510907          | 292034            | Radiologic Technologists and Technicians                         |

\*\* **Before admission to Diesel and Heavy Equipment Technician program, applicants must first pass S/P2 Safety & Pollution Test.** Federal law requires safety training before students can enter work area.

Contact [BTC Testing Center](#) (608) 757-7666 or email: [amills@blackhawk.edu](mailto:amills@blackhawk.edu) for testing details

**2018-2019 Costs for Above Programs**

All programs above are under Rock Valley College's *Cooperative Educational Agreement* with Blackhawk Technical College. Diesel and Heavy Equipment Technician and Electric Power Distribution also available under Highland Community College's *Cooperative Educational Agreement* with Blackhawk Technical College. LWA 3 ID & IA participants are charged "in-state" tuition for programs under Cooperative Agreement. Rates are for the 2017-2018 school year.

- **In-State Tuition: \$134.20** per credit hour (also cost for programs under *Cooperative Agreement*) - **Increase**
- **Activity Fee: \$9.15** per credit hour - **Increase**
- **Student Accident Insurance: \$6.00** per term
- **Transportation fee: \$20.00** per term
- **On-Line fee: \$152.20** - **NEW**
- **Application fee: \$30.00**--may be paid by WIOA/TAA.
- Special other fees may be charged for some programs. See Website/Catalog.
- Physical exam **and** Criminal background check required for clinical and lab students within Health, Human & Protective Services Division programs.

**IL-ITA-certified Certified Programs NOT under the Cooperative Agreement in next page.****PROGRAMS CERTIFIED UNTIL February 13, 2019 (unless otherwise listed – see HVAC):****Out-Of-State Tuition Applies to programs listed below**

| PROGRAM   | Degree/Cert   | CIP Code | O*NET Code | O*Net Name                                  |
|---|---|----------|------------|---|
| <b>Business Sector</b>                              |   |          |            |   |
| <i>Accounting</i>                                   | Associates Degree                                   | 520301   | 132011     | Accountant & Auditors                       |
| <i>Accounting Assistant</i>                         | Technical Diploma                                   | 520399   | 132011     | Accountant & Auditors                       |
| <i>Administrative Support Professional</i>          | Technical Diploma                                   | 520401   | 434171     | Receptionists & Information Clerks          |
|   |   |          | 436014     | Secretaries, Ex. Legal/Medical/Executive    |
|   |   |          | 439061     | Office Clerks, General                      |
| <i>Business Manager</i>                             | Associates Degree                                   | 520201   | 119199     | Mangers, All Others                         |
|   |   |          | 131199     | Business Operations Specialist, all Others  |
| <i>Human Resources</i>                              | Associates Degree                                   | 521001   | 131071     | Human Resources Specialists                 |
| <b>Healthcare Sector</b>                            |   |          |            |   |
| <i>Diagnostic Medical Sonography &amp; Vascular</i> | Associates Degree & Industry Recognized Certificate | 510910   | 292032     | Diagnostic Medical Sonographers             |
| <i>Emergency Medical Technical</i>                  | Certificate & Industry Recognized Certificate       | 510810   | 292041     | Emergency Medical Techs & Paramedics        |
| <i>Medical Administrative Coder</i>                 | Associates Degree                                   | 510713   | 319094     | Medial Transcriptionists                    |
|   |   |          | 434171     | Receptionists & Information Clerks          |
|   |   |          | 436013     | Medical Secretaries                         |
|   |   |          | 439041     | Insurance Claims & Policy Processing Clerks |
| <i>Medical Assistant*</i>                           | 1-Year Technical Diploma                            | 510801   | 319092     | Medical Assistants                          |
| <i>Medical Laboratory Technician</i>                | Associates Degree                                   | 511004   | 292012     | Medical & Clinical Lab Technicians          |
| <i>Nursing Assistant</i>                            | C.N.A./HHA  | 513999   | 291141**   | Registered Nurses**                         |
| <i>Pharmacy Technician</i>                          | Technical Diploma & Industry Recognized Certificate | 512099   | 319095     | Pharmacy Aides                              |
| <i>Phlebotomy Technician</i>                        | Technical Diploma                                   | 511009   | 292012     | Medical & Clinical Lab Technicians          |

\* Do a Criminal Background Check before enrolling an applicant or participant in Medical Assistant training. Another Criminal Background check may be required before the student enters an externship.

\*\* Nursing Assistant - use RN O\*Net Code. This certificate is a prerequisite to a nursing degree.

| PROGRAM  | Degree/Cert               | CIP Code | O*NET Code | O*Net Name   |
|--|---------------------------|----------|------------|--|
| <b>Information Technology Sector</b>   |                           |          |            |  |
| Computer Service Technician  | Technical Diploma         | 119999   | 151151     | Computer User Support Specialists                                      |
|  |                           |          | 151152     | Computer Network Support Specialists                                   |
|  |                           |          | 151199     | Computer Occupations, All Others                                       |
| IT-Network Specialist  | Associates Degree         | 110901   | 151152     | Computer Network Support Specialists                                   |
|  |                           |          | 151199     | Computer Occupations, All Others                                       |
| IT Web Software Developer  | Associates Degree         | 110501   | 151132     | Software Developers, Applications                                      |
|  |                           |          | 151133     | Software Developers, Systems Software                                  |
|  |                           |          | 151134     | Web Developers   |
| Mfg Info Tech Specialist   | Technical Diploma         | 119999   | 151199     | Computer Occupations, All Others                                       |
| Project Management Certificate   | Certificate of Completion | 520211   | 119199     | Managers, All Others   |
| <b>Manufacturing Sector</b>  |                           |          |            |  |
| CNC Technician   | Technical Diploma         | 150613   | 514011     | Computer-Controlled Machine Tool Operators                             |
| Industrial Maintenance Technician  | 2 year Technical Diploma  | 470303   | 499041     | Industrial Machinery Mechanics   |
|  |                           |          | 499071     | Maintenance and Repair Workers, General                                |
|  |                           |          | 499099     | Installation, Maintenance and Repair Workers, All Others               |
| Heating, Ventilation, Air Conditioning, & Refrigeration Technology<br><b>Approved to 2/13/2020</b> | 2-Year Technical Diploma  | 47.0201  | 499021     | Heating, Air Conditioning, & Refrigeration Mechanics/Installers        |
| Supply Chain Manager   | Associates Degree         | 520203   | 111021     | General & Operations Managers  |
|  |                           |          | 113071     | Transportation, Storage, Distribution Managers                         |
|  |                           |          | 131022     | Wholesale, Retail Buyers, Ex. Farm Products                            |
|  |                           |          | 131081     | Logisticians   |
|  |                           |          | 531021     | 1 <sup>st</sup> -Line Supervisors, Managers, Laborers, Material Movers |
| Welding  | 1-Year Technical Diploma  | 480508   | 514121     | Welders, Cutters, Solderers, and Brazers                               |
|  |                           |          | 514122     | Welding, Soldering, and Brazing Machine Setters, Operators and Tenders |
| <b>Transportation, Distribution and Logistics Sector</b>   |                           |          |            |  |
| Automotive Technician  | 2-Year Technical Diploma  | 470604   | 493023     | Automotive Service Technicians, Mechanics                              |
| Truck Driving  | CDL-A                     | 490205   | 533032     | Truck Drivers, Heavy & Tractor-Trailer                                 |
| <b>Other Sectors</b>   |                           |          |            |  |
| Culinary Arts  | Associates Degree         | 120503   | 1191991    | Managers, All Others   |
| Laboratory Food Science Tech   | Associates Degree         | 011099   | 194011     | Agricultural & Food Science Technician                                 |

| PROGRAM                                    | Degree/Cert              | CIP Code      | O*NET Code    | O*Net Name  |
|--|--------------------------|---------------|---------------|---|
| <b><i>Other Sectors Continued</i></b>      |                          |               |               |   |
| <i>Agribusiness Science and Technology</i> | <i>Associates Degree</i> | <i>010101</i> | <i>452092</i> | <i>Farmworkers, Laborers, Crop, Nursery, Greenhouse</i> |
| <i>Agribusiness Specialist</i>             | <i>Technical Diploma</i> | <i>010301</i> | <i>452092</i> | <i>Farmworkers, Laborers, Crop, Nursery, Greenhouse</i> |

Credentials information:

**Mfg Info Tech Specialist:** CompTIA A+, CompTIA Network+, Certified Wireless Specialist (CWS), Certified Wireless Technician (CWT), CompTIA Mobility+, CompTIA Linux+

**Computer Service Technician:** CompTIA A+ & Network+

**Medical Assistant:** American Association of Medical Assistants (AAMA)

**IT-Web Software Developer:** Oracle Certified Professional, MySQL 5.6 Developer (OCP) Certification, Oracle Certified Associate, Java SE Programmer, Oracle Certified Professional, Java SE 8 Programmer, MCSA: Web Applications certification qualifies for a position as a web developer or web administrator Database Design Specialist., Javascript Specialist Advanced HTML5 & CSS3 Specialist,

**Supply Chain Management:** Certified Logistics Technician (CLT) through the Manufacturing Skills Standards Council (MSSC)

#### **2017-2018 Cost for Above Out-of State Tuition- Programs:**

The above programs **NOT** under Rock Valley College's or Highland Community College's Cooperative Educational Agreements with Blackhawk Technical College. LWA3 ID/IA participants are charged "out-of-state" tuition.

**These are the rates for the 2017-2018 school year.**

- Out-of-State Tuition: **\$198.30** per credit hour
- Activity Fee: **\$6.52** per credit hour
- Student Accident Insurance: **\$6.00** per semester – **NEW**
- **Transportation fee: \$20.00** per term - **NEW**
- Application fee: **\$30.00**--may be paid by WIOA/TAA.
- Special other fees may be charged for some programs. See Website/Catalog.
- Physical exam **and** Criminal background check required for clinical and lab students within Health, Human & Protective Services Division.

## Blackhawk Technical College Refund Policy - 2018

At Blackhawk Technical College, we process refunds according to the Wisconsin Technical College System Refund Policy for program, material and activity fees.

### Requesting Refunds

In order to receive refunds, you must formally request refunds from Express Services by notifying them of your intent to drop a class(es) or completely withdraw from all classes. Requests for refunds must be received during the same term of enrollment. In the event of extenuating circumstances, you should meet with the Registrar and be prepared to provide documentation / evidence supporting your request. **Please note: these requests are time-sensitive as each day that passes may affect the amount of refund you are eligible for.**

### Non-Attendance Policy

It is your responsibility to attend classes on a regular basis. If you fail to attend any portion of the scheduled first two-weeks of full-semester classes (or scheduled first week of accelerated / eight-week classes), your instructor will initiate the process to drop you from the class due to non-attendance. In the event that you are dropped due to non-attendance, you will receive an 80% refund.

If you are dropped due to non-attendance, you are not allowed to attend the class until you: 1) re-register for the class and 2) pay all appropriate fees. **Please note:** a non-attendance drop may impact your financial aid.

### Refund Breakdown

If you drop one class and add another during the first week of the semester, you will receive 100% credit for the tuition and fees paid (provided this amount is applied toward the added class). If the fees for the class dropped exceed the fees for the class added, refunds will be made according to the guidelines listed below:

- 100% refunded if the college cancels the class
- 100% refunded if the student drops the class **before** the first schedule day of class (not the same day)
- 80% refunded if the student drops the class and less than 11% of the class's total potential hours of instruction have been completed
- 60% refunded if the student drops the class and only 11-20% of the class's total potential hours of instruction have been completed
- 0% refunded if the student drops the class when more than 20% of the class's total potential hours of instruction have been completed

Current students may find more information published in the [BTC Student Handbook in MyBTC](#).