

Orig.: Mod.: **X** Date: **8/24/18** **NOTE: Costs updates – see page 2). All programs are recertified to 2/13/2020 with exception of Professional Nursing (recertified to 2/18/2020). New programs (in italics) approved to 2/13/19. New requirement for Medical Assisting Diploma program as of 10/1/18 (See page 4). Paralegal Certificate not on the approved list for LWA #3. O\*Net Code change for Accounting AAS. Change in Voucher process (see page 2).**



## RECRUITMENT AND REFERRAL FORM

### *WIOA ITA Program*

**Programs:** See list on next page

**Program Provider:** Rasmussen College, Rockford Campus

**FEIN:** 200390754

**Address:** 6000 East State Street, 4<sup>th</sup> Floor  
Rockford, IL 61108-2513

**Telephone:** 815- 316-4800; **Fax:** 815-316-4801

**Training Site Address:** (Same)

**Contact Person:** Mary Bracius

**Email:** [Mary.Bracius@Rasmussen.edu](mailto:Mary.Bracius@Rasmussen.edu)

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

**Program:** Training Services

**Provider Code:** 2006-502

**Agreement Start Date:** 11/6/06

**CIP Code:** See program chart

**O\*Net Code:** See program chart

**Session Dates or Open Entry-Open Exit:** operates on quarters

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

**Last Day Program Will Accept Referrals:** Call.

#### **Program Description:**

- See current catalog for details
- For Program Overviews, see description in IWDS or on Rasmussen College's website: [www.rasmussen.edu](http://www.rasmussen.edu)
- Most programs are also taught on-line - Call Rasmussen for on-line course details
- The curriculum and costs for the on-line programs are the same as the curriculum and costs for programs taught on campus

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

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

**Other:** *High School Diploma or GED; Rasmussen placement exams are also given*

**Referral Procedures:** Call Robert Hill at 815-316-4800.

**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

**All programs are approved for both WIOA and TAA participants**

**Provider: Rasmussen College**

**PROGRAMS CERTIFIED UNTIL February 13, 2020 unless noted**

**See the attached chart (pages 3 & 4) for the list of approved programs, CIP Codes, O\*Net Codes and Names, and selected labor market information**

Students enrolled in an AAS program may also receive a certificate and a diploma in their course of study, if applicable

**COSTS: EFFECTIVE 2018:** (See costs in Illinois catalog available on Rasmussen's website or see page 116 in hard copy 2018-2019 Rasmussen Illinois catalog.)

		<b>Part-Time</b>	<b>Full Time</b>
<b>All Programs</b> in School of Business; School of Health Sciences, School of Technology, School of Design, School of Social Studies		\$310 per credit	\$260 per credit hour
<b>School of Health Sciences</b>	Medical Assisting Health Information Technician (AAS) Medical Billing & Coding Certificate	\$275 per credit	\$209 per credit
<b>School of Nursing</b>	Professional Nursing	\$395 per credit	\$395 per credit

**Additional Costs:**

- Required Course Resources fee of \$175 per faculty-led course (includes courses ending with "L" or "LL")
- Medical Assisting: One-time program administration fee of \$350
- Surgical Technologist AAS: One-time program administration fee of \$350
- School of Nursing: One-time program administration fee of \$495
- Book fees are a separate \$15 charge per book

See Illinois Tuition Structure for additional information including **qualified military, corporate or articulation discounts**.

**Voucher process as of 1/18/18:** Do **NOT** drop off vouchers on campus.

Send vouchers directly to: Rasmussen College  
 ATTN: Timothy Chesner – Student Account  
 1415 W 22<sup>nd</sup> St #400  
 Oak Brook, IL 60523

Program - Credential	CIP	O*Net Code and Name
<b>BUSINESS SECTOR</b>		
Accounting Degree (A.A.S.)	520301	433031 Bookkeeping, Accounting/Auditing Clerks
Accounting (B.S.)	520301	132011 Accountants and Auditors 132051 Financial Analysts
Accounting Certificate	520399	131199 Business Operations Specialist, All Other 433031 Bookkeeping, Accounting/Auditing Clerks
Business Management Certificate	520499	131199 Business Operations Specialist, All Other
Business Management (A.A.S.)	520201	112011 Advertising & Promotion Managers 112021 Marketing Managers 119199 Managers. All Others 131022 Wholesale/Retail Buyers, Ex. Farm Products 131199 Business Operations Specialist, All Other 413099 Sales Representatives, Services, All Other
Business Management (B.S.)	520201	112021 Marketing Managers 119199 Managers. All Others
<i>Data Analytics (B.S.) – on-line Approved to 2/13/19</i>	110401	113021 Computer & Information Systems Analysts
Finance (B.S.)	520801	132051 Financial Analysts
Human Resources and Organizational Leadership (B.S.)	521001	119199 Managers, All Other 131151 Training & Development Specialists
Human Resources and Organizational Leadership (A.A.S.)	521001	119199 Managers, All Other 131151 Training & Development Specialists
Marketing (A.A.S.)	521401	112021 Marketing Managers
<i>Marketing (B.S.) Approved to 2/13/19</i>	521401	112021 Marketing Managers
<b>HEALTHCARE SECTOR</b>		
Health Information Management (B.S.)	340199	119111 Medical & Health Services Managers 292071 Medical Records/Health Information Techs 431011 1 <sup>st</sup> -Line Spvrs/Mgrs Office/Adm.Support Workers
Health Information Technician (A.A.S.)	510707	119111 Medical & Health Services Managers 292071 Medical Records/Health Information Techs
Healthcare Management (B.S.)	510705	111021 General & Operations Managers 119111 Medical & Health Services Managers
<i>Medical Administrative Assistant – Certificate - Approved to 2/13/19</i>	510716	436013 Medical Secretaries
Medical Assisting Diploma* (see page 4)	510710	319092 Medical Assistants
Medical Billing and Coding Certificate	510000	292071 Medical Records/Health Information Techs
Pharmacy Technician Certificate	510805	292052 Pharmacy Technicians
Professional Nursing (A.A.S.) Re-approved to 2/18/2020	513801	291141 Registered Nurses

<b>Program - Credential</b>	<b>CIP</b>	<b>O*Net Code and Name</b>
<b><i>Surgical Technologist (A.A.S.)</i></b>	<i>510909</i>	<i>292055 Surgical Technologists</i>
<b><i>INFORMATION TECHNOLOGY</i></b>		
<b>Computer Science (B.S.)</b>	110701	151132 Software Developer, Applications
<b>Information Security (B.S.)</b>	111003	151199 Computer Occupations, All Others
<b><i>Information Technology Management (A.A.S.)</i></b>	<i>111006</i>	<i>151151 Computer User Support Specialists</i>
<b>Information Technology Management (B.S.)</b>	111001	151121 Computer Systems Analysts
<b><i>Network Systems Administration (A.A.S.)</i></b>	<i>111001</i>	<i>151142 Network &amp; Computer Systems Administrators</i>
<b>Software Application Development (A.A.S.)</b>	140903	151132 Software Developers, Applications
<b>Web Programming (A.A.S.)</b>	111004	151151 Computer Support Specialists 151199 Computer Occupations, All Others
<b><i>Transportation, Distribution and Logistics</i></b>		
<b><i>Supply Chain and Logistics Management (B.S.)</i></b> <b><i>Approved to 2/13/19</i></b>	<i>520203</i>	<i>119199 Managers, All Other</i>

**\*Medical Assisting Enrollment Requirement – As of October 1, 2018** – Students must first complete the Healthcare Certificate program (8 credits) with a 2.0 or better to enter the Medical Assisting diploma program.

## REFUNDS

### The State of Illinois Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of \$150 per course for these books and supplies. All prepaid tuition is refundable.
- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
- Refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw in Illinois, Minnesota, and North Dakota.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.