

Original: X Mod.: Date: 10/26/18 **NOTE: Use Equivalency Activity Code for GED Prep as of 7/1/18. Available to Co-Enrolled WIOA Adult/Dislocated Worker & Title II HSE – GED program participants as appropriate. Course approval through 6/30/19.** . WIOA provides supportive services. Training & text books funded through Title II.

The length of time participants may be in *GED Preparation* class is determined by their needs/training-employment goals outlined in their Individual Employment Plans (IEPs).

Trade participants may be in remedial (Basic Skills/GED) training the entire time they are in training.



RECRUITMENT AND REFERRAL FORM
WIOA Adult, Dislocated Worker & Trade
(Adult Education & Literacy(AEL Services) – Title II Adult Education

Program Provider: Highland Community College

FEIN: 362616076

Address: 2998 Pearl City Road
Freeport, IL 61032

Telephone: Adult Education number: 815-599-3460
Fax: 815-599-3719

Training Site Address: same

Contact Person: Dawn Switzer

Telephone: 815-599-3460

Email: dawn.switzer@highland.edu

(Contact Dawn provides information and completes enrollment, etc)

Activity Name: Equivalency (as of 7/1/18)

Provider Code: 2017-451

Agreement Start Date: 10/20/17

CIP Code: 530201 (GED Prep)

OES: N/A

Session Dates or Open Entry-Open Exit: Call to register over the phone

Average Time to Complete Program/Certificate/Degree: Varies

Last Day Program Will Accept Referrals: Call

Program Description: Check website at www.highland.cc.il.us

Expected Outcome: Employment or enrollment in on-the-job training or occupational skills training

Program Schedule: See next page

Referral Procedures: Contact Dawn Switzer at 815-599-3460

HCC will accept TABE reading and math assessments completed within 4 months and during their current fiscal year. Provide a print out and the answer sheet for their student file.

Costs: See below

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.

Adult Education & Literacy(AEL/ESL Services – R&R

Highland Community College

HSE/GED Course approved for both WIOA and TRADE participants

HSE/GED PREPARATION COURSE APPROVED UNTIL JUNE 30, 2019:

COST: N/A

TWC will potentially pay for supportive services. Title II Adult Education will pay training and text books costs.

Class schedule: Tuesday, Wednesday, Thursday

Morning classes - 9:00 am to Noon

Afternoon classes - 12:30 pm to 3:30 pm

Evening classes - 5:30 pm to 8:30 pm

Location: All classes are held on the Highland Community College Campus, Building R (Community Services Building)

Offices are in R-133

Please Note: NO absences permitted the first two weeks of class. Absences after that point must be excused. Attendance must be at 90% to remain in class.

Classes usually start once a month. However, there are several breaks in the year when the next class after that will start in at the beginning of the term such as a class starts in late October, then the next class would start in January.