

Orig.: Mod.: X Date: 10/1/18 New Programs: CNC Machinist, Industrial Manufacturing (A.A.S.), Phlebotomy Technician approved to 6/19/19. All other programs approved to 6/19/20. Fees increase (see Costs – page 5). Reading Level for CDL update.

- CNA prerequisite Basic Life Support (CPR) training procedure changed – no longer offered through Business Institute – Must be American Heart Association course, or through HCC Nursing Instructors Association).
- CNA training is a prerequisite for nursing. Use Nursing Education O\*Net code 291141 in IWDS. FHN Scholarship students CNA training prerequisite to Phlebotomy training.
- CDL training program – voucher to HCC (160 Driving Academy is contractor to HCC in Freeport) **NOTE: DOT physical, drug screen and permit fees included in \$4,695 tuition cost.**
- PREREQUISITES COURSES LISTED on SUR R&R
- *Participants from Boone & Winnebago Counties must check with RVC/HCC and determine if the program they want is covered under RVC's Cooperative Educational Agreement*

**HCC bookstore requests TWC tax exempt # be written on the voucher. TWC Tax Exempt #: E99231107**



## RECRUITMENT AND REFERRAL FORM

### WIOA ITA Program

**Program Provider:** Highland Community College

**FEIN:** 362616076

**Address:** 2998 Pearl City Road  
Freeport, IL 61032

**Telephone:** Main number: 815-235-6121  
**Fax:** 815-235-6130

**Training Site Address:** (Same)

**Contact Person:** Suzanne Miller in *Career Information*, 815-599-3597

**Email:** [Suzanne.miller@highland.edu](mailto:Suzanne.miller@highland.edu)

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

**Program:** Training Services

**Provider Code:** 2004-511

**Agreement Start Date:** 11/29/04

**CIP Code:** See chart/pages 2 & 3

**O\*Net Code:** See chart/pages 2 & 3

**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.highland.cc.il.us](http://www.highland.cc.il.us)

**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 website

**Referral Procedures:** Contact Suzanne Miller, 815-599-3597.

**Costs:** See pages 3 and 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.

**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: **Highland Community College**

**PROGRAMS CERTIFIED UNTIL JUNE 19, 2020 (unless listed otherwise):**

<b>Program - Credential</b>	<b>CIP</b>	<b>O*Net Code and Name</b>
<b>Accounting Certificate</b>	520302	433031 Bookkeeping, Accounting, and Auditing Clerks
<b>Accounting Degree (A.A.S.)</b>	520302	132011 Accountants and Auditors 433031 Bookkeeping, Accounting, and Auditing Clerks
<b>Accounting: Quickbooks</b>	520399	433031 Bookkeeping, Accounting, and Auditing Clerks
<b>Auto Body Repair (A.A.S.)</b>	470603	493021 Automotive Body and Related Repairers
<b>Auto Body Repair Certificate</b>	470603	493021 Automotive Body and Related Repairers
<b>Agricultural Management (A.A.S.)</b>	010301	119013 Farmers, Ranchers, and Other Ag Managers 451011 1 <sup>st</sup> Line Supervisors/Managers Farm/Fish/Forestry
<b>Automotive Mechanics Degree (A.A.S.)</b>	470604	493023 Automotive Service Technicians and Mechanics
<b>Automotive Service Level I Certificate</b>	470604	493023 Automotive Service Technicians and Mechanics
<b>Automotive Service Level II Certificate</b>	470604	493023 Automotive Service Technicians and Mechanics
<b>Basic Welding (Certificate)</b>	480508	514121 Welders, Cutters, Solderers, and Brazers
<b>Business Administration Degree (A.A.S.)</b>	520201	111021 General and Operations Managers 113051 Industrial Production Managers 119199 Managers, All Other
<b>CNC Machinist Approved to 6/19/19</b>	480501	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
<b>Commercial Drivers' License Training— CDL –offered through Business Institute) See page 6</b>	490205	533032 Truck Drivers, Heavy and Tractor-Trailer
<b>Computer Technician Certificate</b>	470104	151099 Computer Specialists, All Other
<b>Industrial Electronics/Controls Certificate</b>	150612	173023 Electrical and Electronic Engineering Technicians 173026 Industrial Engineering Technicians

<b>Program - Credential</b>	<b>CIP</b>	<b>O*Net Code and Name</b>
<b>Industrial Maintenance Technology Certificate</b>	150612	492094 Electrical and Electronics Repairers, Commercial and Industrial Equipment
<b>Industrial Manufacturing (A.A.S.) Approved to 6/19/19</b>	150613	173023 Electrical and Electronic Engineering Technicians 173026 Industrial Engineering Technicians 492094 Electrical and Electronics Repairers, Commercial and Industrial Equipment
<b>Industrial Mechatronics (A.A.S.)</b>	144201	499041 Industrial Machinery Mechanics 499071 Maintenance and Repair Worker 499099 Installation, Maintenance and Repair Worker, All Other
<b>Information Systems Degree (A.A.S.)</b>	110103	151041 Computer Support Specialists 151099 Computer Specialists, All Other
<b>Information Technology—Healthcare (A.A.S.)</b>	510710	292071 Medical Records and Health Information Technicians 319094 Medical Transcriptionists
<b>Machine Processes Certificate</b>	480503	514041 Machinists
<b>Medical Assistant (A.A.S.)</b>	510801	319092 Medical Assistants
<b>Medical Coding (Certificate)</b>	510713	292071 Medical Records and Health Information Technicians
<b>Medical Transcriptionist Certificate</b>	510708	319094 Medical Transcriptionists
<b>Nurse's Aide (429) (C.N.A.)</b>	513902	311012 Nursing Aides, Orderlies, and Attendants
<b>*Nursing Degree (A.D.N.)</b>	513801	291141 Registered Nurses
<b>Phlebotomy Technician Approved to 6/19/19</b>	511004	292099 Health Technologies and Technicians, All Other 319099 Healthcare Support Workers, All Other
<b>Welding and Fabrication Certificate</b>	480508	514121 Welders, Cutters, Solderers, and Brazers

### 1- Hour Credit Computer Classes - ITA

<b>Course - Credential</b>	<b>CIP</b>	<b>O*Net Code and Name</b>
<b>A+ (Certificate)</b>	470104	151041 Computer Support Specialists 151099 Computer Specialists, All Other
<b>Network + (Certificate)</b>	110901	151041 Computer Support Specialists 151071 Network and Systems Administrators 151081 Network Systems and Data Communications Analysts 151099 Computer Specialists, All Other
<b>Security + (Certificate)</b>	111003	151041 Computer Support Specialists 151071 Network and Systems Administrators 151081 Network Systems and Data Communications Analysts 151099 Computer Specialists, All Other

\* Students must be accepted into program. See information on HCC website and in HCC catalog. There are a limited # of program openings per year.

**The following course has been reapproved as Prerequisite Course under special circumstances\*\*:**

NURS 091 Nursing Assistant    **CIP Code:** 513902

\*\* Note: Basic Nursing Assistant (CNA) will be a prerequisite course for 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.

**COSTS:**

**Rock Valley College has a Cooperative Educational Agreement with HCC. The following applies:**

NOTE REGARDING REIPROCAL/COOPERATIVE EDUCATIONAL AGREEMENTS from **2018-2019 RVC catalog (page 93)**: *Rock Valley College has career education cooperative educational agreements with several Illinois community colleges so that students may enroll in occupational degree and/or certificates programs not available at RVC. Students take all specialized courses at the cooperating college. Related technical and general education courses required by the cooperative programs may be taken at Rock Valley College or the community college offering the program. The cooperating college will issue all degree or certificates for successful completion of the individual program. The student pays the in-district tuition of the offering institution.*

**Participants from Boone & Winnebago Counties** must check with RVC/ HCC and determine if the program they want is covered under RVCs Reciprocal/Cooperative Educational Agreement. Student applications for reciprocal/cooperative agreements (in-district tuition) must be completed online at [www.RockValleyCollege.edu/ReciprocalAgreement](http://www.RockValleyCollege.edu/ReciprocalAgreement) (see page 21 of RVC 2018-2019 catalog) **Participants from Stephenson County must check with HCC.**

**TUITION AND FEES:****2018 - 2019:****In-District Tuition and Fees 2018-2019 (activity and technology fees increased):**

Tuition:	\$141.00 per credit hour
Registration Fee:	\$15.00
Online Course Fee	\$15.00 per course
Activity Fee:	\$13.00 per credit hour
Technology Fee:	\$19.00 per credit hour for billable courses
Lab Fees:	If Applicable
Other fees may also apply, depending on program.	

**Out-of-District Tuition and Fees 2018-2019:**

Tuition:	\$239.00 per credit hour
Registration Fee:	\$15.00
Online Course Fee	\$15.00 per course
Activity Fee:	\$13.00 per credit hour
Technology Fee:	\$19.00 per credit hour for billable courses
Lab Fees:	If Applicable
Other fees may also apply, depending on program	

If certain supplies (uniforms, etc.) are also needed for programs, students will supply Career Planner with information regarding the supplies needed.

**SEE 2017 – 2019 REFUND POLICYS ON PAGE 7**

**COSTS for CDL (Tractor-Trailer Driver Training) and other Information on CDL Training:**

The program is conducted for HCC by 160 Driving Academy <http://www.highland.cc.il.us/BusinessInstitute/schedule.asp>

- Write voucher to Highland Community College for tuition cost of CDL (Tractor-Trailer Driver Training)

**Tuition cost: \$ 4,695.00 includes tuition, D.O.T. Physical and 5-panel drug screen and Permit Fee\***

\*HCC will NOT submit voucher to TWC until after participant passes permit test.

**Requirements:**

- Be at least **21** years old
- Hold current Illinois driver's license
- Reading grade level in English at not less than 7<sup>th</sup> grade level for 9/10 TABE or 5<sup>th</sup> grade level for 11/12 TABE
- Have passed a DOT physical and drug screening
- Have good driving record

The following **may disqualify** individuals from entering truck driving at HCC:

1. Driving record inconsistent with industry standards for entry-level driving positions
2. Any alcohol-related violations on motor vehicle record in the past three years
3. Recent felony convictions or criminal background
4. History of drug or alcohol abuse
5. History of mental disorder
6. Permanent disability or physical limitations

**Recommended:** Individuals obtain copy of their Motor Vehicle Report from Secretary of State (Drivers' License Bureau) prior to starting program, including from all states participant has had a driver's license in past 5 years.

**Information on Training:**

- Full time classes are held from 8 a.m.-4:30 p.m.
- Class can be completed in 4 weeks, but may take longer depending on student, holidays, other factors
- Part-time classes are Mon- Fri, 6 p.m.-10 p.m. for eight weeks (with same caveats as full-time classes)
- Program located in Building R-155, HCC, 2998 W. Pearl City Road, Freeport, IL 61032.

Program is 160 hours: 40 hours in classroom; 120 hours in yard/on road (includes 16 hours of individualized instruction). 30 hours of home study required. Full-time classes begin every other week and last four weeks.

Training program meets with students prior to training to enroll students through the Secretary of State system by their Driver's License number. Program is notified if student has any stops or holds on the license that would interfere with the driver's license.

Program now uses system for background and Driver's License checks in order to help speed up the process of grant applicants.... If there is any question on a potential student the training program will run the report in order to assess if the applicant is eligible.

**Contact Kathy Blomberg at 815-599-3418**

**Email: [kblomberg@160drivingacademy.com](mailto:kblomberg@160drivingacademy.com)**

**See RVC procedures manual for referral details.**

## **HIGHLAND COMMUNITY COLLEGE 2017-2019 — Tuition and Fees Refund Policy**

Courses can be dropped “No Record” during the first ten academic days (for 16-week classes, please see Admissions and Records for dates of shorter length classes) of a regular semester using the forms available at the Office of Admissions and Records. No official record of enrollment in the class will be maintained.

All tuition paid will be refunded during the “No Record” drop period. After this period, no refunds are granted. Students are responsible for ensuring that all paperwork is completed if they are dropping or changing classes.

Refund Amount 100%: 16-week classes – through the first 10 business days of class

Refund Amount 100%: 10-week classes – through the first 5 business days of session start date

Refund Amount 100% - 8 week classes – through the first 5 business days of session start date

Refund Amount 100%: 5-week classes – through the first 3 business days of session start date

Refund Amount – 100% - 4 week classes – through the first 3 business days of sessions start date

### **Regular Summer Session (8 week session)**

Students who “No-Record” drop classes anytime during the first five days of the summer session will receive a 100 percent tuition refund.

### **Pre-Summer Session**

Students must drop the second day of class for a full refund.

If a student has not shown up for any class before the drop date (for every different length of class, see date of Admissions and Records), they will be no-shown from their class and money will be refunded. If a student shows up for **at least one class**, the student is responsible for the tuition and fees of the courses. Registration fees are not refunded after the 100% drop date.

## **Withdrawal From a Course**

A student may withdraw from a course or courses by completing the following procedures in accordance with deadline dates published in this catalog or in other College publications. Unique courses and those with abnormal time frames may have alternate dates and procedures established by the Director of Enrollment and Records.

Student withdrawal from one or more courses after the “No Record” drop date and prior to the last 10 academic days (for 16-week classes) before the first day of final exams (as published in the official College calendar) will be recorded as a “W”. This grade is non-punitive (i.e., no grade points or semester hours will be included in the computation of the student’s grade point average.) However, there are financial aid implications due to withdrawals. Proportional adjustments will be made for short-term classes. Students must fill out a withdrawal form from the Admissions and Records office and see their instructor for their signature and last date of attendance. Upon receiving the signature, students will then turn in the withdrawal form to Admissions and Records. Payment for courses must still be made.

An instructor may initiate the withdrawal of a student from a course if the student fails to attend classes and/ or perform in a manner that the instructor deems necessary for successful completion of the course.

### **Student Withdrawal Deadlines (after drop date)**

Official withdrawal from a course or complete withdrawal from all classes will be processed according to the following schedule:

16-week classes, second 8 weeks classes, and third 5 weeks classes – 10 days prior to end of semester/8 week classes – 1 week prior to end of part of term

5-week classes – the Monday prior to end of part of term

Changes in enrollment will likely affect the amount of your financial aid award.