

Non-Credit Training Agreement

Victoria College

an educational institution in the County of Victoria, in the State of Texas, and

Victoria Independent School District

agree to enter into a partnership to offer non-credit training to eligible students. This Memorandum of Understanding (MOU) shall be in effect from **January 1, 2026 to May 31, 2026**.

Both the College and the school district agree that all course policies and practices are under the jurisdiction of the College. In consideration of this agreement, the parties agree to the following:

1. Student Eligibility Requirements

To be eligible for enrollment the high school student must:

- Meet all Career & Technical Education – Continuing Education (CTE-CE) and Victoria College requirements, as well as other requirements that may be imposed by the school district.
- Possess basic math and reading skills to be successful.

2. Eligible Courses

The College will provide instruction and all course materials for the following course:

- **NCCER Core Curriculum: Introductory Craft Skills**
This 48-contact hour course is common to all NCCER training programs and is required for NCCER Certification for all Level 1 courses. No prior experience is necessary. Students will not receive NCCER certifications for any industrial course unless this course has been successfully completed. Topics include: introduction to basic safety; communication and basic employability skills; blue prints and construction math; hand and power tools.

3. Instructor Qualifications

Victoria College will provide and compensate instructors who meet the qualification standards set forth by the National Center for Construction Education and Research (NCCER) and are certified by the Industrial Merit Shop Education Foundation (IMSEF), which serves as the Sponsor Representative for Victoria College.

4. Location, Size, and Student Composition of Classes

Courses will be conducted at the Victoria College Main Campus. Victoria College will provide classroom and lab space for training.

Unless other arrangements have been made, the school district and College agree to the following statements regarding the provision of facilities and communications lines.

- a. High School will ensure students have appropriate access to all available instructional resources and essential technology;
- b. The College determines maximum class size (10) and maintains the right to accept or reject new students after class has begun;
- c. The high school will ensure the classroom environment is conducive to college-level learning.

5. Academic Policies and Student Support Services

Regular academic policies applicable to courses taught at the College's main campus also apply to non-credit courses.

High School personnel will assist College personnel with enrollment, registration, and appropriate support services.

The College will provide students with the same access to academic, career, transfer advising, disabilities services, and resources that it provides to other college students. The Disability Support Specialist will coordinate class accommodations with the high school Special Education Department, in accordance with NCCER guidelines, regardless of whether the college course is held at the high school or at Victoria College.

Student grievances or complaint procedures for handling student's complaints regarding the College course are applicable to all students and can be found in the current catalog and handbook.

6. Schedule

January 20 - February 19, 2026, 7:40 – 10:10 am
February 23, 2026, 7:40 – 8:10 am

7. Grading Criteria

Non-credit courses receive a final grade of S - Satisfactory performance, or U - Unsatisfactory performance. Upon successful completion of the course, the College will submit student paperwork to IMSEF. After their review and verification, it will be submitted to NCCER for final approval. Once approved, the student's name will be logged in the national registry. These courses are non-credit and do not apply toward a college credit degree or certificate.

It is the school district's responsibility to correctly code classes to meet PEIMS requirements.

8. Payment & Financial Support

Tuition is \$365 per person. All course materials, including textbooks, are provided. Tuition will be the responsibility of either the student or the school district.

9. Administrative and Procedural

Students are required to comply with the registration, attendance and academic policies, and the code of conduct contained in the current College catalog and student handbook.

Victoria ISD will designate a contact person who will act as a liaison and coordinate all program matters: LaDonna Fory, Director of PTECH and College Readiness.

The Department Chair of CTE-CE, Rachel Nessel, and the Curriculum Coordinator of CE Industrial Trades, Dwayne Maly, will serve as the Victoria College contact personnel.

Terms of Agreement

This agreement shall become effective on January 1, 2026 for the 2025-26 academic year or the date signed, whichever is later. This agreement shall be enforced for each academic year, as deemed necessary, unless either party submits written request for withdrawal or change for the next academic year. Notice to change this agreement must be served in writing, at least thirty (30) days prior to the beginning of the semester for which the change is desired. The College or school district shall have the right of canceling or terminating this agreement at any time according to the above guidelines.

Approved by:

Victoria College



Signature

Cindy Buchholz

Print name

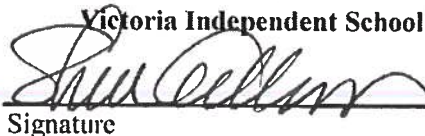
EVP - CAO

Title

10/29/25

Date

Victoria Independent School District



Signature

Sheila Collazo

Print name

Superintendent of Schools

Title

October 27, 2025

Date

