

Non-Credit Training Agreement

Victoria College

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

Industrial, Ganado, Edna 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 **August 1, 2023 to June 3, 2024**.

Both the College and the school districts 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:

- Attend a mandatory information session for parents/guardians/responsible adults and students.
- Meet all Allied Health Continuing Education registration 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

Medical Assisting course is a full semester and covers all requirements of Victoria College as well as National Healthcareer Association (NHA) in order to become a certified Medical Assistant. Nurse Aide is a full semester and covers all requirements needed by Health and Human Services and Victoria College in order to successfully complete the objectives of the course and sit for the Certified Nurse Aide exam administered by Prometric. These courses provide competency-based, task-driven modular training and are designed to maximize learning by combining illustrated instructional materials and structured classroom activities conducted by approved (both by Victoria College and Certification agency) instructors.

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

- **Medical Assisting**
Medical Assistants work along side physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Medical assistants are cross-trained to perform administrative and clinical duties. Duties vary from office to office depending on location, size, specialty, and state law. The 92 hour program consists of classroom work, class lab activities, and clinical (done in skills lab/classroom).
- **Nurse Aide**
Certified Nurse Aides (CNA's) provide intimate, hands-on healthcare to patients in medical settings, helping with bathing, dressing and the basic activities of life. This course consists of 60 lecture hours and 50 clinical hours. This course is approved through the Department of Health and Human Services (HHS) who mandates the content and hours.

3. Instructor Qualifications

Victoria College will provide / compensate instructors who meet the required qualifications per class. Some course are State mandated courses and have a specific set of requirements that Victoria College instructors must meet (i.e. must be a nurse, either LVN or RN, with a minimum of one year Long Term care experience and must be approved by HHS) . Other course instructors will meet the particular requirement of the specific course (i.e. a nurse who has Medical Office experience for Medical Assisting, or a Medical Assistant). These instructors serve as the Sponsor Representative for Victoria College.

4. Location, Size, and Student Composition of Classes

Courses will be conducted at Industrial High School, who will provide a classroom and lab space for hands-on training. This space must follow guidelines of both Victoria College and HHS (where applicable) and be inspected and approved prior to training. College instructors will need access to the classroom and lab. Clinical experiences will be located at various facilities as approved by HHS.

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 minimum/maximum class size and maintains the right to accept or reject new students after classes have 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 such as scholarship opportunities. The High School will provide a computer lab or suitable area to conduct these interactions, along with additional support service.

The College will provide students with the same access to academic, career, & transfer advising, as well as disabilities services, and resources that it provides to other college students. If the college course is taught at the high school, the Disabilities Advisor will coordinate class accommodations with the high school Special Education Counselor per HHS and NHA guidelines.

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

Classes will follow the regular school calendar year, and will meet during the agreed upon time schedule.

7. Grading Criteria

Non-credit courses receive a grade of S - Satisfactory performance, or U - Unsatisfactory performance. Upon successful completion of the courses, the College will submit student paperwork to HHS for Nurse Aide course, and NHA for Medical Assisting course. After review and verification, Medical Assisting students will sit for a NHA accreditation exam on the last day of class. If successful- student will be provisionally certified and after graduation -student will send copy of diploma to NHA who will convert Provisional certification to full certification. For Nurse aide students- upon successful completion of course – AH director will upload students to Prometric (testing agency) who will then contact student and arrange date/time/place of testing (Testing fee NOT

Terms of Agreement

This agreement shall become effective on August 1, 2023 for the 2023-24 academic calendar 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.

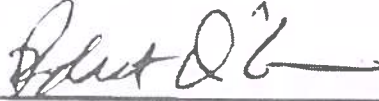
Approved by:

Victoria College

Industrial, Edna, Ganado Independent School District



Signature



Signature

Cindy Buchholz

Print name

Robert O'Connor

Print name

Executive VP-Chief Academic Officer

Title

Superintendent

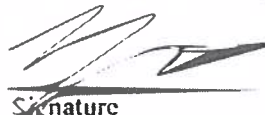
Title

8/1/2023

Date

7/13/23

Date



Signature



Signature

Bryan Martin

Print name

CLARK MOTLEY

Print name

Principal

Title

SUPERINTENDENT

Title

7-18-23

Date

7/17/23

Date