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# Non-Credit Training Agreement

## Victoria College

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

## Edna Independent School District

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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, 2024 to June 3, 2025**.

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 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 92 hour course and covers all requirements of Victoria College as well as National Heathcareer Association (NHA) requirements in order to become a certified Medical Assistant. This course provides competency-based, task-driven modular training and is 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 course:

- **Medical Assisting**  
Medical Assistants work with physicians, Nurse Practitioners, Physician's Assistants, etc. 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 (may be done in skills lab/classroom).

### 3. Instructor Qualifications

Victoria College will collaborate with EISD in providing/hiring instructors who meet the required qualifications per class. Course instructors will meet the particular requirement of the specific course (i.e. a Certified Medical Assistant or a nurse who has Medical Office experience). These instructors serve as the Sponsor Representative for Victoria College.

### 4. Location, Size, and Student Composition of Classes

Courses will be conducted at Edna High School, who will provide a classroom and lab space for hands-on training. This space must follow guidelines of Victoria College and be inspected and approved prior to training. College instructors will need access to the classroom/lab.

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 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 NHA for Medical Assisting course. After review and verification, Medical Assisting students will sit for a NHA accreditation exam on the scheduled day. 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. Victoria College includes the Certification exam payment (NHA) as part of the tuition. If student is unsuccessful they may apply to re-take the certification exam after 30 days at their own expense.

These courses are non-credit and do not apply towards a college credit degree or certificate.

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

## **8. Fees and Funding Provisions –**

- a. Students are responsible for completing FAFSA to determine scholarship eligibility. If ineligible for FAFSA students may be eligible to apply for a scholarship made possible by the Victoria College Foundation via the Allied Health CE department.

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**b. Medical Assisting Students**

Supplies

\$ 400 (maybe less-have some supplies)

Instructor Costs (CCMA, or nurse)

\$ 2200 (depending on degree/credential)

\$ 2600 (EISD may elect to retain instructors on their payroll-if so this cost will not be applicable)

**Cost Per student- tuition**

**\$790** (includes book/workbook, NHA fees and first certification exam)

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**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. AHCE students may only miss a limited number of hours due to amount of content covered.

EISD will designate a contact person who will act as the liaison and coordinate all program matters.

The Director and/or Coordinator of Allied Health CE Programs will serve as the Victoria College contact personnel.

The College will collect, share, and review program and student data to assess progress for the high school.

The College will report six week and final grades to the designated contact person for the high school.

The High School will collect, share, and review program and student academic records and directory information to assess the progress for each high school.

**Terms of Agreement**

This agreement shall become effective on August 1, 2024 for the 2024-25 academic calendar year or the date signed, whichever is later. This agreement shall be enforced for this academic year, 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

Edna

Victoria Independent School District

Cindy Buchholz  
Signature

Cindy Buchholz

Print name

Executive VP-Chief Academic Officer

Title

6/25/2024  
Date

Date

Brandie Roe  
Signature

Brandie Roe

Print name

Asst. Superintendent

Title

6/18/2024  
Date

Date