

Non-Credit Training Agreement Victoria College

an educational institution in the County of Victoria, in the State of Texas, and
Gonzales 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, 2024**. 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.

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

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

Certified Clinical Medical Assistant – 92 hours course

Medical Assistants work alongside 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 program consists of classroom work, class lab activities, and clinicals (done in skills lab/classroom).

Medical Assisting course must be completed in a maximum of 18 weeks, and will cover all requirements of Victoria College as well as National Healthcareer Association (NHA) in order to become a certified Medical Assistant. At the successful completion of the course, students will sit for the NHA proctored certification exam.

Pharmacy Technician – 64 hours

Pharmacy medical terminology; the pharmacy practice in multiple environments; pharmacy calculations and measurements; reading and interpreting prescriptions, and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, IV flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.

Pharmacy Technician course must be completed in a maximum of 18 weeks, and will cover all requirements of Victoria College as well as Pharmacy Technician Certification Board (PTCB). This is the certification agency that administers the certification board for the board of Pharmacy. Victoria College main campus is a designated testing center for the PTCB however students may choose the approved testing center of their choice.

3. Instructor Qualifications

Victoria College will provide and/or compensate instructors who meet the required qualifications per class. (i.e. a nurse or Medical Assistant, Certified Pharmacy Technician, or Pharmacist. These instructors serve as the Sponsor Representative for Victoria College.

GISD may select and retain their own paid instructor provided said instructor meets the requirements of Victoria College instructors.

4. Location, Size, and Student Composition of Classes

Courses will be conducted at Victoria College-Gonzales Center, or where applicable on the GISD campus, who will provide a classroom and lab space for hands-on training. This space must follow guidelines of Victoria College and instructors will need access to the classroom and 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.
- d. If Gonzales High School Students join classes to be held at Gonzales Center- they will follow Victoria College schedule.

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, State Aligned Coursework, and Certification Exams

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

Certification coursework will be aligned as follows in adherence to state requirements.

● **Medical Assisting, Pharmacy Technician, and Veterinary Assisting- Per GISD (VC will not oversee Level 1, 2, or 3, but will assist GISD with level 4 practicum)**

- Level 1: Principles of Health Science
- Level 2: Medical Terminology
- Level 3: Anatomy & Physiology
- Level 4: Practicum in Health Science (Victoria College)

7. Grading Criteria

Non-credit courses receive a grade of S - Satisfactory performance, or U - Unsatisfactory performance. Upon successful completion of the course (s), the College will submit student paperwork to NHA for Medical Assisting, and Pharmacy Technician students/GISD will set up testing with PTCB. If successful- student will be provisionally certified and after graduation -student will send a copy of diploma to NHA and/or AHA who will convert Provisional certification to full certification.

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. After FAFSA eligibility has been determined-if not approved for FAFSA- AHCE will offer Students an application for scholarship's made possible by the Victoria College Foundation. FAFSA or Scholarship will result in a balance of \$100 per student. GISD or students will be responsible for this \$100 balance due (per student).

Pharmacy Technician

Textbooks (included in tuition) \$ 880 (per student)

GISD will pay for the student's Pharmacy Technician Certification through PTCB at \$129

Medical Assisting Students

Tuition:	\$ 790
Textbooks/workbooks	\$ 170 (included in tuition)
Online Testing Fees/prep	<u>\$ 230</u> (included in tuition)

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.

Gonzales High School's designated contact person will be the CTE Coordinator. They will act as the liaison and coordinate all program matters with AHCE department Director.

The Director of Allied Health CE Programs will serve as the main Victoria College contact personnel. Gonzales High School liaison many also collaborate with Manager and Assistant Manager at the Victoria College-Gonzales Center.

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

Gonzales Independent School District



Signature



Signature

Cindy Buchholz

Print name

DR. ELMER AULLANEN

Print name

Executive VP-Chief Academic Officer

Title

Superintendent

Title

6/24/24

Date

4/15/2024

Date