

# Non-Credit Training Agreement

## Victoria College

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

**Edna Independent School District  
Ganado Independent School District  
Industrial 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, 2025 to July 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:

- Attend a mandatory information session for parents/guardians/responsible adults and students.
- Meet all CTE-CE 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

Training consists of multiple levels for each craft area. These courses are taught in progressive levels using the nationally recognized National Center for Construction Education and Research (NCCER) curriculum. 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 craft instructors.

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

#### First Year Students

- **Core Curriculum: Introductory Craft Skills**  
This 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.
- **Carpentry, Level 1**  
This course is the intro to Carpentry. Topics include: introduction to the trade, building materials, tools, construction drawings, framing of floors, walls, ceilings, roofs and stairs and installation of building envelope systems.

## **Second Year Students**

- **Carpentry, Level 2**

This course is a continuation of Carpentry training. Topics include: steel framing, exterior finishing, thermal and moisture protection, roofing applications, door and window hardware and trimming, drywall installation, suspended ceilings, and cabinet installation.

### **3. Instructor Qualifications**

Victoria College will provide / compensate instructors who meet NCCER guidelines and are certified by the Industrial Merit Shop Education Foundation (IMSEF), who serves 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 NCCER guidelines and be inspected and approved prior to training. College 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 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 Disability Support Specialist will coordinate class accommodations with the high school Special Education Counselor, in accordance with NCCER 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. First-year students from all schools will meet during the first and second period block schedule. First-year students from Edna will meet during the third and fourth period block schedule. Second-year students will meet during the sixth and seventh period block 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 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 responsibilities to correctly code classes to meet PEIMS requirements.

**8. Fees and Funding Provisions –**

a.

**First Year Students (Core / Carpentry Level 1)**

Textbooks	\$ 140
Online Testing Fees	\$ 20
Tool Kits	\$ 160
1 <sup>st</sup> Yr. Projects Supplies (Carpentry 1)	<u>\$ 450</u>

**First Year Student (Core/Carpentry 1) (Cost Per student) \$ 770 per student**

**Minimum cost is for six students (\$ 770 x 6 students = \$ 4620)**

**Cost for Core/Carpentry 1 is (\$ 4620 + \$ 770 x each additional Carpentry 1 student)**

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**Second Year Students (Carpentry Level 2)**

Textbooks	\$ 105
Online Testing Fees	\$ 20
2 <sup>nd</sup> Yr. Projects Supplies (Carpentry 2)	<u>\$ 450</u>

**Second Year Student (Carpentry 2) (Cost Per student) \$ 575 per student**

**Minimum cost is for six students (\$ 575 x 6 students = \$ 3450)**

**Cost for Carpentry 2 is (\$ 3450 + \$ 575 x each additional Carpentry 2 student)**

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b. School Districts are responsible for additional fees related to the College delivering instruction at Edna High School.

**Instructor Costs (Core / Carpentry Level 1) (1<sup>st</sup>/2<sup>nd</sup> Period) ----- \$ 18,375**  
**Instructor Costs (Core / Carpentry Level 1) (3<sup>rd</sup>/4<sup>th</sup> Period) ----- \$ 18,375**  
**Instructor Costs (Carpentry Level 2) (6<sup>th</sup>/7<sup>th</sup> Period) ----- \$ 18,375**

**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.

Edna High School will designate a contact person who will act as a liaison and coordinate all program matters.  
Ganado High School will designate a contact person who will act as a liaison and coordinate all program matters.  
Industrial High School will designate a contact person who will act as a liaison and coordinate all program matters.

The Department Chair of CTE-CE and the Curriculum Coordinator of CTE-CE Industrial Programs will serve as the Victoria College contact personnel.

The College will collect, share, and review program and student data to assess progress for each high school. The College will report six-week and final grades to the designated contact person for each high school. Each 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, 2025 for the 2025-26 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**

**Edna Independent School District**

Cindy Boley  
Signature

[Signature]  
Signature

Cindy Buchholz  
Print name

Robert D'Conner  
Print name

Exec-VP - CAD  
Title

Superintendent  
Title

12/2/25  
Date

7/29/25  
Date

**Ganado Independent School District**

**Industrial Independent School District**

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**Edna Independent School District**

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**Ganado Independent School District**

**Industrial Independent School District**

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*Mike Colvin*

*Mike Colvin*

*Superintendent*

*9/8/2025*

