

Non-Credit Training Agreement

Victoria College

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

Waelder 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, 2021 to July 31, 2022**.

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 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. 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 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).

3. Instructor Qualifications

Victoria College will provide and/or compensate instructors who meet the required qualifications per class. (i.e. a nurse who has Medical Office experience for Medical Assisting- LVN or RN). These instructors serve as the Sponsor Representative for Victoria College.

4. Location, Size, and Student Composition of Classes

Courses will be conducted at Waelder 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 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.

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 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 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 upon graduation -student will send copy of diploma to NHA 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 –

Terms of Agreement

This agreement shall become effective on August 1, 2021 for the 2021-22 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

Waelder Independent School District



Signature

Cindy Buchholz

Print name

Executive Vice President

Title

10/4/21

Date



Signature

Ron Lilie

Print name

PRINCIPAL

Title

10/14/21

Date