

Non-Credit Training Agreement

Victoria College

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

Yoakum 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 June 30, 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 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

Pharmacy Technicians review dosage calculations, drug classifications, dispensing of prescriptions, billing and reimbursement in a retail or other pharmacy setting. They work in pharmacies, including those found in grocery and drug stores, and in hospitals.

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

- **Pharmacy Technician**
- 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.
Medical Assisting course is a 92 hour course and covers all requirements of Victoria College as well as National Healthcareer 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 YISD in providing/hiring instructors who meet the required qualifications per class.

Victoria College instructors must meet the particular requirement of the specific course (i.e. a certified Pharmacy Technician, Pharmacist or health care provider that has knowledge of Pharmacy Technician's role), Certified Medical Assistant or a nurse who has Medical Office experience. Instructors serve as the Sponsor Representative for Victoria College.

4. Location, Size, and Student Composition of Classes

Courses will be conducted at Yoakum High School, who will provide a classroom and lab space for hands-on training. This space must follow guidelines of Victoria College. Victoria 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 as needed.

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 course, the student will be eligible to sit for the PTCB exam. 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 –

Students are responsible for completing FASFA to determine scholarship eligibility. If student is not eligible for FAFSA, Students may be eligible to apply for a scholarship made possible by the Victoria College Foundation.

a. Pharmacy Technician

Textbooks/workbooks (Included in tuition)

Instructor Costs \$ 1600 (paid by VC)

YISD out of pocket costs- \$100 per student
Supplies \$200 total for class

*Upon completion of course PTCE exam (given at approved testing centers-Student or high school pays for) \$ 129

*Victoria College is an approved Testing Center for the PTCE.

b. Medical Assisting Students

Supplies \$ 250 (VC buys some, YISD others)
Instructor Costs(CCMA, or nurse) \$ 2200 (depending on degree/credential)
\$ 2600

Cost Per student- tuition \$790 (includes book/workbook, NHA fees, and first certification exam)

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.

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

The Director 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. This agreement shall be enforced for through June 30, 2025, as deemed necessary, unless either party submits written request for withdrawal or change. Notice to change this agreement must be served in writing, as soon as possible prior to the beginning of the course 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

Yoakum Independent School District



Signature

Cindy Buchholz

Print name

Executive VP-Chief Academic Officer

Title

8/18/25

Date



Signature

Mai J. McDonald

Print name

Principal

Title

8.14.2025

Date