

Dear Potential Student:

Thank you for your inquiry about the Gap Tuition Assistance program at Kirkwood Community College. The application materials are enclosed for you to start the process for consideration of tuition assistance for your short-term certificate.

The program handbook outlines the application and selection process for the program. We recommend **applying for the program at least six weeks prior to the start of the course.**

Please note:

- Application materials for step one are valid for **six months from the date of signature.**
- Please **fully answer all questions** on the application materials. Incomplete materials will be returned and can delay the process.
- When submitting your program application, please provide copies of **all income** documentation for your family for the **12 months prior to your application date.**
- When selecting your certificate, please **choose from the list of approved certificates** included with the application materials.
- Applicants can request assistance for **one** certificate.

After reviewing all of your application materials, we will contact you to discuss your eligibility to move forward in the selection process.

We also offer free information sessions for those who would like to attend to learn more about the program. Dates and times are listed on the Kirkwood Community College Continuing Education website and in the catalogs. Click on 'Search' and then enter 'Gap' as the Course Name. <http://kirkwood.augusoft.net>

If you have any questions about the program or the application/interview process, please let us know. We look forward to receiving your application materials.

Kirkwood Community College
Gap Tuition Assistance Program
Partner with IowaWORKS
4444 First Avenue NE, Suite 436
Cedar Rapids, Iowa 52402
(319) 365-9474
FAX: (319) 365-9270
www.kirkwood.edu/gap

Gap Tuition Assistance Program

Approved Training Programs/Certificates

BUSINESS/INFORMATION TECHNOLOGY

Evone Vognsen, 398-5487

- A+ Certification
- Advanced Workplace Computing Certificate
- Basic Workplace Computing Certificate
- Bookkeeping Computer Certificate
- Business Computing Professional Certificate
- Customer Service Professional Certificate
- Certificate in Web Site Design
- Certificate in Web Site Development
- Emerging Leaders Certificate
- Graphic Design Certificate
- IT Foundations Certificate
- Java Programmer Certificate
- Network+ Certification Preparation
- Office Professional Certificate
- Professional Skills Development Certificate
- Project Management Master's Certificate (*online*)
- Security+ Certification Preparation

MANUFACTURING/INDUSTRIAL TECHNOLOGY

Carlton Goodwin, 398-5632

- Career Welding Certificate
- Combination Welder Certificate
- Computer Aided Designer Certificate
- Computerized Machining Operator Certificate
- Career Construction Laborer Certificate
- Electrical Specialist Certificate
- Mechanical Systems Specialist
- Mechatronics Certificate
- Precision Metal Fabrication Certificate

TRANSPORTATION

John Carney, 398-7130

- Class A Truck Driver Training Program
- Class B CDL Training
- Forklift Certification

HEALTH OCCUPATIONS

Laura Daman, 398-5626

Marcia Driscoll, 398-4970

Mike McLaughlin, 398-4947

- EMT-Basic
- Iowa Paramedic Program
- Iowa Paramedic to Paramedic Specialist Bridge Program
- Nurse Aide Certification
- Pharmacy Technician Certification
- Phlebotomist Certification

Gap Tuition Assistance Program Handbook

OVERVIEW

The Gap Tuition Assistance program provides tuition funding for approved Continuing Education certificate training programs in occupations including information technology, health care, advanced manufacturing, and transportation. These certificates will increase the skills of the workforce.

Since non-credit certificate programs are not eligible for federal financial aid, this program bridges the funding gap for those students pursuing short-term certificates. Funding is provided through the Kirkwood Community College Workplace Training and Economic Development Fund.

PURPOSE

The purpose of the Gap Tuition Assistance program is to provide tuition assistance to eligible applicants to enter the workforce in a demand occupation.

ELIGIBILITY

Depending on your financial eligibility, you may receive full or partial assistance with your direct training costs, including tuition, books, and required fees and equipment. Eligibility is determined by assessing family income for the 12 months prior to the application date, family size, and county of residence. All approved participants must be eligible to work in the United States.

LIKELY TO SUCCEED

It is important to note the funding for the Gap Tuition Assistance program is limited and eligibility for program services does not guarantee enrollment in the program. Applicants must demonstrate the capacity to achieve the program outcomes:

- Ability to complete the certificate and earn the credential.
- Enter full-time employment.
- Retain full-time employment over time.

Priority of services will be given to applicants who reside in the Region 10 Service Delivery Area (SDA), including Benton County, Cedar County, Iowa County, Linn County, Jones County, Johnson County, and Washington County.

A variety of factors are considered when determining likelihood for success, including assessment of barriers that may prevent the applicant from completing training or pursuing employment in a chosen occupation.

SELECTION PROCESS

Eligibility Determination: Depending on your financial eligibility, you may receive full or partial assistance with your direct training costs, including tuition, books, and required fees and equipment. Eligibility is determined

by assessing family income for the 12 months prior to the application date, family size, and county of residence. Documentation of all sources of income are provided with the program application. All approved participants must be eligible to work in the United States. Applications are valid for six months from the date of signature.

Assessment: Applicants will complete the National Career Readiness Certificate assessments, including Reading for Information, Applied Mathematics, and Locating Information. Applicants will achieve a Bronze level certificate or the minimum score required for the chosen certificate, whichever is higher, to move to the next step in the process. Applicants will also complete any additional assessment required by the chosen certificate.

By completing research about the industry, applicants will be able to make an informed decision. The Program Research Sheet and the Informational Interview Sheet will assist the applicants in organizing this information. Applicants will bring these completed documents to the Program Interview.

Program Interview: Applicants will meet with program staff to discuss the selected industry, occupational research, and training choice. This will also include an evaluation of the applicant's capabilities, needs, family situation, work history, educational background, attitude and motivation, employment skills, vocational potential, and employment barriers. Potential start dates and support needs will be reviewed. Requirements for the certificate will be discussed.

Committee Review: The Program Review Committee assesses each applicant's situation and discuss selection for the program. The Committee may ask for additional information from the applicant to make the final determination. Program staff will inform the applicant of the final decision regarding the funding request.

PARTICIPATION

Each approved participant is expected to:

- Maintain regular contact with program staff to document progress toward goals.
- Discuss any issues that would impact the ability to complete training, obtain employment, and maintain employment.
- Attend class regularly.
- Provide a copy of the certificate of completion.
- Meet with program staff to develop a job search plan.
- Provide employment and job retention information as needed.

BENEFITS

Each approved participant will receive financial assistance toward the selected training program. This may include tuition, books, required fees, and required tools and personal protective equipment. Program staff will contact each participant regularly to track progress toward completion of training and progress toward obtaining full-time employment. As additional needs are identified, the participant and program staff will work together to address these needs and seek additional supports as necessary. Participants will develop a job search plan and receive job search assistance, including resume development and critiquing, interviewing skills, and job leads.

The Skills Advantage Initiative

Skills Advantage is Kirkwood Community College's response to an identified need for a more skilled workforce that, in turn, contributes to the dynamics and growth of The Corridor.

A prosperous Corridor – including a workforce with marketable skills – will attract new businesses, contributing to the area's financial stability. By raising the bar on required workforce skills, Corridor businesses are actively contributing to the future financial success of our communities.

The Skills Advantage Program has been designed to develop and communicate the skills needed for employment within the Technology Corridor through a series of assessments successful completion of these assessments allows individuals to attain Iowa's National Career Readiness Certificate. These assessments are used by more than 100 area employers as part of their hiring process.

What are the Skills Advantage Assessments?

Iowa's National Career Readiness Certificates are based on the nationally-recognized WorkKeys® assessment tests developed by ACT. The assessments evaluate applicants in three CORE areas: Reading for Information, Locating Information and Applied Mathematics.

- Reading for Information - involves reading and comprehending written text found in a typical workplace.
- Locating Information - involves reading and interpreting graphics that are commonly found in the workplace, including pie charts, bar graphs, tables, forms, etc.
- Applied Mathematics - involves the application of mathematical reasoning, critical thinking and problem-solving techniques to work-related problems.

What are the Certificate Levels?

Bronze Certification - is awarded to individuals who score at or above a level three in each of the core areas. The bronze level makes you eligible for 30 percent of available positions.

Silver Certification - is awarded to individuals who score at or above a level four in each of the core areas. The silver level makes you eligible for 65 percent of available positions.

Gold Certification - is awarded to individuals who score at or above a level five in each of the core areas. The gold level makes you eligible for 90 percent of available positions.

Platinum Certification - is awarded to individuals who score at or above a level six in each of the core areas. The platinum level makes you eligible for 99 percent of available positions.

What are the benefits of the Skills Advantage Program?

- Validates your skills to an employer.
- Builds confidence that skills meet employer expectations.
- Determines skill improvement and training needs.
- Improves opportunities for career changes and advancement.

Where can I take the assessments?

Kirkwood Center for Continuing Education: M-Friday, 8AM-5PM

Kirkwood Main Campus: M-Thursday, 8AM-8PM, Fridays 8AM-2PM

Resource Center: M-Thursday, 8 AM-7 PM, Fridays 8 AM-2 PM

Iowa City Center: M-Th, 9 AM-8 PM, Fridays, 9 AM- 2 PM

Monticello Center: Tues. 3:00 PM, Wed. 9:30 AM, Thurs. & Fri. 9:30 AM & 1:30 PM

Washington Center: Must call to set up appointment.

Williamsburg Center: Must call to set up appointment.

Vinton Center: Must call to set up appointment.

Tipton Center: Must call to set up appointment.

How do I schedule my assessment?

NOTE: All Gap Tuition Assistance applicants must have approval from the Gap Program Director prior to scheduling the Skills Advantage assessment. Approval is based on program eligibility and determined from the application and family income documentation.

After you have been approved for the testing fee through the Gap Tuition Assistance program, call 398-7194 to schedule your assessment. You can generally be scheduled to take the assessments within 48 hours.

If you would prefer to take the assessments on paper rather than on the computer, please indicate this request when scheduling. This option may only be available at certain testing sites.

If you need accommodations or other testing arrangements, please let the Skills Advantage staff know when you contact them to schedule your appointment.

Kirkwood Community College—Gap Tuition Assistance Application

DIRECTIONS: Please answer all questions completely. Applications are valid for 6 months from signature date.

A: BASIC INFORMATION (Please use blue or black ink)

First Name:		Middle Name/Initial:	
Last Name:		SSN:	
Residency Address:			
Mailing Address:			
City:		State:	Zip Code:
Home Phone:		Alternative Phone:	
E-mail Address:		County of Residence:	
Date of Birth:		Gender:	

Please indicate the source of referral:

- | | | |
|----------------------------------------------------------------------|----------------------------------|--------------------------------------------|
| <input type="checkbox"/> Contacted on own | <input type="checkbox"/> AARP | <input type="checkbox"/> PROMISE JOBS |
| <input type="checkbox"/> Kirkwood Community College Program Director | <input type="checkbox"/> IVRS | <input type="checkbox"/> Catherine McAuley |
| <input type="checkbox"/> Kirkwood Community College Catalog | <input type="checkbox"/> Mailing | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> IowaWORKS | | |
| <input type="checkbox"/> Other: _____ | | |

With which of the following groups do you identify?

- European American Non-Hispanic (White)
- African American Non-Hispanic
- American Indian/Alaskan Native
- Asian/Pacific Islander
- Hispanic
- Not U.S. Citizen

Income Eligibility Verification:

Number of individuals in your household	
Do you have the primary responsibility for supporting the individuals in your household?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you receiving food stamps?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gross family income from the last 12 months	\$ _____

Include documentation of your gross family income for the 12 months prior to your application date for eligibility determination.

B: HOUSEHOLD COMPOSITION

Please list everyone that lives with you, or that you consider part of your family.

Name	Age	Relationship
		SELF--APPLICANT

C: EDUCATION

High School Diploma or GED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:	
Name of High School:		City/State:	Highest Grade Completed:

College Degree:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In process
Institution Name & Location:	
Dates Attended:	
Major:	
Degree:	
Date Received/Expected:	

National Career Readiness Certificate:	
Certificate Level:	
Date Received:	

Other Training/Certificate:	
Institution Name & Location:	
Date Received:	

D: WORK HISTORY (include volunteer work, part-time employment and self-employment)

EMPLOYER NAME (present or most recent):	
Address:	
City:	State:
Last Wage Received:	Per:
Total Hours Per Week:	Job Title Held:
Date Began Work:	Last Day Worked:
Reason for Leaving:	
Primary Job Duties:	
EMPLOYER NAME:	
Address:	
City:	State:
Last Wage Received:	Per:
Total Hours Per Week:	Job Title Held:
Date Began Work:	Last Day Worked:
Reason for Leaving:	
Primary Job Duties:	

EMPLOYER NAME:	
Address:	
City:	State:
Last Wage Received:	Per:
Total Hours Per Week:	Job Title Held:
Date Began Work:	Last Day Worked:
Reason for Leaving:	
Primary Job Duties:	

E: BARRIER INFORMATION

Are you or have you been in any stage of the criminal justice process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>If yes</u> , describe the legal problem:		
Do you have any <u>misdemeanor</u> arrests or convictions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>If yes</u> , provide details regarding arrests and convictions, including dates:		
Have you been convicted of a <u>felony</u> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>If yes</u> , provide details regarding arrests and convictions, including dates:		
Are you involved in any pending legal actions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>If yes</u> , describe the pending legal action:		
Are you under any court orders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>If yes</u> , describe the court order:		
Have you been, are you, or do you need to be involved in substance abuse treatment in order to obtain employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

F: EMPLOYMENT SKILLS

Do you have a current, up-to-date resume? Please attach a copy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
Would you like assistance in creating a resume?	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
Would you like assistance in updating your resume?	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
Please rate your interviewing skills (1 is poor and 10 is outstanding)	1 2 3 4 5 6 7 8 9 10									
Please explain why you chose your rating:										
Would you be interested in a mock interview?	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
Would you be interested in attending workshops on these topics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
Please describe your computer skills:										

G: REQUEST SUMMARY

What certificate program are you considering? Why? Be specific. (Select 1 from the approved list)
Please describe your financial need and why you are requesting tuition assistance.
What are your expectations and goals for the next year?
Why should you be awarded this assistance?

H: SIGNATURE

I certify that the information I have provided on this application is true to the best of my knowledge. I am also aware that the information I have provided may be reviewed and verified, and that I may have to provide documents to support this information. I allow release of this information for documentation purposes.

Further, I understand that this information will be used to determine my eligibility for the GIVF gap assistance program. I am aware that I am subject to immediate termination and that I may be prosecuted for fraud and/or perjury if I am found ineligible after enrollment. Also, I authorize the use of my Social Security Number as an identifier for program administrative purposes.

Applicant Signature

Date

Return to:
Gap Tuition Assistance Program
Partner with IowaWORKS
4444 First Avenue NE, Suite 436, Cedar Rapids, Iowa 52402
Phone: 319-365-9474
Fax: 319-365-9270

Applicant Name: _____

Date: _____

GAP TUITION ASSISTANCE PROGRAM RESEARCH SHEET

A Name of Program: _____

Length of Program: _____

Starting Date(s): _____

B Tuition: _____ Tools & Equipment: _____

Fees: _____ Other Costs: _____

Books: _____

C Kirkwood Community College Campus Contact:

Who oversees this certificate program? _____

Suggested website for your occupational research: <http://acinet.org>

D 1. What is the overall demand for this occupation? _____

2. What is the wage range? _____

3. What is the average local wage for Cedar Rapids/Iowa City area? _____

4. What is the national trend for this occupation? _____

5. What is the state trend for this occupation? _____

E Describe the basic duties for this occupation: _____

F Describe the required knowledge for this occupation: _____

G Describe the required skills for this occupation: _____

H Describe the required abilities for this occupation: _____

I What other activities do you need to complete for acceptance into the program or clinicals?

J What other factors may affect placement in this field? _____

GAP PROGRAM INFORMATIONAL INTERVIEW

Directions: Please complete this form by interviewing a person currently working in your field of interest.

Your Name (Applicant): _____ Date: _____

Name/Phone Number of Person Interviewed: _____	
Employer: _____	Job Title: _____

<p>1. Please describe a typical day.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>2. What do you like the most about your position?</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>3. What do you dislike about your position?</p> <hr/> <hr/> <hr/> <hr/>
<p>4. What is challenging or frustrating about your position?</p> <hr/> <hr/> <hr/>

5. Is there any additional training that you feel you needed for this type of position?

6. What training did you complete prior to obtaining your position? What part of that training was the most valuable to you?

7. What part of your training has been the least beneficial?

8. What is the biggest problem/challenge a student will face in completing training in this field?

9. What would you recommend to a student considering entering this career field?

10. Is there any other information that is important for me to know before I enter this career?
