



INDIANHILLS
COMMUNITY COLLEGE

Life. Changing.

GAP Tuition Assistance Program

What is the GAP Tuition Assistance Program?

The GAP Tuition Assistance Program provides tuition assistance to eligible applicants enrolling in an approved Continuing Education non-credit certificate training program. These programs are for in demand occupations in the areas of information technology, advanced manufacturing, transportation and logistics, health care, and any other industry designated as in-demand by a regional advisory board. Non-credit certificate programs are not eligible for federal financial aid; however, this program bridges the funding gap for students pursuing short term certificates.

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Eligibility - GAP

Depending on your financial eligibility, you may receive full assistance with your direct training costs, including tuition, books and required fees. Eligibility is determined by assessing family income for the three months prior to application date, family size and county of residence. All approved participants must be eligible to work in the United States. Additional resources may include childcare while in training, transportation assistance, and other needs on a case-by-case basis.

Application Process

Print the application and fill it out completely. Applications can be picked up or returned by any of the following methods:

In Person: Advanced Technology Center

Mail: Indian Hills Community College

ATTN: Michelle Russell-Graham

525 Grandview Ave

Ottumwa, IA 52501

Phone: 641-683-5131

Fax: 641-683-5296

Email: pace@indianhills.edu

In order to be considered for program enrollment, applicants must also submit a copy of their driver's license, a copy of their social security card, proof of last three months of income for ALL household members, receive a minimum Bronze score on the National Career and Readiness Certificate (NCRC) assessment, and meet all other requirements specific to their desired certificate.

Once all paperwork is completed and turned in, a review process with the program staff will determine if an applicant fits into the certificate program. We want to ensure your success in the training program and in finding full-time employment after the program is completed.

What is the NCRC?

Iowa's National Career Readiness Certificate is based on the nationally-recognized WorkKeys® assessment tests developed by ACT. This program rates the skills and abilities of students and those in Iowa's workforce based on "real world" skills using every day work situations as a reliable predictor of workplace success. The assessments evaluate applicants in three core areas:

Applied Math Assessment

The Applied Math assessment measures critical thinking, mathematical reasoning, and problem solving techniques for situations that actually occur in today's workplace. While individuals may use calculators and conversion tables to help with the problems on the assessment, math skills are still needed to think them through.

Graphic Literacy Assessment

Workplace graphics come in a variety of formats, but all communicate a level of information. From charts to graphs, diagrams to floor plans, identifying what information is being presented and understanding how to use it are critical to success. The Graphic Literacy assessment measures skills that individuals use when they read and comprehend graphical materials to solve work-related problems.

Workplace Documents Assessment

The Workplace Documents assessment measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems. The documents include messages, emails, letters, directions, signs, bulletins, policies, websites, contracts, and regulations.

What are the Certificate Levels?

Bronze Certification – 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 – 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 – 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 – 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 Assessments?

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

Once GAP eligibility is determined, applicants will be contacted by the Pathway Navigator that works in the certificate program's designated area. Questions can be directed to Michelle Russell-Graham, GAP/PACE Director, at (641) 683-5131 or pace@indianhills.edu.

Advanced Technologies/Transportation

Advanced Tanker Training

The Advanced Tanker Training program will concentrate on teaching students how to safely operate a tanker. The program will take place over 2 weeks per student. Each student will have 5 hours of simulator and 60 hours behind the wheel of a truck. In order to enter the program, students must be a graduate of the Indian Hills CDL program or an equivalent program from another school, who is recommended by an instructor, or they must pass a 2-hour drive test demonstrating a basic skill level. Students must obtain the tank endorsement through the DOT prior to the start of class. Course scheduling is subject to instructor availability and will be done primarily based on company and student demand.

Basic Production Welding

Basic Production Welding is a 6-month beginning welding program for participants interested in welding as a career occupation. Students will receive an overview of industrial welding techniques and processes and practice hands-on welding techniques in the areas of gas welding and cutting, common arc (SMAW) welding, MIG (GMAW) and TIG (GTAW). Industrial math skills, welding blueprint reading, identification of defects and proper procedures, techniques and processes will be covered. This certificate will provide participants with the opportunity to pursue AWS qualifications.

Career Welding

Students are trained to produce quality gas metal arc (MIG) welds on structural carbon steel using proper techniques and procedures and to perform welds in multiple positions. Students will also be trained to perform welds utilizing SMAW (stick welding) on multiple projects in the flat, horizontal, vertical and over-head positions. As the class progresses students will be introduced to several different electrodes as well as electrode sizes. With new electrodes/sizes students will gain the knowledge of how to adjust settings for each, as well as for what position. Students will have the opportunity to attempt AWS certification at the end of this course. Students also receive training in 10-hour OSHA general industry, electric arc welding safety, and welding-related blueprint reading. Students will be briefly introduced to FCAW during this course. This 16 week program is divided out into 2 – 8 week sections called Production Welding and Structural Welding.

Class B CDL

This course covers the basic knowledge and skills used in driving large, straight vehicles including air brakes. The student will learn, practice and perform the techniques necessary to enter the industry as a safe, competent introductory driver.

CNC Milling Operator Certificate

The CNC Milling Certificate is a 6-month award option designed to give the student entry level knowledge as an CNC Milling Machinist. The program provides a study of the basic machine tools in theory and laboratory applications. The certificate can lead to entry level employment as a CNC mill operator.

The program is accredited through the National Institute for Metalworking Skills (NIMS) providing students the opportunity to achieve the following NIMS certifications: Measurement, Material & Safety; Job Planning Benchwork & Layout; Mill I; CNC Mill Operator; CNC Milling: Setup, Programming & Operations.

CNC Turning Operator Certificate

The CNC Turning Certificate is a 6-month award option designed to give the student entry level knowledge as an CNC Lathe Machinist. The program provides a study of the basic machine tools in theory and laboratory applications. The certificate can lead to entry level employment as a CNC lathe operator.

The program is accredited through the National Institute for Metalworking Skills (NIMS) providing students the opportunity to achieve the following NIMS certifications: Measurement, Material & Safety; Job Planning Benchwork & Layout; Lathe I; CNC Turning Operator; CNC Turning: Setup, Programming & Operations.

Commercial Driver's License (CDL)

This course covers the basic knowledge and skills used in commercial truck driving. Students who successfully complete Commercial Driver Training will have the practical driving and operational skills necessary to safely and efficiently operate commercial motor vehicles as entry-level drivers. Our training program emphasizes one-on-one instruction by professionals who have many years of experience. Students learn with modern trucks, trailers, and a driving simulator if needed. The driving range consists of several miles of hard-surface pavement at the Indian Hills North Campus. Backing will be learned on the skills pad also located at the North Campus. Each year, Indian Hills offers eight standard six-week courses and two nine-week weekend courses. The standard courses meet for six weeks, Monday through Thursday, 8:00 a.m. to 4:00 p.m. The weekend courses meet for nine weekends, Saturday and Sunday, 7:00 a.m. to 5:30 p.m.

Industrial Maintenance Technician

The Industrial Maintenance Technician Program will give you the necessary knowledge for the application, repair and maintenance of electrical systems, hydraulic and pneumatic systems, and electromechanical systems. As a graduate, your training may lead to advancement in a present occupation or an entry-level position in a new career. This certificate program can be completed over the course of three terms (9 months) and students can enter at the beginning of Fall or Spring terms.

Refrigeration, Heating & Cooling Technician

This certificate program provides participants with the knowledge and skills to maintain and repair commercial refrigeration systems in a general industry environment and also repair residential heating and cooling systems. This certificate may lead to advancement in a present occupation or as an entry-level position in a new career. Individuals with the Refrigeration, Heating/Cooling Technician Certificate can seek employment in a variety of industrial sectors or begin their own business performing repair, maintenance and troubleshooting of commercial and residential HVAC systems. This program is offered in hybrid, facilitated format to allow the participants to continue working while completing the certificate. This certificate can be completed over two terms (6 months) and can be started at the beginning of Fall or Spring terms.

Business/Professional Development

Advanced Accounting Certificate

This certificate prepares students for employment in the accounting field. Students will be prepared to provide accounting support and complete courses in accounting, taxes, payroll, business and database. Students will be prepared to work with up-to-date software applications, including accounting software, spreadsheets and payroll. This certificate can be completed over four terms (one year) and can be started at the beginning of Fall Term.

Advanced Office Skills Certificate

This certificate prepares students for employment in various office positions. Students will be prepared to offer high level administrative support by becoming proficient with up-to-date software applications, learning basic accounting principles, and performing other administrative functions, such as: preparing correspondence, scheduling meetings, transcribing dictation and demonstrating strong verbal and written communication skills. This certificate can be completed over three terms (9 months) and can be started at the beginning of Fall Term.

Health Sciences

Certified Clinical Medical Assistant (CCMA)

Certified Clinical Medical Assistants are sought-after professionals who work in medical clinics, hospitals and various other medical settings. Certified Clinical Medical Assistants work under the supervision of a licensed physician and/or nurse practitioner and perform various administrative and clinical functions. This post-secondary program is designed for both traditional and non-traditional students. It is on-line, self-paced within time-frame parameters, and can be completed while working, taking other college classes or while enrolled in the last few months of high school. Students may enroll at any time of the year. The program includes a 249-hour interactive online course, followed by an 80-hour clinical internship at an area medical clinic.

The online program is a digital learning resource which allows learners to confidently build key CCMA skills. Students will cover Anatomy & Physiology, Medical Terminology, both Clinical and Administrative Skills as well as various Soft Skills to assure proper patient care and communication. This certificate program also includes a certification exam study guide and practice tests. Completion of this program enables graduates to sit for the CCMA exam from the National Healthcare Association (NHA), awarding CCMA certification.

Certified Nursing Assistant (CNA)

Certified nursing assistants provide basic care/activities of daily living (bathing, dressing, feeding, toileting, etc.) and reports abnormalities or changes in resident functioning to their supervisor. CNAs work in nursing homes, hospitals, assisted living, group homes or home health. This is a three-week course.

EKG Technician

In this 45-hour program, students will practice with EKG equipment and perform hands-on labs including function, troubleshooting and proper use of the EKG machine, and acquisition of 12-lead EKGs as well as other cardiac clinical practices. By course end participants will have gained knowledge and confidence to take the National Healthcare Association (NHA) EKG Technician Certification (CET) national certification exam. This credential will allow an individual to work as an EKG Technician but is also excellent for other healthcare professionals wanting to develop/authenticate EKG skills and receive an additional credential in order to enhance their current practice.

Emergency Medical Technician (EMT)

The EMT program provides complete training in best practices of basic level emergency medical response. Emergency Medical Technicians provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. They are a critical link between the scene of an emergency and the health care system.

This program utilizes the National Emergency Medical Services Education Standards for the Emergency Medical Technician from the National Highway Traffic Safety Administration. Completion of this program enables graduates to sit for National Registry of EMTs Certification Exams.

Medication Manager

This course is designed to prepare individuals to safely administer no parenteral medications in a fifteen bed or less residential facility, child care facility, or a supervised living apartment. Emphasis is placed on the safe administration of medications from a prescription bottle and observation of obvious medication reactions.

Paramedic

The Paramedic program prepares individuals to use critical thinking skills to provide advanced medical treatment and transportation under medical oversight for patients with illness or injury-related disease. A Paramedic provides both emergent and non-emergent advanced medical care for patients, performing skills in a variety of possible settings including pre-hospital, emergency departments, critical care units and cardiac catheter labs. This course includes didactic, lab/simulation, clinical, field and a capstone experience to accomplish its goals. This program is nationally accredited and follows the most current National EMS Education Standards.

Pharmacy Technician Certificate (CPhT)

Pharmacy Technicians are sought-after professionals who work in pharmacies located in hospitals, drug stores, retail businesses and grocery stores. Pharmacy Technicians work under the direct supervision of a licensed pharmacist and perform many pharmacy-related functions. They may perform some or all of the following tasks: receive prescription requests from patients and doctors' offices, accurately measure medication amounts, package and label prescriptions, establish and maintain patient records, accept payment for prescriptions, process insurance claims, and manage inventory. This certificate program includes a 148 hour interactive online course facilitated and monitored by a pharmacist instructor, followed by a 120-hour clinical internship at an area retail or hospital based pharmacy. Students will have 16 weeks to complete the online coursework. The internship will be individually arranged to match the student's schedule and site availability but must be completed within 8 weeks. Completion of this program enables graduates to sit for the ExCPT exam from the National Healthcare Association (NHA), awarding CPhT certification. This program accepts students on a rolling enrollment basis.

Phlebotomy Technician

This non-credit program provides skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. It includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood cultures, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. It includes classroom, lab and a clinical component. The class and lab will provide the student with instruction in specimen collection with actual hands-on practice and competencies. Students will complete a clinical internship following successful completion of the classroom and lab portion of the program.

This credential will allow an individual to work as a Phlebotomy Technician but is also excellent for other healthcare professionals wanting to develop/authenticate phlebotomy skills and receive an additional credential in order to enhance their current practice. Students will be eligible to sit for the National Healthcare Association (NHA) Certified Phlebotomy Technician (CPT) exam. A CPT study guide, sample test and cost for the first attempt at the exam are included in the course cost. .