

Gap Tuition Assistance Program

Western Iowa Tech Community College

4647 Stone Ave

Sioux City, IA 51106

Updated 3/31/16

Dear Potential Student:

Thank you for your inquiry about the Gap Tuition Assistance program at Western Iowa Tech 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 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 6 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.

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

Western Iowa Tech Community College
Gap Tuition Assistance Program
Corporate College Building, Room B104
4647 Stone Ave
Sioux City, IA 51106
Phone: (712) 274 – 6418
Fax: (712) 274 – 6429

Gap Tuition Assistance Program

Approved Training Programs and Certificates

Advanced Manufacturing

- Boiler Operator
- Electrician Maintenance Technician (Le Mars)
- Mechanical Maintenance Technician (Le Mars)
- Electrical Mechanical Maintenance Technician (Le Mars)
- HVAC Maintenance Technician
- Welding

Transportation and Logistics

- Commercial Driver's License (CDL)

Allied Health

- Certified Nursing Assistant (CNA)
- Pharmacy Technician

Information Technology

- Basic Computer / Networking

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, advanced manufacturing, transportation, and logistics. 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 Western Iowa Tech Corporate College.

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 6 months prior to the application date, family size, and county of residence. All approved participants must be eligible to work in the United States. Those applicants falling within the income bracket of 250 percent to 150 percent of the poverty level for their family size will receive first priority of funding. Those below 150 percent of the poverty level for their family size will receive second priority of funding (need to check with Iowa Works first for funding).

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.

A variety of factors are considered when determining the likelihood of 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 assistance with your direct training costs, including tuition, books, and required fees and equipment. Eligibility is determined by assessing family income for the 6 months prior to the application date, family size, and the

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county of residence. Documentation of all sources of income is 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 of the process. Applicants will 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 Information 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 include an evaluation of the applicants' 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 certificates will be discussed.

Committee Review: The Program Review Committee assesses each applicant and discusses 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 certification 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, 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.

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

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 bronze 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 bronze 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 bronze 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 needs.
- Improves opportunities for career changes and advancement.

Where can I take the Assessments?

Applicants may take National Career Readiness Certificate assessments at IowaWORKS or the Testing Center at the Sioux City campus of Western Iowa Tech.

How do I schedule my Assessment?

IowaWORKS administers the National Career Readiness Certificate assessments during their normal business hours. Their address is 2508 4th St., Sioux City, IA 51101. Telephone – (712) 233 – 9030.

All Gap Tuition Assistance applicants must have approval from the Gap Program Director prior to scheduling the 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, you can contact the Testing Center at (712) 274 – 6443 or the program staff will assist you with scheduling an appointment to take the assessments. The Testing Center hours of operation are:

Monday/Wednesday: 8:00 a.m. - 7:00 p.m.

Tuesday/Thursday: 8:00 a.m. - 6:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday: 8:00 a.m. - 12:00 p.m.

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

Please contact program staff if you have any questions or need assistance with the assessment process.

Western Iowa Tech 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"/> WITCC Program Director | <input type="checkbox"/> IVRS | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> WITCC Catalog | <input type="checkbox"/> Mailing | <input type="checkbox"/> Mailing |
| <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
- Other _____

Income Eligibility Verification:

Number of individuals in your household: _____

Do you have the primary responsibility for supporting the individuals in your household? Yes No

Are you receiving food stamps? Yes No

Gross Family Income from the last 12 months \$ _____

Include documentation of your gross family income for the 6 months prior to your application date for eligibility

B: Household Composition

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

Name	Age	Relationship
		APPLICANT (Yourself)

C: Education

High School Diploma or GED:	€ Yes € No	Date Received:	
Name of High School:		City/State:	Highest Grade Completed:

College Degree:	€ Yes € No € 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?	€ Yes	€ No
If yes, describe the legal problem:		
Do you have any misdemeanor arrests or convictions?	€ Yes	€ No
If yes, provide details regarding arrests and convictions, including dates:		
Have you been convicted of a felony?	€ Yes	€ No
If yes, provide details regarding arrests and convictions, including dates:		
Are you involved in any pending legal actions?	€ Yes	€ No
If yes, describe the pending legal action:		
Are you under any court orders?	€ Yes	€ No
If yes,, 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?	€ Yes	€ No

F: Employment Skills

Do you have a current, up-to-date resume? Please attach a copy.	€ Yes	€ No								
Would you like assistance in creating a resume?	€ Yes	€ No								
Would you like assistance in updating your resume?	€ Yes	€ 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?	€ Yes	€ No								
Would you be interested in attending workshops on these topics?	€ Yes	€ No								
Please describe your computer skills:										

G. Request Summary

What certificate program are you considering? Why? Be specific (Select one from the approved list)
Please describe your financial need and why you are requesting tuition assistance.
What are your expectations and goals for the 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 the release of this information for documentation purposes.

Further, I understand that this information will be used to determine my eligibility for the GIVF Gap Tuition 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:
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Corporate College Building, Room B104
4647 Stone Ave, Sioux City, IA 51106
Phone: (712) 274-6418
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GAP PROGRAM INFORMATIONAL INTERVIEW

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

Your Name: _____ Date: _____

Name/Phone Number of Person Interviewed: _____

Employer: _____ Job Title: _____

1. Please describe a typical day.

2. What do you like about your position?

3. What do you dislike about your position?

4. What is challenging or frustrating about your position?

5. Is there any additional training that 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?

Gap Tuition Assistance Program Research Sheet

Applicant Name: _____ Date: _____

Section A

Name of the Program: _____

Length of the Program: _____ Starting Date(s): _____

Section B

Tuition: _____ Tools and Equipment: _____

Fees: _____ Books: _____

Other Costs: _____

Section C

Western Iowa Tech Contact (Who oversees the program): _____

Section D

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

1. What is the overall demand for this occupation?

2. What is the wage range?

3. What is the average local wage for the Sioux City area?

4. What is the national trend for this occupation?

5. What is the state trend for this occupation?

Section E

1. Describe the basic duties for this occupation.

2. Describe the required knowledge for this occupation.

3. Describe the required skills for this occupation.

4. Describe the required abilities for this occupation.

5. What other activities do you need to complete for acceptance into the program?

6. What other factors may affect placement in this field?

Gap Tuition Assistance Program

Applicant Interview

Name: _____ Date: _____

Please answer the following questions to the best of your ability.
If the question does not apply to you, please mark “n/a” or “none”.

1. Children: Day Care, School Arrangements, Backup Arrangements

2. Previous Education: Finished, Current, Grades, Training

3. Work History: Gaps in Employment, Reasons for Leaving, Related Jobs or Experience

4. Favorite position or job and why.

5. Barriers or Issues to Education and/or Employment: Crimes, Learning

6. Strengths

7. Challenges

8. Long Term Employment Goals: Career Path, Location, Specific Company

9. Computer Skills: Software, Internet, Typing

10. Transportation: Current and Backup

11. Class Dates: First and Second Choices
