

**State of Iowa**  
**Iowa Workforce Development**  
**Workforce Center Administration**  
**150 Des Moines Street**  
**Des Moines, IA 50309**

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Investment Act (WIA) of 1998, Public Law 105-220, Department of Labor, Employment and Training Administration, 20 CFR Parts 652-671. Approval as an Eligible WIA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

**INSTRUCTIONS:** After completing and signing the application form below, Training providers should submit it to their regional Workforce Development office. Addresses for regional Workforce Development offices can be found at <http://www.iwd.state.ia.us/wia/regioninfo.html>.

**PART I - GENERAL INFORMATION**

Date Of Application 3/20/17

Name of Institution Kirkwood Community College

Address 6301 Kirkwood Blvd. SW, Cedar Rapids

Telephone Number 319-~~500~~398-5548 Fax \_\_\_\_\_

Location of Training Facility 6301 Kirkwood Blvd. SW

Name of Chief Executive Officer Kim Becicka

Program Contact Information Erin Brokel

Telephone Number 319-398-7796 Email Address erin.brokel@kirkwood.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)?  Yes  No

**PART II (a) - PROGRAM INFORMATION**

Please provide a brief description of each program for which you are applying, including:

A. Program Name Six Sigma Green Belt Certificate

B. A brief program description See attached

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Length of Program 3 months Total Credit Hours Required \_\_\_\_\_

D. What is the method of delivery?

Classroom  Computer-Based CD-Rom  Distance (TV/Satellite/Cable)  Self-Study (Correspondence)

Web-Based (Internet) URL Address \_\_\_\_\_

**PROGRAM COSTS:**

1a. Tuition (per credit hour) \$495

1b. Tuition (Out-of-State, per credit hour) —

2. Supplies, including tools, uniforms, etc. —

3. Fees, including laboratory, student rentals, deposits —

4. Miscellaneous charges —

5. Average cost per year for program \$495

6. Total cost to complete this program \$495

Please use additional pages if necessary.

**PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION**

If you are a post-secondary education institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

Post-Secondary Educational Institution registered under HEA  
 Registered under the National Apprenticeship Act (NAA)

**CERTIFICATION**

I Kim Becicka certify that I am the Vice President of the training  
Name Title

institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

Kim Becicka March 20, 2017  
Signature Date

If you are a Training Institution applying for program certification, applications must be forwarded to Regional Workforce Investment Board for consideration. Non-RWIB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

**FOR RWIB USE ONLY**

Date Received by RWIB March 23, 2017 Date Approved by RWIB \_\_\_\_\_

Application Date March 20, 2017 Date RWIB Submitted to IWD \_\_\_\_\_

Region #: 10

Authorized RWIB Signature \_\_\_\_\_

The RWIB-approved form must be sent to: Michaela Rotert, Iowa Workforce Development, 150 Des Moines Street, Des Moines, IA 50309

## **Certificate Series:Six Sigma Green Belt Certificate Series (online)**

Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects. Classes include: Introduction to Six Sigma Green Belt (online), Intermediate Six Sigma Green Belt (online) and Advanced Six Sigma Green Belt (online).

**State of Iowa  
Iowa Workforce Development  
Workforce Center Administration  
150 Des Moines Street  
Des Moines, IA 50309**

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Investment Act (WIA) of 1998, Public Law 105-220, Department of Labor, Employment and Training Administration, 20 CFR Parts 652-671. Approval as an Eligible WIA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

**INSTRUCTIONS:** After completing and signing the application form below, Training providers should submit it to their regional Workforce Development office. Addresses for regional Workforce Development offices can be found at <http://www.iwd.state.ia.us/wia/regioninfo.html>.

### PART I - GENERAL INFORMATION

Date Of Application 3/1/17

Name of Institution New Horizons Computer Learning Center of Cedar Rapids

Address 1850 Boyson Rd., Hiawatha, IA 52233

Telephone Number 319-294-9035 Fax N/A

Location of Training Facility Hiawatha, IA

Name of Chief Executive Officer Derek Wright

Program Contact Information Frank Perry, Manager of Admissions

Telephone Number 512-349-9555 Email Address frank.perry@nhworkforcedevelopment.com

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)?  Yes  No

### PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name Basic Business Computing Associate

B. A brief program description This program teaches basic business computer skills such as e-mail communication, software initiation, system maintenance, keyboarding, and online research.

C. Length of Program 180 Clock/Contact Hours Total Credit Hours Required N/A

D. What is the method of delivery?

Classroom    Computer-Based CD-Rom    Distance (TV/Satellite/Cable)    Self-Study (Correspondence)

Web-Based (Internet) URL Address \_\_\_\_\_

**PROGRAM COSTS:**

1a. Tuition (per credit hour)	\$33.33/clock Hour
1b. Tuition (Out-of-State, per credit hour)	\$33.33/Clock Hour
2. Supplies, including tools, uniforms, etc.	N/A (all included)
3. Fees, including laboratory, student rentals, deposits	N/A (all included)
4. Miscellaneous charges	N/A
5. Average cost per year for program	\$6,000
6. Total cost to complete this program	\$6,000

Please use additional pages if necessary.

**PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION**

If you are a post-secondary education institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

- Post-Secondary Educational Institution registered under HEA
- Registered under the National Apprenticeship Act (NAA)

**CERTIFICATION**

I Jamie Fiely certify that I am the President of the training  
Name Title

institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

[Signature] 1/18/17  
Signature Date

If you are a Training Institution applying for program certification, applications must be forwarded to Regional Workforce Investment Board for consideration. Non-RWIB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

FOR RWIB USE ONLY			
Date Received by RWIB	<u>March 23, 2017</u>	Date Approved by RWIB	_____
Application Date	<u>March 1, 2017</u>	Date RWIB Submitted to IWD	_____
		Region #:	<u>10</u>
Authorized RWIB Signature	_____		

The RWIB-approved form must be sent to: Michaela Rotert, Iowa Workforce Development, 150 Des Moines Street, Des Moines, IA 50399

All other applicants must complete the following information and Part III - Part VI:

1. Date Institution was founded: January 1, 1997
2. Number of years the institution has been in continuous operation: 20
3. Is the institution accountable to a policy or governmental board?  Yes  No
- If so, what board? \_\_\_\_\_ Please attach a member list.
4. Does each program lead to a degree or certification? Please Explain: certificate of completion from New Horizons

### PART III - FINANCIAL INFORMATION

1. Is the institution financially sound and able to satisfy potential liabilities arising from its participation? Please enclose a certified financial statement and the institution's most recent auditor's report.
2. Attach a schedule of fees for in-state and out-of-state tuition, if applicable.
3. Does the institution have a refund policy for the unused portion of tuition, fees, and other charges in the event the enrollee withdraws or discontinues at any time prior to completion?

Please state your

refund policy: The refund is based on the number of course hours the student has paid for but not attended at the point of termination. Students who have attended at least 60% of the total program hours will not be due a refund.

### PART IV - FACILITIES

Describe your facility. Provide narrative that describes at a minimum a description on each of the following:

- \*The number of buildings
- \*Availability of suitable training equipment
- \*Handicap accessibility
- \*Compliance with fire, building and safety codes, including off-campus locations or other sites

### PART V - ORGANIZATION OF THE TRAINING INSTITUTION

Please provide a description of each of the following:

- \*The number of persons employed
- \*Current number of students enrolled
- \*Class size to instructor ratio
- \*School Calendar
- \*Availability of Transcripts

### PART VI - INITIAL PERFORMANCE INFORMATION REQUIRED ON EACH PROGRAM

1. Program completion rate for all individuals participating in the applicable program conducted by the training provider.

A program completer is a person who has:

- a. obtained a certificate, degree or diploma; or
- b. received credit for completing the program; or
- c. received a passing grade in the program; or
- d. finished the required curriculum of the program

Which criteria listed above (a) - (d) do you use to define a completer?  (a)  (b)  (c)  (d)

2. Percentage of all individuals who obtained unsubsidized employment. The training provider must specify:

- \*how the information was obtained
- \*what percentage of all student's data was collected
- \*what year is being used

N/A. Program is new and has yet to obtain completers and employment information.

3. Average hourly wages of all students who obtained unsubsidized employment for this program: N/A

#### **Part IV – Facilities**

New Horizons Computer Learning Center of Cedar Rapids is consistent of one building. New Horizons ensures that all buildings are handicap accessible and comply with all fire, building, and safety codes. Students benefit from comfortable classrooms, furnished with padded chairs. Visual presentations are displayed on dry erase white boards. Built-in projection equipment and screens are used to display curriculum in networking courses. Each student will have his or her own computer with dual monitors and unique login to the Connected Classroom platform. All classrooms have climate controls to provide a comfortable learning environment. All facilities have easily accessible rest rooms and break rooms for student use.

#### **Part V – Organization of the Training Institution**

New Horizons (SP NH Company Holding) is a private post-secondary educational institution incorporated under the laws of the state of Texas. The school operates campuses in Texas, Oklahoma, Louisiana, Arkansas, New Mexico, Kansas, Missouri, Iowa, Colorado, Mississippi, North Dakota, South Dakota, Ohio, and Kentucky. The campuses share consolidated accounting, HR, marketing, and G&A departments however, each campus performs its own student recruitment activities which include admissions and enforcement of school policy.

New Horizons of Cedar Rapids currently has 3 employees in center including a Career Consultant, School Director, and an Instructor. New Horizons of Cedar Rapids currently has 2 active students. The average class size to instructor ration is 18:1. The school calendar is attached as well as language regarding availability of transcripts.

#### **Part VI – Initial Performance Information Required on Each Program**

Basic Business Computing Associate is a new program and therefor does not have performance information at this time.

## Basic Business Computing Associate Program

<b>Course(s) included:</b>	<b>Hours:</b>
Getting Started - How Computers Work	18
Keyboarding and other computer input devices	18
Using Windows	18
Using the Internet	18
Communicating via the Internet	18
Using Computer Software - most popular office applications	45

### Basic business skills for office workers:

Business Writing	9
Communication Strategies	9
Customer Service	9
Organizational Skills	9
Time Management	9

<b>Total Program Hours</b>	<b>180</b>
----------------------------	------------

**Program Duration:** 10 weeks

**Program Price:** \$6,000

**Delivery Format:** Instructor-led

**Wonderlic Required Score** 15





are either public or private. Private loans often have stricter credit requirements as well as higher interest rates due to the fact that they are not "guaranteed" like federal student loans are. More information can be found at: [www.studentloans.gov](http://www.studentloans.gov).

#### Grants

A grant is money awarded to help further an individual's education. Like loans, grants can be public or private however, unlike loans; grants do not have to be paid back. There are many different types of grants available, with a wide range of qualifications and requirements. Private grants are typically offered by individuals, companies or institutions. Information on grants offered by New Horizons can be found at [www.nhwfd.com](http://www.nhwfd.com)

### CANCELLATIONS AND REFUNDS

#### Postponement of Start Date Policy

If for any reason the scheduled start date must be changed, a new scheduled start date will be jointly determined by the student/funding source and New Horizons.

#### Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three (3) scheduled class days, except for items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

#### Program Refund Policy

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

- (a) The last day of attendance, if the student is terminated by the school;
- (b) The date of receipt of written notice from the student; or
- (c) Ten school days following the last date of attendance.

Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. Students who withdraw after sixty percent (60%) completion of a program's total hours will not be due a refund of any monies paid.

A student who withdraws for a reason unrelated to the student's academic status after the sixty percent (60%) completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee is not accepted by the school;
- (b) If the course of instruction is discontinued by the school and this prevents

the student from completing the course; or

- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

#### Veterans Affairs (VA) Refund Policy

It is understood and agreed that the following refund policy will be applied to veterans and other eligible persons per the requirements of Title 38 CFR 21.4255.

In the event a veteran or other eligible person fails to complete a program, the amount charged will not exceed the approximate pro rata portion of the completed portion (the total hours attended by the student through the last day of attendance) as it bears to the program's total length.

#### Refund Policy For Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the National Guard may elect one of the following options for each program in which the student is enrolled:

If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

- A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, no later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program, or
- The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - Satisfactorily completed at least 90% of the required coursework for the program and
  - Demonstrated sufficient mastery of the program materials to receive credit for completing the program

The payment of refunds will be totally completed such the refund instrument has been negotiated or credited in the proper account(s) within 60 days after the effective date of termination.

### SCHOOL CALENDAR

#### Hours of Operation\*

\*all times are relative to Central Time Zone

Office hours:	M-F	8:00AM-5:00PM
School hours:	M-F	8:00AM-10:00PM

#### Class Schedule For Programs

\* breaks may vary upon instructor and class

Morning Classes:	M-TH	8:30AM-1:00PM
Afternoon Classes		
Early:	M-TH	11:30AM-4:00PM
Late:	M-TH	2:00PM-6:30PM
Evening Classes:	M-TH	5:00PM-9:30PM

## Policies and Procedures

**2017 Holiday Schedule**

New Year's	January 2
Memorial Day	May 29
Independence Day	July 3-4
Labor Day	September 4
Thanksgiving	November 20-24
Christmas	December 18-29

**ATTENDANCE****Attendance Policy**

Good attendance and academic performance are critical for a successful learning experience. Each course includes materials, labs, and other exercises that build upon each other throughout the duration of a program, therefore it is imperative that students attend all classes and lab sessions for which they are enrolled. Attendance will be taken daily. In order to successfully complete a course and/or program, students may miss no more than 25% of a course and/or program.

Students who miss more than 25% of a course will have one opportunity to repeat and complete the course. A repeated course must be taken within six (6) months of the original class end date. Students must notify Student Affairs no more than one (1) week after the last day of class with a request to repeat a course. Requests received after one (1) week will not be honored.

Students should be aware that any absence or tardiness may trigger a suspension of benefits. New Horizons does not institute a probationary period based on attendance and reserves the right to terminate the enrollment of a student who fails to meet attendance requirements. Students who wish to be re-admitted to a program must contact Student Affairs.

**On-Campus Attendance\***

In order to ensure the quality of the training environment, New Horizons prefers (and sometimes requires) that all students attend on site at one of our training campuses. Students can attend remotely under certain conditions.

Per VA regulations, remote attendance is not allowed for students using GI Bill® benefits. Students utilizing these benefits MUST attend training on campus.

\*All attendance policies apply to off campus attendance. Off campus attendance must be noted as such to prevent overpayment of government assistance.

**Tardiness and Absences**

Students must arrive to class on time in consideration of instructors and classmates. Students who anticipate being late to or absent from class must call and notify Student Affairs by providing their name, class and expected arrival time (or reason for absence, if absent). Please note that arriving more than 15 minutes late to class is a disruption for instructors and other students. Unexcused tardiness may result in a student being denied entry into the class.

**Leave of Absence**

Student Affairs may grant a leave of absence if the student can show good cause. No more than two leave of absence requests will be granted within a 12-month calendar period.

For programs of two hundred (200) clock hours or less, a student may be on a leave of absence for a total of thirty (30) calendar days. For programs of more than two hundred (200) clock hours, a student may be on a leave of absence for no more than a total of sixty (60) calendar days.\*

\*Students should note that any additional leave of absence requests may result in termination from training.

**Make-Up Work**

Make-Up work may be required for students to successfully complete a course or program.

**GRADES****Grading Scale**

Grade	% Range	Academic Status
A	90-100	Excellent
B	80-89	Good
C	70-79	Satisfactory
D	60-69	Unsatisfactory
F	<59	Fail
I	0	Incomplete

**Satisfactory Progress**

Satisfactory Academic Progress (SAP) is defined as maintaining a grade of seventy percent (70%) or higher during each grading period (course). Progress reports may be provided to students at the end of each course or upon request. For information regarding grades below 70%, see "Academic Probation".

**Withdrawals, Incompletes, Repeated Courses**

Students who withdraw from New Horizons for reasons unrelated to academic status may request a grade of "I" for "Incomplete". A grade of "I" will be assigned when a student cannot complete a course due to circumstances beyond the student's control. Students will have one opportunity to repeat and complete a course. Student's requesting to repeat a course must notify Student Affairs within one (1) week of the original course completion date.

**Remedial Work**

Students whose performance is unsatisfactory in any course of their program will be given one opportunity to retake the course. Remediation plans are not provided.

**Transcripts and Release of Student Records**

Students who wish to receive a transcript must contact Student Affairs via e-mail and provide the following information: student's name, address, phone number and a short explanation of the request. Third party entities may also request student information upon written consent of the student. Student information will be reported to local, state or federal agencies and/or institutions as required by law.

**ACADEMIC PROBATION****Academic Probation**

When a student's overall grade for a course falls below a seventy percent (70%), that student is automatically placed on academic probation for the next course within a program. If the student is able to achieve a satisfactory grade by the end of the probation period (course), the student will be removed from academic probation.

However, if a student fails to achieve a satisfactory grade during the first probation period, a second probationary period may be instated. The school will counsel the student prior to the second probationary period and document the date and any actions taken in the student's permanent file. If the student fails to achieve a satisfactory grade during the second probationary period, the student's enrollment may be terminated. Students requesting to be readmitted to New Horizons must contact Student Affairs.

**Bob Koenig** <bob.koenig@nhcomputerlearning.com>  
To: "Andorf, Carla" <carla.andorf@iwd.iowa.gov>

Wed, Mar 22, 2017 at 7:49 AM

Carla – In support of the application for approval of this training program for dislocated workers in our Region, I would like to submit the following information:

- This request is directly related to the skills needs of several of the workers laid-off in December, 2016 from IAC in Iowa City.
- At this point we have met 59 of these workers at Career Fairs or Information Meetings we have held at the Clarion Highlander Hotel.
- Several of those we met have sufficient fundamental computer skills to successfully enroll in and complete one of our three existing Associate-Level Training Programs already approved on the ETPL.
- But, at least 1/3 of them lack the fundamental computer and communication skills necessary to enter those existing programs and succeed.
- Obviously, those same deficiencies will keep these workers from competing for new jobs - almost all of which now expect this level of comprehension as a baseline requirement.
- We designed this program for those specific workers – and have included the classes that we have used in past years to re-skill several hundred dislocated workers using TAA funding.
- These classes will be taught in traditional Instructor-led format by an Instructor who has many years of experience teaching low skilled workers.
- The classes would be limited to no more than 14 students each, and all students would be dislocated workers from IAC with limited prior computer knowledge and experience.
- Over 40% of the classroom time will be devoted to completing hands-on lab exercises where students perform the functions they have just been taught.
- The workers will attend for 4.5 classroom hours per day/4 days per week over a period of 10 weeks for a total of 180 hours of instruction...sufficient repetition to make a lasting learning impact.
- Regular homework is a part of the curriculum and expectations.
- This program also includes 45 hours of soft skills instruction for business writing, effective communication, customer service, organization skills and time management.
- In a period of less than 3 months, these workers will have gained sufficient fundamental computer and business skills to meet the baseline expected knowledge for many job openings.

New Horizons has provided hundreds of dislocated workers in the Corridor with updated skills to enter new careers over the past 20 years...we look forward to serving this group as well. Thank you for forwarding this information to the Workforce Board members. Please contact me if you have any questions.

**Bob Koenig** | General Manager  
New Horizons Computer Learning Center of Cedar Rapids  
P: 319.294.9035, Ext 3604 | C: 319.310.3445 | F: 319.395.6097  
bob.koenig@5PE.com | www.nhcomputerlearning.com