

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 & logistics, health sciences and allied health. Certificates earned will increase the skills of the workforce. Non-credit certificate programs are not eligible for federal financial aid, however, this program bridges the funding gap for students pursuing short term certificates.

Indian Hills-Approved Certificate Programs

Advanced Technologies

Basic Production Welding
GMAW/GTAW Production Welding
Commercial Driver's License (CDL)
Diesel Locomotive Technician
Electromechanical Technician
Refrigeration, Heating & Cooling Technician
Private Pilot
Avionics Electronic Technician
Industry Readiness Certificate
Process Control Technology Certificate
Advanced Accounting Certificate
Advanced Office Skills Certificate
Biofuel Technician

Health Sciences

Certified Nursing Assistant (CNA)
Medication Aide
Emergency Medical Responder
Emergency Medical Technician
Advanced Emergency Medical Technician
Paramedic Core
Activity Coordinator
Medication Manager
Phlebotomy Technician
Phlebotomy Skills Training
Certified Dietary Manager

Eligibility

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

Application Process

There are a number of ways you can apply for GAP funding. Go to www.indianhills.edu/gap, print the application, fill it out completely and return it to Debbie Boyer in the Bennett Student Services Center on Indian Hills' Main Campus or Jennifer Cremer at IowaWORKS. Applications can also be picked up at both sites.

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 their last six months of income for ALL household members and take and receive a minimum bronze score on the National Career and Readiness Certificate (NCRC) assessment.

Once all paperwork is completed and turned in, a review process with the program staff will determine your fit into the certificate program. We want to ensure your success in the training program and in finding 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:

- **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 – 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 assistance eligibility is determined, applicants will be contacted by the Pathway Navigator that works in the certificate programs designated area. Questions can be directed to Debbie Boyer, GAP/PACE Coordinator, at (641) 683-5131 or debbie.boyer@indianhills.edu.

Basic Production Welding

Basic Production Welding is a 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.

GMAW/GTAW Production Welding

This short-term welding certificate will meet an identified need for quality welders in the workforce. Industry Advisory Committees and local industrial partners have identified the shortage of experienced welders in the local workforce. This program will address the shortage of skilled welders. Participants will receive instruction in the fundamentals of MIG and TIG welding, basic welding blueprint fundamentals, welding and manufacturing safety and participate in hands-on welding exercises in a variety of welding positions (flat, vertical and overhead). This certificate program is a combination of both the GMAW and GTAW Certificates.

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 and trailers. The driving range consists of several miles of hard-surface pavement at the Indian Hills [North Campus](#). Backing docks and range rodeo are also located there. Over-the-road trips are conducted during the last four weeks of the program. Each year, Indian Hills offers eight standard six-week courses and two nine-week weekend courses, both for 10 college credits. 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.

Diesel Locomotive Technician

Indian Hills' Locomotive Diesel Certificate is comprised of a series of courses that emphasizes work with large diesel engines used by locomotive, power generation, marine and industrial customers. These classes provide technical and hands-on instruction in the disassembly, assembly, application of the major components, electrical systems and tune-ups used to certify two-stroke engines and the principles of four-stroke engines. Students disassemble an EMD locomotive engine and reassemble it. They also adjust the fuel system. Beginning in the spring 2015 term, there will be adjustments to the program which will include more power generation and electrical training. This program is presented in two terms (six months) and can be entered at the beginning of the Fall or Spring terms.

Electromechanical Technician

The Electromechanical Technician Program will give you the necessary knowledge for the application, repair and maintenance of electrical systems, hydraulic and pneumatic systems, electromechanical systems, commercial refrigeration and residential heating/cooling systems. After you successfully complete the core courses, you may choose to focus on one of three areas: Electrical Systems, Fluid Systems, or Commercial Refrigeration and Residential Heating/Cooling Systems Maintenance. 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 four terms (12 months) and students can enter at the beginning of any term.

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 will 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 during afternoon and evening hours to allow the participants to continue working while completing the certificate. This certificate can be completed over two terms (six months) and can be started at the beginning of any term.

Private Pilot

This is a combined ground and flight course for the student who has little or no flight time and wishes to obtain a Private Pilot Certificate. This is a three-term (nine-month) program with entrance in the Spring term. A Private Pilot Certificate allows you to fly passengers and to share operating expenses with passengers, but prohibits the pilot from conducting flights for compensation or hire. The ground training subjects will include the pilot training system, airplane systems, aerodynamics of flight, the flight environment, weather, aircraft performance, navigation, human factors and cross-country flying. The student will be fully prepared to take the FAA Private Pilot written knowledge test at the conclusion of the ground course. The flight training subjects will include basic flight maneuvers, takeoffs and landings, the first solo flight, local day and night flight operations as well as day and night cross-country flights. The student will be fully prepared to take the FAA Private Pilot practical test at the conclusion of the flight training course.

Avionics Electronic Technician

The Avionics Electronic Technician program is designed to develop in-depth knowledge of aircraft avionics systems, down to the component level. The program prepares students for careers as aircraft avionics technicians, aircraft electricians, aircraft avionics component repair persons, electrical/avionics installers and flight line troubleshooters. Students will build their skills by troubleshooting, removing and repairing faulty components, as well as practicing Federal Aviation Administration-approved wiring techniques. Successful completion of this program will allow the student to take the Federal Communications Commission's GROL (General Radio Operators License) exam (elements 1, 3 and 8), which will enable them to legally repair aircraft avionics equipment. Graduates work on individual components, like radar and radios, or on entire avionics suites, as installed on a wide variety of aircraft, from wide body commercial airliners to helicopters. This program begins in the Summer term and can be completed over the course of three terms (nine months).

Industry Readiness Certificate

The 50-hour Industry Readiness Certificate is for individuals wanting to advance their knowledge of manufacturing principles with the goal of starting a career or business in the advanced manufacturing industry. This non-credit certificate includes 9 training modules, an OSHA 10 hour General Industry Safety Card, and the NCRC testing. Each of the 9 interactive training modules includes hands-on application of manufacturing principles within the context of a simulated manufacturing company.

Process Control Technology Certificate

The Process Control Technology Certificate is an 841 hour program (delivered over a 9 month timeframe) designed to prepare students for a career in advanced manufacturing. Students in the Process Control Technology Certificate will acquire training in electrical principles, safety, bio manufacturing systems, mathematics, instrumentation control and industrial maintenance. This program was designed in consultation with industry partners to ensure that the skills learned in this course align with the skills needed to be successful in their companies.

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. Students also have the opportunity to earn MOS Certifications in both Word and Excel.

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. Students have opportunity during this certificate to earn MOS Certifications in 5 different software programs.

Biofuel Technician

The Biofuel Technician certification program is a three-track (three-month), online program that allows you to start at any time that fits your schedule and study at your own pace. Each course has a unit test that ensures content comprehension before advancing to the next unit. Upon completion of all three tracks (31 contact hours) and a final examination grade of 70 percent or better, you will receive a certificate of completion. This certification will allow a current ethanol or biodiesel employee to add additional training to their resume or provide potential career advancement opportunities, up skill those who are currently working in the energy industry and/or assist an individual seeking entrance into the biofuels industry.

Certified Nursing Assistant

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 four-week course that has entrance on the first Monday of each month.

Medication Aide

A medication aide must be a CNA on Iowa's CNA registry. A minimum of six months employment as a CNA at the sponsoring facility is required to enroll. Medication aides provide basic care or assist with basic care and pass medications at a nursing home under the supervision of a nurse.

Emergency Medical Responder

The Emergency Medical Responder program prepares the student to be an EMR. This one-term (three-month) evening program is comprised of classroom and laboratory experiences that provide the student with the basic knowledge and skills to function in an emergency situation. Students will learn to perform basic interventions with minimal equipment while awaiting EMS response and to assist higher-level personnel. Students successfully completing the program will receive an Emergency Medical Responders certificate and be prepared to take the NREMT certification exam. Students may enter this program at the beginning of the Winter term.

Emergency Medical Technician

The Emergency Medical Technician program prepares the student to be an EMT. This two-term (six-month) program is comprised of classroom, laboratory and clinical experiences that provide the student with fundamental knowledge and skills to function in a pre-hospital or hospital emergency situation. Students successfully completing the program will receive an Emergency Medical Technician certificate and be prepared to take the NREMT certification exam. Graduates are also eligible for advanced standing status in the Paramedic Associate of Applied Science degree program. Students may enter this program at the beginning of the Fall or Spring terms.

Advanced Emergency Medical Technician

The Advanced Emergency Medical Technician program prepares the student to be an Advanced EMT. This two-term (six-month) program is comprised of classroom, laboratory and clinical experiences that provide the student with the advanced EMS knowledge and skills to function in a pre-hospital or hospital emergency situation. Students

successfully completing the program will receive an Advanced Emergency Medical Technician certificate and be prepared to take the NREMT certification exam. Students may enter this program at the beginning of the Fall term.

Paramedic Core

The Paramedic Core option is for current Emergency Medical Technicians (EMTs) or those with advanced EMT status. It offers an alternative format for completing the core courses of the Paramedic Associate of Applied Science degree program. This seven-term (21-month) program begins in the Summer and Winter terms. Upon successful program completion, students are prepared to be a National Registry-certified paramedic.

Activity Coordinator

Activity coordinators provide activities to increase residents' socialization and to stimulate residents to think. Activities may include crafts, parties, field trips, shopping trips, animal therapy, etc. Principal areas for employment are nursing homes and assisted living environments.

Medication Manager

Persons with this certification provide basic care or teach clients to provide their own basic care. They set up and pass client's medications. Employment opportunities are in a group home setting or a sheltered-work environment.

Phlebotomy Technician

The Phlebotomy Technician program is a two-term program that prepares the student to be a professional phlebotomy technician. Phlebotomy technicians perform various types of specimen collection and processing, applying critical thinking and problem-solving skills in various situations. Upon successful completion of the program, the student will be awarded a certificate as a Phlebotomy Technician, and be eligible to take the National ASCP Phlebotomy Technician certificate exam. Graduates may work in hospitals, clinics, physician's office laboratories, donor collection facilities, public health laboratories, veterinary offices or industrial laboratories. To enroll, complete an application, submit a high school transcript or high school equivalency diploma score and take the ACT or COMPASS test. Admission to this program is based on GPA and test scores. This program may be entered only in the Winter term. Criminal background and dependent adult and child abuse record checks are required prior to the Phlebotomy clinical.

Phlebotomy Skills Training

This Phlebotomy Skills Training course provides complete training in best practices of phlebotomy and other specimen collections, and includes actual hands-on competencies and practice. The course is offered online with lab meeting once per week. Also included are 120 hours of an internship/clinical practicum at area hospitals, as is required for professional certification. Completion of this course enables graduates to sit for the Board of Certification Exam administered by the American Society for Clinical Pathology. This course is excellent for persons interested in acquiring these skills as well as other healthcare professionals wanting to develop/authenticate these skills and receive an additional certification. If a graduate chooses to go on to IHCC's CLA or MLT programs, they will be given credit for MLT 112, Principles of Phlebotomy; and PHB 270, Phlebotomy Clinical Practicum.

The graduate of this training will be able to work in clinics, hospital labs, doctors' offices, etc. This is also an excellent opportunity for other health care professionals to gain phlebotomy skills and potentially an additional certification in order to enhance their current practice. Coursework is offered during the summer only. In preparation for going to a clinical site, students must have a complete physical including 2-step TB testing and provide proof of all immunizations. In addition, students will be required to complete a National Background Check through One Source at a cost of \$32 (submitted online to One Source).

Certified Dietary Manager

This non-credit certificate program prepares students for the national ANFP credentialing board examination and is designed to provide educational experiences which prepare the student for a professional career in the healthcare system. The program requires a combined 125 classroom and independent study hours and 150 hours of field experience in the study of nutritional concepts such as nutrition screening, nutrition assessments, modified diets, and foodservice management concepts of foodservice safety, sanitation & food protection, HACCP guidelines, personnel & policy management, and communication within a foodservice department.