

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.

Advanced Technologies

[Advanced Accounting Certificate](#)

[Advanced Office Skills Certificate](#)

[Advanced Tanker Training](#)

[Avionics Electronic Technician](#)

[Basic Production Welding](#)

[Commercial Driver's License \(CDL\)](#)

[Financial Services Certificate](#)

[Industrial Maintenance Technician](#)

[Production Specialist Certificate](#)

[Refrigeration, Heating & Cooling Technician](#)

Health Sciences

[Certified Nursing Assistant \(CNA\)](#)

[Computed Tomography \(CT\)](#)

[Emergency Medical Technician \(EMT\)](#)

[Medication Manager](#)

[Pharmacy Technician Certificate \(CPhT\)](#)

[Phlebotomy Skills Training](#)

Eligibility

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.

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 their last three months of income for ALL household members, 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:

[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 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 Michelle Russell-Graham, GAP/PACE Coordinator, at (641) 683-5131 or pace@indianhills.edu.

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. This certificate can be completed over four terms (one year) and can be started at the beginning of Fall, Winter, or Spring terms.

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. This certificate can be completed over three terms (9 months) and can be started at the beginning of Fall, Winter, or Spring terms.

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 2.5 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.

Avionics Electronic Technician

The Avionics Electronic Technician program is designed to develop in-depth knowledge of aircraft avionic 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 avionic suites, as installed on a wide variety of aircraft, from wide body commercial airliners to helicopters. This program is appropriate for students who have completed an Aviation Maintenance A.A.S. program. This program begins in the Summer term and can be completed over the course of three terms (9 months).

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.

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.

Financial Services Certificate

The Financial Services Certificate will prepare you to gain an entry level position in the banking, financial services or insurance industries. After completing this 16-week certificate program, you will have the opportunity to take the Securities Industries Essentials (SIE) exam which is administered and accredited by FINRA (Financial Industry Regulatory Authority). In addition to coursework designed to prepare you for the SIE exam, you will also take classes to help you with business writing and etiquette, customer service skills, keyboarding skills, and Microsoft Excel and Outlook. In both Excel and Outlook, you will have the chance to earn certificates endorsed by Microsoft, which demonstrate your skill with these programs to future employers.

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.

Production Specialist Certificate

This locally recognized certificate showcases to area advanced manufacturing employers that you have spent time working on employability skills, blueprint reading, identification and use of basic hand tools, personal finance skills, and safe hoisting and rigging. You will also walk away from the program with your OSHA 10 certification. Students who showcase perfect attendance and timeliness during the program will earn an extra endorsement on their certificate that highlights this commitment. As part of the Production Specialist program you will earn the Certified Production Technician (CPT) credential. This is a nationally recognized credential that is certified by the Manufacturing Skills Standards Council (MSSC). In order to earn the credential you will study four different areas: Safety & Employability, Manufacturing Processes & Production, Quality Practices & Measurement, and Maintenance Awareness. This program will involve a combination of online coursework, lecture, and hands-on skill practice.

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 (6 months) and can be started at the beginning of Fall or Spring terms.

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.

Computed Tomography (CT)

This certificate provides a core program of computed tomography courses for registered Radiologic Technologists that builds on previous educational experiences and affords the student the opportunity to acquire attitudes, knowledge and skills necessary to perform in the role of a CT Technologist. The program consists of a core of online didactic courses. In addition to the didactic coursework, students must also complete a specified number of skills in a clinical setting. Students must complete clinical skill competencies to meet completion requirements. Upon successful completion of this program, students will receive a certificate of completion making them eligible to sit for the ARRT Computed Tomography (CT) Board Exam. This two term (6 month) program begins in the Fall term.

Emergency Medical Technician (EMT)

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.

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.

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 Skills Training

These classes provide complete training in best practices of phlebotomy and other specimen collections, and includes actual hands-on competencies and practice. The program includes a hybrid portion (Principles of Phlebotomy) with on-line coursework and a lab meeting once per week. Also included is a clinical portion (Phlebotomy Clinical) with 120 hours of internship/clinical practicum at area hospitals, as is required for professional certification. Completion of this program enables graduates to sit for the Board of Certification Exam administered by the American Society for Clinical Pathology. These classes are 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. The graduate of this training will be able to work in clinics, hospital labs, Doctors' offices, etc.