

# WIA STUDENT GUIDE FOR JCCC CLASSES

*This guidance is based on the policies/procedures for **Workforce Partnership**-sponsored WIA students. If you are seeking sponsorship from another WIA office, the process will vary. WIA programs within States and Counties differ. It is the student's responsibility to understand the policies and procedures applicable from the agency providing their funding.*

## 1. Contact WIA

<https://www.kansasworks.com/ada/works/contactus.cfm> to locate Kansas WIA office locations.

[https://worksmart.ded.mo.gov/documents/view\\_one.cfm?ID=1618&menuID=6](https://worksmart.ded.mo.gov/documents/view_one.cfm?ID=1618&menuID=6) to locate Missouri WIA office locations.

## 2. If granted WIA funding for training using an "Individual Training Account" (or "ITA") Voucher

### • Credit Classes:

1. Complete your JCCC Admissions application.
2. Go to JCCC Student Success Center with your ITA Voucher to meet with a JCCC Counselor to develop a Proposed Program Outline. The Proposed Plan requires a JCCC Counselor's signature. The Program Plan must be written detailing **all classes in each semester for the duration of your chosen field of study**.

### • Continuing Education Classes:

1. Schedule an appointment with the JCCC contact person to develop your Proposed Program Outline. The Proposed Plan requires a JCCC Counselor's signature. The Program Plan must be written detailing **all classes in each semester for the duration of your chosen field of study**.
2. To determine your contact person, refer to the list of contacts on this form. You may also call Continuing Education Registration at (913) 469-2323 (stay on line for assistance) to be referred to the contact person. You will need to identify yourself as receiving WIA funds and specify your approved program as listed on your ITA Voucher.

## 3. Contact the Department Office for your Program of Study for Additional Costs

Some programs have additional equipment or licensing costs to complete the program that are not part of your tuition, fees or books. You will need an estimate of these costs to be included with your ITA to ensure that WIA will cover those costs as needed.

## 4. Bring your ITA Voucher, completed Proposed Program Outline, and Information about Additional Costs to the Third Party Billing Office -- GEB 237.

This office will complete and sign the cost estimate section of the ITA Voucher. You will receive a copy of the ITA Voucher for your records. The original signed ITA Voucher will be sent to the coordinating WIA agency for final approval.

Credit Classes: You may register for credit classes. Prior to the payment deadline:

1. Verify with your WIA Career Advisor that your completed ITA Voucher received final signature approval and JCCC has received notification. **And**
2. Log into "EASI" in "My JCCC" to ensure that you have a hold type "Third Party Auth-Tuition". This hold means that you will not be dropped for nonpayment.

Continuing Education Classes: Take the signed ITA Voucher to Continuing Education Registration – Regnier Center, Room 173. Register for classes.

## 5. Continued participation in WIA

Funding is contingent upon your ongoing submission of monthly timesheets/attendance reports, course syllabi, certificates of completion, etc. as required by the WIA program. Consult your WIA Career Advisor for any questions about the WIA program.

## CONTINUING EDUCATION CONTACT LIST

If you are interested in any of the following Programs, please contact:

**Randy Winchester:** 913.469.8500 Ext. 3430, Regnier Center #246  
**Debbie Rulo:** 913.469.8500 Ext. 3398, Regnier Center #246

Network and IT	Database Management
Graphic Design	Information Management
Web Design, Development and Marketing	Introductory Computer
Final Cut Pro	Microsoft Office
Programming Languages	Project Management
Security	

If you are interested in any of the following Programs, please contact:

**Debbie Rulo** 913.469.8500 Ext. 3398, Regnier Center #246  
**Tim Frenzel** 913.469.8500 Ext. 3844, Regnier Center #159

LEED Certification	Sustainable Business Leadership Certificate
Principles of Green Buildings	

If you are interested in any of the following Programs, please contact:

**Tim Frenzel:** 913.469.8500 Ext. 3844, Regnier Center #159  
**Marilyn Geerdes, Adm. Asst.:** Ext. 3985

SHRM Essential of HR Management	Bank Teller Certification
SHRM Learning System	

If you are interested in the following Programs, please contact:

**Penny Shaffer:** 913.469.8500 Ext. 3140, Regnier Center #159  
**Annette Stoerman, Adm. Asst.:** Ext. 4138  
**Felecia Fremont-Alexiou, Adm. Asst.:** Ext. 3927

Medical Transcription w/ Medical Terminology	Pharmacy Technician Certification Program
Medical Coding & Billing w/ Medical Terminology	Administrative Dental Assistant Certificate
Admin Medical Specialist w/ Medical Billing & Coding w/ Medical Terminology	Administrative Veterinary Assistant Certificate
Phlebotomy Technician Certification (1/8/10)	Dementia Care Certificate

If you are interested in the following Programs, please contact:

**Tim Frenzel:** 913.469.8500 Ext. 3844, Regnier Center #159  
**Kimberly Olson, Adm. Asst.:** Ext. 4387

Lean Six Sigma Green Belt	Consultative Selling Series
Lean Six Sigma Black Belt	Business Marketing Design
Certified Bookkeeper	Home Inspection Certificate
Modern Automotive Service Technician	Purchasing & Supply Chain Management
Records Management Certificate	Technical Writing

If you are interested in the following Programs, please contact:

**Malinda Bryan-Smith** 913.469.8500 Ext. 3949, Regnier Center #240  
**Kay Lampe** Ext. 3878

Intro to QuickBooks	Intermediate QuickBooks
QuickBooks for Contractors	QuickBooks Payroll

If you are interested in the following Programs, please contact:

**Phil Wegman:** 913.469.8500 Ext. 4446, Carlsen Center #305  
**Teresa Leland, Adm. Asst.:** Ext. 3890

ESL Advanced and Professional Courses	Workplace ESL, Conversational English, ESL Grammar Development, Pronunciation Improvement, Understanding American Business Culture, Professional Writing
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