Exhibit A (part of SFS MOU)
Use this document as a reference and guide when offering a Skills for Success course

In consideration of the fiscal support under the terms of this agreement, the College will execute the necessary actions for offering ACCS Innovation Center (IC) Skills for Success courses. The College shall endeavor to acquire all necessary equipment through economical and allowable methods, including but not limited to, peer-college equipment loans, rental and/or lease opportunities, professional service opportunities, etc. The College will execute the necessary actions to complete the following activities:

1. The College will engage with local business and industry to identify the needs for training. Specifically, for Commercial Driver's License training (CDL), the college will identify the needs for a truck-driving student, to include CDL Class A certification needs and applicable transmission requirements to support pathways to hiring, post-certfactions.
2. The College will make available the necessary technology, equipment, supplies, and personnel to set -up, operate, and train students.
3. The College will ensure sufficient property and liability insurance is obtained to meet the needs of the program instruction to include the use of third-party property.
4. The College will recruit and schedule personnel and instructors prior to scheduling a course. If the college is unable to provide an instructor, the college should reach out to the IC Skills for Success Workforce Director for support.
5. The College will arrange for security, transportation, and/or permits, as necessary.
6. The College will contact students/participants and ensure registration processes are sufficiently capturing student enrollment including registration, scheduling, and documentation of the prerequisites (i.e., drug screens, physicals, CDL driver's permits).
7. The College will be responsible for tracking student progress and course completion which includes:
   a. marking skill s lab training or behind-the-wheel completions in the Learning Management System (LMS)
   b. encouraging, supporting, and communicating with students.
8. The College will be responsible for the marketing and distribution of all registration links and materials. This includes:
   a. course branding with the Skills for Success logo which must be visible in all marketing materials and on social media posts.
   b. displaying the ACCS Innovation Center and Skills for Success tags when promoting courses on social media.
      i. Social Media Best Practices sheet is located on the website in the college dashboard: https://innovation.accs.edu/college-dashboard/. The required password can be obtained by contacting a member of the Innovation Center Team
9. The College will plan and order supplies for the onsite skills training area . Skills for Success supplies list can be found in the Skills for Success course toolbox https://innovation.accs.edu/college-dashboard/.
10. The College will identify and provide a single point of contact to the IC Team . This person will be responsible for assisting participants with LMS access, progression, and successful completion including skills lab attendance. This will require participant support outside of normal operating hours.
11. The College is required to and will be responsible for notifying their assigned ACCS IC Regional Workforce Coordinator when skills lab training days are scheduled.
12. The College will be responsible for re-engaging with students who do not complete either the virtual theory modules and/or the scheduled skills lab training days.
13. IC will provide the ACCS Credential to participants electronically after receipt and verification of the course completion roster referenced below.
14. The college will establish clear communication channels between the workforce department and the college's business office to accurately record all incoming revenue and outgoing expenses, directing them to the appropriate accounts designated by the ACCS Fiscal Department. Each Skills for Success training program is assigned a unique code, facilitating precise tracking of funds allocated for training initiatives.

Fiscal support will include:

1. **Course Scholarships**

Course Scholarship eligibility is determined by the completion of a Skills for Success course by a student (Completer). A student must pass both the virtual theory and the related skills lab training for the course to be considered a completer.

a. This scholarship is designed to support all expenses related to acquiring the necessary equipment, supplies and materials, facilities, instructors, and additional resources as needed.

b. The scholarship amounts are determined by category which is listed in the toolbox https://innovation.aces.edu/college-dashboard/.
   i. Category A courses will be awarded $250 per completer.
   ii. Category B courses will be awarded $750 per completer.
   iii. Category C courses will be awarded $1,500 per completer.

c. IC will provide the college with documented Skills for Success course checklists of resources required for each course. These will be located in the toolbox https:/ / innovation.accs.edu/ college-dashboard/ .

d. Invoices shall be submitted by the college designee and sent to IC within 30 days of lab completion for verification and processing. Invoice submission is to be processed through the form located at https://forms.monday.com/forms/dd923108f49ab06be81f2f42640d55df?r=use1. Supporting documentation is required which includes sign-in sheets, Student check-off sheets, and copies of certificates. CDL invoices require certificates or copies of Commercial Drivers Licenses. All students' Lab Day or Behind the Wheel completions must be checked off in Canvas by the college. Invoices must include:
   - Bill To: ACCS Innovation Center
   - College Name
   - Invoice Number
   - Invoice Date
   - CRN Number
   - List of Completers (by name)
   - Amount per Completer
   - Total Amount of Invoice

e. ACCS will process payments to the College after receipt and processing of course invoices.

f. For a CDL Class A, Class B, Class B + Passenger, a student must complete the virtual theory, and skills lab training including behind-the-wheel training, and be registered on a CSTIMS roster to be considered a completer.

2. **Pilot Year Funding**
   Course Submissions for Development

The College is eligible to receive $100,000 for the pilot year of a Skills for Success course submission and implementation efforts upon completion of the following:
   a. Assist in course content development with the Innovation Center and participation in the Task Force including review and feedback.
   b. Conduct a Skills for Success Training Program, including virtual theory and lab course resulting in completers who earn a credential.
   c. Recruit and enroll students.
   d. Engage business and industry to develop pathways for post-certification employment.
   e. Provide course feedback to IC team, as requested.

The College is eligible to receive an additional $100,000 for the pilot year implementation efforts upon completion of the following:
   f. Completion of 2a. through 2e. above.
   g. Assist IC in submitting the course curriculum structure to the ACCS CTE Executive Director for committee review of a non-credit to credit articulation pathway.
   h. Successfully complete additional Skills for Success training lab(s) resulting in completers who earn a credential.
   Each college will only be permitted one pilot course under this program.

Notices:

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Colleges must add the ACCS Innovation Center Director of Curriculum Design as an additional administrator for the LMS used in support of offering the usage of Skills for Success courses to registered students.