



Master Training Agreement

Training Provider: Southern Careers Institute, Inc.

Address: 238 SW Military Drive, Suite 101

City, State, ZIP: San Antonio, TX 78221

Provider Contact: Diana Aragon, Director

This Agreement sets forth the roles and responsibilities of the parties named above in providing training to customers eligible for Non-Workforce Investment Act programs administered by Workforce Solutions Alamo.

- Parties:** Workforce Solutions Alamo Career Center Operators (**Contractor**), as sub-recipient for Workforce Solutions Alamo (**WSA**), agrees to pay the cost of tuition, books, supplies and/or other required costs to provide training to eligible customers enrolled at Southern Careers Institute, Inc., 238 SW Military Drive, Suite 101, hereinafter known as the **Provider**.
- Time of Performance:** The period of this Agreement shall begin: 9/22/2009 and end on June 30, 2010. WSA may, at its own discretion, extend this agreement for subsequent one-year periods. The extension of this agreement will depend on demand occupations, training outcomes, and workforce funding.
- Approved Programs:** Individual training programs approved under this agreement (Attachment B), along with tuition and fees, estimated length of training, and program requirements, are delivered in compliance with applicable State law and/or **Provider's** regulatory body. If the cost of the training specified on the WSA vendor list is less than the amount listed in the **Provider's** catalog, the vendor list will prevail. Any changes in program costs, program information, program location or requests for additional programs must be submitted to **WSA** for inclusion on the vendor list.
- Customer Referral and Recruitment:** The **Provider** understands that only customers referred by **Contractor** may be enrolled into approved training programs. The **Provider** may not enroll any customer into training without proper referral from a **Contractor** representative. The **Provider** also understands those potential customers, who are recruited and referred to the **CONTRACTOR** for eligibility, may select other training.

Southern Careers Institute
List of Approved Training Programs

<u>Course</u>	<u>CIP</u>	<u>Cost</u>	<u>Duration</u>
Medical Assistant	51.0801	\$13,950.00	978 Hours

MEDICAL ASSISTANT

COURSE NUMBER	COURSE TITLE	PROGRAM REQUIREMENTS				
		QTR. CR.HRS	TOTAL	THEORY	LAB	EXTERN
B1	BUSINESS COMM. 1	2.5	26	26	0	0
B2	BUSINESS COMM. 2	2.5	26	26	0	0
B3	BUSINESS COMM. 3	2.5	26	26	0	0
B4	BUSINESS COMM. 4	2.5	26	26	0	0
C1	COMPUTERS 1	3.0	52	10	42	0
C2	COMPUTERS 2	3.0	52	10	42	0
C5	COMPUTERS 5	3.0	52	10	42	0
D1	PERSONAL DEV. 1	2.5	26	26	0	0
D2	PERSONAL DEV. 2	2.5	26	26	0	0
J1	JOB READINESS	2.5	26	26	0	0
K1	KEYBOARDING 1	3.0	52	10	42	0
K2	KEYBOARDING 2	3.0	52	10	42	0
M1	INFECTION CONTROL AND PHLEBOTOMY	2.0	26	20	6	0
M2	CARDIOVASCULAR SYS. & MEDICATION ADMIN.	2.0	26	20	6	0
M3	ENDOCRINE & RESPIRATORY SYSTEMS & VITAL SIGNS	2.0	26	20	6	0
M4	URINARY & GASTROINTESTINAL SYSTEMS, GERIATRICS, & MICROBIOLOGY	2.0	26	20	6	0
M5	SENSORY & NERVOUS SYSTEMS, PEDIATRIC, ANATOMY	2.0	26	20	6	0
M6	INTEGUMENTARY & MUSCULOSKELETAL SYSTEMS MEDICAL HISTORY & 3 PHYSICAL EXAM	2.0	26	20	6	0
M7	INSTRUMENTS, OFFICE SURGERY & REPRODUCTIVE SYSTEMS	2.0	26	20	6	0
M8	FIRST AID CARE AND CPR	2.0	26	20	6	0
M9	CERT. & SKILLS REVIEW	2.5	26	26	0	0
M10	EXTERNSHIP	4.0	120	0	0	120
MO1	MED. OFFICE 1	2.5	26	26	0	0
MO2	MED. OFFICE 2	2.5	26	26	0	0
MT1	MEDICAL TERMINOLOGY	2.5	26	26	0	0
O1	OFFICE PROCEDURES 1	2.5	26	26	0	0
O2	OFFICE PROCEDURES 2	2.5	26	26	0	0
O3	OFFICE PROCEDURES 3	2.5	26	26	0	0
O4	OFFICE PROCEDURES 4	2.5	26	26	0	0
TOTAL PROGRAM		<u>72.5</u>	<u>978</u>	<u>600</u>	<u>258</u>	<u>120</u>