

**MEMORANDUM OF UNDERSTANDING (MOU) 2017-18 SCHOOL YEAR**  
**Between**  
**Alaska Department of Labor and Workforce Development**  
**In support of the**  
**Division of Vocational Rehabilitation and**  
**Division of Employment and Training, Disability Employment Initiative**  
**And**  
**University of Alaska Southeast, School of Career Education**

**A. Purpose**

This MOU between the Department of Labor Division of Vocational Rehabilitation (DVR), Division of Employment and Training (DETS) and the University of Alaska Southeast (UAS) is to deliver Pre-Employment Transition Services through intensive noncredit co-sponsored condensed introduction courses for students with disabilities. This MOU specifies services and reimbursements to be provided by each party.

**B. Program Topics**

UAS will provide DVR/DETS identified students the following noncredit, condensed courses:

- Introduction to Construction Craft Skills with \*NCCER CORE (*\*National Center for Construction Education and Research*)
- Introduction to Health Sciences
- Introduction to Power Technology
- Introduction to Mining Occupations and Operations
- Safety week – Forklift, OSHA, First aid and CPR

Instructors will be senior faculty with a teaching assistant. It is understood and agreed that UAS is an independent contractor and the instructors and teaching assistants are not employees of DVR/DETS.

**C. Participant Eligibility**

A student with a disability age 14-21 and enrolled in an educational program, including secondary education, homeschool, alternative education (GED) or postsecondary education who

- are or were, on an IEP or 504 plan; or
- a student who is potentially eligible for DVR services because of a physical, sensory, intellectual, mental health, or communication disability, not "identified" by the school district for special education or related services, but whose disability could be a barrier to postsecondary education or employment.

*Potentially eligible may be students who have difficulties learning, or difficulties with attention or they are challenged in an emotional or behavioral way. This could also include students who have been through treatment, involved in foster care or the juvenile justice system.*

**D. Schedule**

Courses are scheduled according to availability of instructors, students and the needs of DVR/DETS. Courses will be scheduled as needed and demand warrants.

**E. Location**

The courses will be taught at the UAS Technical Education Center located at 1415 Harbor Way, Juneau, Alaska.

**F. Equipment**

UAS agrees to provide all equipment required for the training including personal protective equipment as required. UAS will provide all needed registration and insurance for participants.

**G. Cost**

Introduction to Construction Craft Skills with \*NCCER CORE

Up to 12 students                      36 Hours                      \$15,000 per course

Introduction to Health Sciences

Up to 12 students                      36 Hours                      \$15,000 per course

Introduction to Power Technology

Up to 12 Students                      36 hours                      \$15,000 per course

Introduction to Mining Operations

Up to 12 Students                      36 hours                      \$15,000 per course

Safety Week

Up to 12 students                      30 hours                      \$13,500 per course

**H. Cancellation or Rescheduling**

If by mutual agreement UAS and DVR agree to cancel a course prior to start date, a 15 percent rescheduling fee will be applied to cover UAS instructor preparation time and administrative expenses. UAS will be responsible for notifying and rescheduling course participants.

**I. Payment Terms**

UAS will submit an invoice to DVR/DETS upon completion of each course. Invoices will be submitted to 1111 8th Ave, Room 210; Juneau, Alaska, 99801. DVR/DETS agrees to pay UAS within 30 days of the receipt of an invoice. Payment will be to the UAS Office of Administrative Services, 11120 Glacier Hwy, Juneau, AK 99801.

**J. Administration**

The recruitment and enrollment of students will be performed by UAS. Participation is limited to one course per student. Discretion will be given to DVR and/or DETS to authorize courses offerings based on adequate enrollment attainment.

The Administrator for the delivery of this course for UAS will be Linda Carroll, Administrative Specialist, School of Career Education, 907-796-6124.

The Administrator for DVR will be Jim Kreatschman, Statewide Youth Transition Coordinator 907-465-6931.

The Administrator for DETS/DEI will be Windy Swearingin, Statewide Lead Disability Resource Coordinator 907-465-1805.

**K. Evaluation**

UAS agrees to provide DVR/DETS with a final written report upon completion of the courses to include: attendance record, grade report, student evaluation, and student/advisor exit interview notes.

**L. Insurance**

UAS is a self-insured educational institution and will provide liability coverage for participants covered by this MOU.

**M. Liability**

UAS will cover student and facility liability regarding equipment lost or stolen during the course.

**N. Agreement Integration**

This Agreement contains all conditions between the parties. There are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representations or agreements, either written or oral between the parties.

Further, all parties agree that this MOU will be fulfilled in compliance with applicable laws and regulations of the State of Alaska. Any amendments to this Agreement need to be presented in writing and signed by all parties for acceptance.

O. Signatures of Acceptance:

UAS is pleased to be of service to DVR/DETS by developing and presenting this educational program. After all parties have signed this MOU and the duplicate copy has been returned to UAS, these arrangements are considered acceptable and definite.



John Cannon, Director, Division of Vocational Rehabilitation

8/23/17

Date



Ed Flanagan, Director, Division of Employment and Training

8/22/17

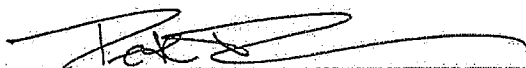
Date



Heidi Drygas, Commissioner, Dept. of Labor and Workforce Development

8/22/17

Date



Pete Traxler, Executive Dean, UAS School of Career Education

8-22-17

Date



Julie Vigil, Director, UAS Office of Budgets, Grants and Contracts

8/21/17

Date