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FastForward Credential Programs

Workforce Services
Class Schedule

Fall 2020
WWW.PVCC.EDU/WORKFORCE

Earn a $1,000 Credential Achievement Award when you complete a credential in selected training programs. See page 2 for more information or visit www.pvcc.edu/virginia-ready.
Transportation
Commercial Driver’s License

VA Ready eligible

Learn to drive the big rigs and prepare for the Commercial Driver’s License (CDL) test.

Companies are experiencing a shortage of drivers. PVCC’s professional truck driving program consists of classroom instruction, various backing maneuvers, equipment and safety checks and on-the-road training. This comprehensive 160-hour program not only provides the skills you need, it also includes lifetime free job placement assistance to graduates and lifetime refresher training.

Prerequisites: CDL Learner’s Permit and VDOT physical exam, cost not included in the tuition.

Full Time: M-F
Start Dates: Sept. 14, Oct. 12, Nov. 9, Dec. 7

Part Time: S, Su
Start Dates: Sept. 5, Nov. 14

Interested in getting a Commercial Driver’s License?
Contact Mike Marcotte at 434.987.5369 to set up an interview.

VA Ready
provides registered VA Ready Scholars a $1,000 Credential Achievement Award upon obtaining the final credential in selected training programs in the following sectors: computer and cyber, healthcare and manufacturing/skilled trades.

Eligibility:
Anyone who is currently unemployed and eligible to enroll in a FastForward program is qualified to become a VA Ready Scholar.

The start date for the FastForward training must be on or after August 1, 2020 to ensure all processes are ready for students’ success, including assistance with obtaining employment.

FastForward eligibility is not based on employment status nor enrollment in the VA Ready Scholar program.

Eligible Programs:

Computer & Cyber:
- CompTIA A+
- CompTIA Network+
- CompTIA Security+

Healthcare:
- Medical Assistant
- Certified Nurse Aide (CNA)
- Medication Aide
- Phlebotomy Technician
- EKG Technician

Trades & Others
- Welding
- Electrical and Electrical Systems
- HVAC
- CDL License A

Registration:
- Applicant must be unemployed.
- Applicant must agree to VA Ready Scholars Agreement.
- Applicant must register prior to the start date of the FastForward course to ensure eligibility for the program.
- Applicant must sign up at VAReady.org.
Electrical

NCCER Electrical Level 1 with Core
VA Ready eligible

This 144 hour hybrid course is designed to teach basic concepts used in the electrical industry, leading to the NCCER Core Curriculum Certification and the NCCER Electrical Level 1 Certification. Course topics include safety, construction math, hand and power tools, construction drawings, riggings, communication skills, employability skills, materials handling, orientation to the electrical trade, circuits, electrical theory, National Electric Code, device boxes, hand bending, raceways and fittings, conductors and cables, residential electrical services and electrical test equipment.

Sept. 9-Nov. 30  M, W  6-9 p.m.  Sullivan  Jefferson
Jan. 25-April 14, 2021  M,W  6-9 p.m.  Sullivan  Jefferson
Full Tuition: $2,304
▶ FastForward Tuition: $768

NCCER Electrical Level 2
VA Ready eligible

This 144 hour course leads to the NCCER Electrical Level 2 Certification. Course topics include: Alternating Current, Motors: Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts

On Demand

NCCER Electrical Level 3
VA Ready eligible

This 144 hour course leads to the NCCER Electrical Level 3 Certification. Course topics include: Load Calculations – Branch and Feeder Circuits, Conductor Selection and Calculations, Practical Applications of Lighting, Hazardous Locations, Overcurrent Protection, Distribution Equipment, Transformers, Commercial Electrical Services, Motor Calculations, Voice, Data, and Video, and Motor Controls.

On Demand

NCCER Electrical Level 4
VA Ready eligible

This 144 hour course leads to the NCCER Electrical Level 4 Certification. Course topics include: Load Calculations – Feeders and Services, Health Care Facilities, Standby and Emergency Systems, Basic Electronic Theory, Fire Alarm Systems, Specialty Transformers, Advanced Controls, HVAC Controls, Heat Tracing and Freeze Protection, Motor Operation and Maintenance, Medium-Voltage Terminations/Splices, Special Locations and Fundamentals of Crew Leadership.

On Demand
Healthcare Careers
Pre-Enrollment Information Session Attendance Required

Pharmacy Technician: Online

VA Ready eligible

This fully online, at your own pace, Pharmacy Technician course will prepare you for the Pharmacy Technician Certification Board (PTCB) exam. Students must register by June 30, 2020 and can complete the training at their own pace through the end of class on November 19, 2020. Financial Aid assistance available for those who qualify.

Prerequisites: Age 18 or older, no criminal background or substance abuse history, minimum of US High School Diploma and completion of the FREE Pre-healthcare Class. Register today for the required Pre-healthcare class and learn about all the Healthcare programs offered through PVCC Workforce, please complete the Health Career Information Form at www.pvcc.edu/workforce-healthcare.

Online/Anytime

Full Tuition: $1,920

FastForward Tuition: $640

Clinical Medical Assistant

VA Ready eligible

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 165 hours of classroom lecture and hands on labs, Optional clinical externship opportunity at a local healthcare provider after passing credential exam is offered. To be eligible for the clinical rotation, students must successfully complete the 165-hour program, submit to a thorough background check, drug screening, have a physical exam, provide proof of current immunizations and meet other requirements.

Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Prerequisites: High School Diploma or GED. Minimum age is 18.

Sept. 8-Nov. 24  M, T, F  5:30-9 p.m.  Jefferson  Mendez

Full Tuition: $3,267

FastForward Tuition: $1,089

Nurse Aide

VA Ready eligible

This 142-hour, state-approved, noncredit class prepares you to take the Virginia Board of Nursing exam to become a certified nurse aide (CNA) where you will work under the supervision of a licensed practical nurse, registered nurse, or physician as an entry-level nurse aide in a variety of inpatient and outpatient care settings such as long-term care facilities, physician offices, clinics and home settings. The program includes BLS-CPR training. CNAs play a vital role in the healthcare team and are in critical shortage in our community. The class costs include books, uniform, required compliance testing and state exam testing fee.

Prerequisite: HS Diploma/GED or CASAS score greater than 240.
Phlebotomy Technician

VA Ready eligible

This 65-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work include terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.

**Prerequisites:** High School Diploma or GED and Active, unrestricted Nurse Aide Certification issued from the Virginia Board of Nursing is required prior to registration. Minimum age is 18 and must not have any convictions since becoming a CNA.

**Pre-Enrollment Information Session Attendance Required**

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<th>Coming soon</th>
<th>Full Tuition: $2,334</th>
<th>FastForward Tuition: $778</th>
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Medication Aide

VA Ready eligible

Successful completion of PVCC’s Medication Aide Training Program meets the requirements of the Virginia Board of Nursing for a student to be eligible to sit for the state exam to become a Registered Medication Aide (RMA). This program will cover topics such as legal and ethical issues; preparing for safe administration of medication; introduction to pharmacology; administration of prepared instillations and treatments (oral medications, eye, ear, nose, etc.); documentation, storage, and disposal of medications; special issues in medication administration; and insulin administration. Students will be required to have 100% attendance in both class and clinical, provide a copy of their active, unrestricted Virginia CNA certificate, and submit a background check, drug screen, and PPD (negative TB testing) prior to start of clinical.

**Prerequisite:** Active, unrestricted Nurse Aide Certification issued from the Virginia Board of Nursing is required prior to registration. Minimum age is 18 and must not have any convictions since becoming a CNA. Testing fees are not included in the price ($50 to Virginia Board of Nursing and $70 to PSI testing center) and will be due upon completion of class to register for the state exam.

**Pre-Enrollment Information Session Attendance Required**

<table>
<thead>
<tr>
<th>Oct. 30-Dec. 14</th>
<th>T, Th, F/5:30-9 p.m.</th>
<th>Jefferson</th>
<th>Staff</th>
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<td>Full Tuition: 1,101</td>
<td>FastForward Tuition: $367</td>
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Earn a $1,000 Credential Achievement Award when you complete a credential in selected training programs. See page 2 for more information or visit www.pvcc.edu/virginia-ready.
EKG Technician Certification Program

VA Ready eligible

This comprehensive 60-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the NHA – Electrocardiograph (CET) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

Prerequisites: High School Diploma or GED and Active, unrestricted Nurse Aide Certification issued from the Virginia Board of Nursing is required prior to registration. Minimum age is 18 and must not have any convictions since becoming a CNA.

Pre-Enrollment Information Session Attendance Required
Sept. 15-Oct. 29  T, Th, F/9 a.m.-noon Jefferson  Staff
Full Tuition: 1,599
FastForward Tuition: $533

CNA State Test Prep

Full Tuition $2,178/FastForward Tuition: $726

This class will prepare students who have passed the first year of accredited nursing (specifically NUR 108) courses or a Virginia Board of Nursing Approved Nurse Aide Training class to take the Virginia Nurse Aide exam. The 6-hour class will review exam-specific test taking strategies, steps to accurately complete the skills assessment and registration/test day procedures so students will have better preparation for success in passing the exam.

Study materials and credential exam fee included in tuition

Course Contact Hours: 6 hours
On Demand
Contact JoAnna Collins at jcollins@pvcc.edu to schedule.
Heavy Equipment Operator

Heavy Equipment Operator Level 1

Become a heavy equipment operator and earn an NCCER industry-recognized credential! The Heavy Equipment Operator (HEO) program meets the growing demands for equipment operators. Virtual reality simulators are used for training.

Oct. 3-Nov. 8  S, Su  8 a.m–5 p.m. Stultz Shippers Choice
Full Tuition: $2,748
▶ FastForward Tuition: $961

Heavy Equipment Operator Level 2

Continue your HEO training! You will learn to operate wheel loaders and excavators using both virtual reality simulators and equipment in the field.

Spring 2021 Semester

HVAC

Introduction to Air Conditioning

Learn the basics of air conditioning systems, including tools, fasteners, tubing, copper, soldering/brazing, thermodynamic principles, the relationship of temperature and pressure, system components, refrigerants, service procedures (recovery/recycling, evacuation, leak detection, charging), metering devices, basic troubleshooting, controls, and compressors. After completing the course students will have the opportunity to test for the EPA Section 608 for HVACR.

Aug. 26–Oct. 8  W, Th 6-9 p.m. Northington CATEC
Full Tuition: $1,275
▶ FastForward Tuition: $425

Air Conditioning & Electrical Systems Troubleshooting

VA Ready eligible

This course teaches beginner and intermediate troubleshooting techniques for an air conditioner’s air delivery, refrigerant, and electrical systems. Interpreting system superheat, subcooling, and electrical diagrams are covered. Students will sit for the HVAC Excellence System Diagnostics and Troubleshooting certification exam as part of the course.

Oct. 4–Nov. 25  W, Th 6-9 p.m. Northington CATEC
Full Tuition: $1,275
▶ FastForward Tuition: $425
NCCER HVAC Level 1 with Core
VA Ready eligible

In this 144 hour class, you are introduced to common trade practices alongside the concepts and procedures involved with installing and maintaining air conditioning and Heating systems through a mixture of classroom study and hands on learning. Classroom topics include basic safety, communication skills, introduction to construction Drawings, trades math, basic electricity, the refrigeration cycle, cooling concepts, heating concepts, and air distribution systems. Students will learn the appropriate use of common hand tools, electrical and refrigerant testing instruments, methods of joining refrigeration piping, Central heat pump split system installation, Ductless Split system installation and gas furnace installation. Students taking this course will have the opportunity to earn the NCCER HVAC Level 1 Credential.

Sept. 12-May 22, 2021
Northorton       Jefferson

Full Tuition: $2,541  FastForward Tuition: $847

NCCER HVAC Level 2
VA Ready eligible


On Demand

NCCER HVAC Level 3
VA Ready eligible

This 144 hour course leads to the NCCER HVAC Level 3 Certification. Course topics include: Fasteners, Hardware and Wiring Terminations, Control Circuit and Motor Troubleshooting, Troubleshooting Cooling, Troubleshooting Heat Pumps, Troubleshooting Gas Heating, Troubleshooting Oil Heating, Troubleshooting Accessories, Zoning, Ductless, and Variable Refrigerant Flow Systems, Commercial Hydronic Systems, Steam Systems, Retail Refrigeration Systems and Customer Relations.

On Demand

NCCER HVAC Level 4
VA Ready eligible

This 144 hour course leads to the NCCER HVAC Level 4 Certification. Course topics include: water treatment, indoor air quality, energy conservation equipment, building management systems, system air balancing, construction drawings and specifications, heating and cooling system design, commercial and industrial refrigeration systems, alternative and specialized heating and cooling systems and fundamentals of crew leadership.

On Demand
Small Engine Repair

4-Stroke Engine Repair Certification
This hybrid class will prepare you to take the EETC four-stroke certification exam.
Aug. 24–Sept. 16 M, W 6-9 p.m.  Beavers Stultz  $525
▶ FastForward Tuition: $175

2-Stroke Engine Repair
Learn the theory and how the components work together. Learn 2-stroke engine design, application and how to service and maintain these engines. Examine cutaways, parts and disassemble an engine to see how it works. Learn very basic ways to troubleshoot your engine when it is not working properly. This hybrid class prepares you to take the EETC two-stroke Engine Certification Exam.
Sept. 21–Oct. 7 M, W 6-9 p.m.  Beavers Stultz  $465
▶ FastForward Tuition: $155

Compact Diesel Engine Repair
This hybrid class is designed to give an inexperienced person an understanding of the fundamentals of a diesel engine. The class will cover theory of diesel engines, the construction of diesel engines, display differences between a diesel and a gasoline engine. It will expose the student to some of the service requirements and repair techniques. This class will prepare the student for the Equipment and Engine Training Council’s diesel certification test and will expose them to information needed to consider taking the Automotive Service Excellence Certification test.
Oct. 12–Nov. 18 M, W 6-9 p.m.  Beavers Stultz  $825

Solar Technologies

Solar Technician Boot Camp
This hybrid course will introduce you to photovoltaic (PV) design, installation, and maintenance of PV systems. The classroom theory and hands-on training will cover the following learning objectives: PV markets and applications, safety basics, electricity basics, solar energy fundamentals, PV module fundamentals, system components, PV system sizing principles, PV system electrical design, PV system mechanical design and performance analysis, maintenance, and troubleshooting. At the end of the course, students will be eligible to take the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic Associate (PVA) Exam. This exam is now available online. The PVA credential is intended for people who are currently working in, or seeking employment in, the renewable energy industry.
Sept. 14–18 M-F, 8-5 p.m.  Peltola/Faust Stultz  $1,425
Nov. 16–21 M-F, 8-5 p.m.  Peltola/Faust Stultz  $1,425
▶ FastForward Tuition: $475

“Excellent instructor-can work with every level of student preparedness.
He is absolutely a subject matter expert. Very interactive and encourages dialog.”
-Solar Tech Student

Instructor Bio: Randy Peltola
Randy is a NABCEP certified Solar Installer, a solar system designer, and solar business owner for 9 years.
He holds a BSEE from Oregon Institute of Technology and worked as a robotics and process engineer in the semiconductor industry for 20 years. He has a passion for sustainable living of which solar energy is a part.
He has been educating people on solar energy since 2013.
Welding

Certification training consists of 112 hours, and includes classroom lecture, practice and final test. Upon successful completion of the course and passing the test, student will be A.W.S. D1.1 certified for structural welding. Primary emphasis will be on stick welding, properly known as Shielded Metal Arc Welding (SMAW). Classes must be taken in order.

Classes are held at
VA School or Metal, 102-A Industrial Drive, Troy, VA 22974.

Classes are offered on alternate weekends, based on space availability. Classes will also be offered on Tuesdays, Wednesdays & Thursdays based on student's schedule needs.

Basic Certified Welder

VA Ready eligible

Certification training consists of 112 hours, and includes classroom lecture, practice and final test. Upon successful completion of the course and passing the test, students will be A.W.S. D1.1 certified for structural welding. Primary emphasis will be on stick welding, properly known as Shielded Metal Arc Welding (SMAW). Classes must be taken in order.

Saturday & Sundays weekly sessions
8 a.m.-4 p.m. Brownell Va School of Metal $3,744
FastForward Tuition: $1,248

GMAW Welding Certification

VA Ready eligible

Certification training consists of 80 hours. Testing will be in the 3G (vertical up) position.

Saturday & Sundays weekly sessions
8 a.m.-4 p.m. Brownell Va School of Metal $3,903
FastForward Tuition: $1,301

Certified Pipe Welding

VA Ready eligible

Certification training consists of 112 hours and includes classroom lecture, practice and final test. Prerequisite: Two to three years experience in stick welding and have a 3G (vertical up) certification and or able to pass a 3G (vertical up) certification before taking the course. Upon successful completion of the course and passing the test, students will be A.W.S. QC7-93 certified for pipe welding. Primary emphasis will be on stick welding, properly known as Shielded Metal Arc Welding (SMAW). Classes must be taken in order. Topics include the basics of pipe welding using 6010 and 7018 electrodes, welding full penetration groove welds in the 2G (vertical), 5G (horizontal fixed) and 6G (inclined) positions, and prepping and fitting techniques. Testing will take place in the 6G (inclined) position.

Saturday & Sundays weekly sessions
8 a.m.-4 p.m. Brownell Va School of Metal $3,744
FastForward Tuition: $1,248

Instructor Bio: Steve Brownell

Steve has been a certified welder for 45 years. In addition to the VA School of Metal, he also owns his own metal fabricating business.
Contract Training

TRAINING THAT WORKS @ WORK!

Contract Training Is Our Business

PVCC Workforce Services provides dynamic customized training and services that respond to the specific needs of companies. Our training solutions optimize retention of valued workers, improve overall productivity, reduce cost and strengthen the competitiveness of your business. Our industry-trained instructors will collaborate with your company to determine learning outcomes, design a just-in-time training solution and deliver classes when and where it works best for you. Our programs are flexible and mobile; on campus, on site, online. Bring your staff to one of our convenient locations, or we’ll come to yours.

A few of our programs include:
- Training Needs Assessment
- Leadership and Supervision
- Computer - all levels
- OHSA and Safety
- CPR and First Aid
- Project Management
- Consulting
- Customer Service
- Conflict Resolution
- Workplace Health and Wellness
- Cyber Security
- Management and Human Resources
- Quality Improvement
- Hospitality
- Small Engine Repair
- Team Building
- DISC/Myers Briggs Type Indicator/Strengths Finder
  ...and many more!

To learn more, or schedule your company’s contract training:

Call 434.961.5330 or email contracttraining@pvcc.edu
www.pvcc.edu/contract-training

Learn how to
Upskill Your Workforce

Sign up for our
Contract Training Newsletter

www.pvcc.edu/workforce l www.pvcc.edu/workforce or 434.961.5354
Online Registration

Clicking on the class name in this catalog will take you to the registration webpage. If there are more than one class start dates click on the one you want to enroll in.

ONLINE:
1. Visit our online registration website
2. Browse our classes.
3. Select classes and add to cart.
4. Create profile.
5. Proceed to checkout.
6. Enter payment information.

You will receive a confirmation email and reminders before class.

FAX: Fax registration form to 434.961.5270. DO NOT INCLUDE YOUR CREDIT CARD INFO. Call 434.961.5354 to make payment. Visa/MC/Amex.

EMAIL: Email us at workforce@pvcc.edu. DO NOT INCLUDE YOUR CREDIT CARD INFO. Call 434.961.5354 to make payment. Visa/MC/Amex.

PHONE: Call 434.961.5354

MAIL: Complete the form below and mail it with your check, money order (payable to PVCC) or credit card information to:

Piedmont Virginia Community College
WORKFORCE SERVICES
501 College Dr.,
Charlottesville, VA 22902

IN PERSON: Bring your registration form and payment to Workforce Services in the Stultz Center.

Refund Policy:
Participants must withdraw from a class at least five business days before that class is scheduled to begin to receive a full refund. No refunds will be provided after this time. Refund requests must be made in writing by mail, fax 434.961.5270 or email workforce@pvcc.edu. Include your name, student ID number, course title and reason for refund. Please note: If a student is registered by a WFS staff member or pays by check, your Social Security number will be necessary in order to provide a refund check from the State of Virginia. Refund checks from the State of Virginia take 3-5 weeks to process.

Nondiscrimination Statement
Piedmont Virginia Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. PVCC does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit base factor. The College also prohibits sexual harassment including sexual violence or misconduct. The following person has been designated to handle inquiries regarding any of these policies: Human Resources Manager, 501 College Dr., Main Building, Room M810, Charlottesville, VA 22902; 434.961.6567.