



# COMMUNITY COLLEGE WORKFORCE ALLIANCE

A PARTNERSHIP OF JOHN TYLER AND REYNOLDS COMMUNITY COLLEGES

## REACH YOUR FULL POTENTIAL

For more information, visit [UnlockYourNext.com](https://UnlockYourNext.com)



SKILLS | SOLUTIONS | SUCCESS

## MAY – AUGUST 2022



[CCWATRaining.org](https://CCWATRaining.org)

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MAY — AUGUST 2022

**CCWA  
IS OPEN**

**JOIN US!**

We have fully re-opened our offices and classrooms to a new season of training and support services. Our staff is available by phone, online and in person to assist with course registration and career coaching. We have also resumed our meeting services for clients who need event space.

Visit us online at [ccwatraining.org](https://ccwatraining.org) or call 804-523-2292.

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**Community College Workforce Alliance** (CCWA) works in partnership with Reynolds and John Tyler (Becoming Brightpoint) community colleges to provide fast track training and credentialing programs in four cities and 12 counties throughout Central Virginia. CCWA delivers non-credit training, custom-designed instruction, consulting, skills assessments and job training and career development programs. CCWA is the bridge that assists job seekers and companies to achieve their professional or strategic business goals.



**For more information:**  
804-523-CCWA (2292)  
[ccwatraining.org](https://ccwatraining.org)



# CUSTOM TRAINING and CONSULTING

**HUNDREDS**  
of SMALL and LARGE  
ORGANIZATIONS  
TRAINED

When your goals include increasing productivity, improving employee performance and engagement, streamlining work flow and maximizing profits, CCWA can help you achieve **big results**.



Working closely with your team, CCWA's high quality custom training and consulting solutions are specifically tailored to meet the needs of your employees and organization.

# Technology

## CLASS LOCATIONS — details on page 19

### COMPUTER USE

#### Mastering Computer Skills for the Workplace

Jun 6 – Jul 1      Online 24/7

Fee: \$195

### BUSINESS APPLICATIONS

#### Access - Level 1

May 19      R 9:00 AM – 4:00 PM      WDCC

Fee: \$249

#### Excel - Level 1

May 25      W 9:00 AM – 4:00 PM      WDCC

Jun 21      T 9:00 AM – 4:00 PM      MIDLO

Fee: \$199

#### Excel - Level 2

Jul 19      T 9:00 AM – 4:00 PM      WDCC

Fee: \$199

#### Excel - Level 3

Aug 17      W 9:00 AM – 4:00 PM      MIDLO

Fee: \$199

#### Mastering Microsoft Excel

Jun 6 – Jul 1      Online 24/7

Fee: \$195

#### Intermediate Excel

Jul 5 – 29      Online 24/7

Fee: \$195

#### Advanced Excel

Aug 1 – 26      Online 24/7

Fee: \$195

#### Excel Charts

Aug 9      T 9:00 AM – 4:00 PM      MIDLO

Fee: \$199

#### Excel Formulas

Jun 9      R 9:00 AM – 4:00 PM      MIDLO

Fee: \$199

#### Excel Overview Workshop

May 20      F 9:00 AM – 12:00 PM      Online

Fee: \$129

#### Excel Pivot Tables & PowerPivot Tools

Jun 28      T 9:00 AM – 4:00 PM      WDCC

Fee: \$199

#### Excel Power View Reports & Data Models

Aug 18      R 9:00 AM – 4:00 PM      WDCC

Fee: \$199

#### Excel Tips and Tricks

Jun 27      M 9:00 AM – 4:00 PM      MIDLO

Jul 12      T 9:00 AM – 4:00 PM      WDCC

Fee: \$199

#### Introduction G(Google) Suite

Jun 24      F 9:00 AM – 12:00 PM      Online

Fee: \$129

#### Outlook Tips & Tricks

Jun 20      M 9:00 AM – 4:00 PM      WDCC

Fee: \$140

#### Power BI Desktop Essentials

Jun 23      R 9:00 AM – 4:00 PM      MIDLO

Fee: \$199

#### Introduction to Power BI

Jun 6 – Jul 1      Online 24/7

Fee: \$195

#### Intermediate Power BI

May 2 – 27      Online 24/7

Jul 5 – 29      Online 24/7

Fee: \$195

#### Advanced Power BI

Jun 6 – Jul 1      Online 24/7

Aug 1 – 26      Online 24/7

Fee: \$195

#### SharePoint Essentials - Level 1

Jul 21      R 9:00 AM – 4:00 PM      MIDLO

Fee: \$279

#### Introduction to SQL

May 2 – 27      Online 24/7

Jul 5 – 29      Online 24/7

Aug 1 – 26      Online 24/7

Fee: \$245

## CERTIFICATIONS

### AWS Certified Cloud Practitioner

May 2 – Jun 17 MWF 10:00 AM – 12:00 PM Online  
Jul 12 – Aug 25 MTR 5:30 PM – 7:30 PM Online

Fee: \$1,650\*

### CompTIA A+

May 23 – Aug 9 MTR 10:00 AM – 12:00 PM Online  
July 18 – Sept 26 MWR 6:00 PM – 8:00 PM Online

Fee: \$2,502\*

### CompTIA IT Fundamentals+

Jun 3 – Jul 8 F 6:30 PM – 9:30 PM Online

Fee: \$999

### CompTIA Linux+

Jul 25 – Sep 8 MTR 10:00 AM – 12:00 PM Online

Fee: \$1,800\*

### CompTIA Network+

Jul 12 – Aug 25 TRF 6:00 PM – 8:00 PM Online

Fee: \$1,716\*

### CompTIA Security+

May 9 – Jun 27 MWF 6:00 PM – 8:00 PM Online  
Aug 16 – Sep 28 TWR 6:00 PM – 8:00 PM Online

Fee: \$1,611\*

## CREATIVE SOFTWARE

### Introduction to Adobe InDesign

Aug 11 R 9:00 AM – 4:00 PM MIDLO

Fee: \$279

### Adobe Illustrator Essentials

Jun 6 – Jul 1 Online 24/7

Fee: \$225

### Adobe InDesign Essentials

Aug 1 – 26 Online 24/7

Fee: \$225

### Adobe Photoshop Essentials

May 2 – 27 Online 24/7

Jul 5 – 29 Online 24/7

Fee: \$225

### Introduction to Web Design

Jun 6 – Jul 1 Online 24/7

Fee: \$245

### Intermediate Web Design

May 2 – 27 Online 24/7

Jul 5 – 29 Online 24/7

Fee: \$245

### Advanced Web Design

Jun 6 – Jul 1 Online 24/7

Aug 1 – 26 Online 24/7

Fee: \$245

## PROGRAMMING

### Introduction to Coding

Jun 6 – Jul 1 Online 24/7

Fee: \$195

## WEB, SOCIAL & MOBILE

### Build a (Powerful) Website, Quickly, in WordPress

Aug 18 R 9:00 AM – 4:00 PM MIDLO

Fee: \$279

### Collaborating with Microsoft Teams

Jun 17 F 9:00 AM – 12:00 PM Online

Fee: \$129

### Integrating Social Media Into Your Organization

Jun 6 – Jul 1 Online 24/7

Aug 1 – 26 Online 24/7

Fee: \$195

## SPECIALIZED TRAINING

### Introduction to Game Design

Jun 6 – Jul 1 Online 24/7

Fee: \$245

### Intermediate Video Game Design

May 2 – 27 Online 24/7

Fee: \$245

**Earn an Information Technology Certification  
with Tuition Assistance in less than two months!**

Visit [ccwatraining.org/tech](https://ccwatraining.org/tech)



\*FastForward funding available.  
See pages 10 and 11.



# Business Administration and Management

CLASS LOCATIONS — details on page 19



## CERTIFICATIONS

### National Retail Certification in Customer Service & Sales

May 24 – Jun 30 TR 6:00 PM – 9:00 PM Online  
Jul 25 – Aug 31 MW 6:00 PM – 9:00 PM Online  
Fee: \$840\*

*\*FastForward funding available.  
See pages 10 and 11.*

## COMMUNICATIONS

### Business Writing for Professionals

Jun 10 F 9:00 AM – 4:00 PM Online  
Fee: \$249

### Grammar Workshop

Jun 24 F 9:00 AM – 1:00 PM Online  
Fee: \$199

### Conflict Management

Jun 6 – Jul 1 Online 24/7  
Fee: \$245

### Negotiation: Get What You Want

May 2 – 27 Online 24/7  
Jul 5 – 29 Online 24/7  
Fee: \$195

### Social Media for Business Certificate

Jun 6 – Aug 26 Online 24/7  
Fee: \$495

### Using Personality Profiles for Better Work Performance

Jun 6 – Jul 1 Online 24/7  
Aug 1 – 26 Online 24/7  
Fee: \$295

### Writing News and Press Releases

Jun 6 – Jul 1 Online 24/7  
Aug 1 – 26 Online 24/7  
Fee: \$195

### Effective Copywriting

May 2 – 27 Online 24/7  
Jul 5 – 29 Online 24/7  
Fee: \$195

### Introduction to Social Media

Jun 6 – Jul 1 Online 24/7  
Fee: \$195

### Marketing Using Social Media

May 2 – 27 Online 24/7  
Jul 5 – 29 Online 24/7  
Fee: \$195

## LEADERSHIP AND MANAGEMENT SKILLS

### Business Planning Bootcamp

Jun 1 – 22 W 5:30 PM – 8:30 PM Online  
Jul 7 – 28 R 9:00 AM – 12:00 PM Online  
Fee: \$295

### Change Management

May 18 W 9:00 AM – 4:00 PM MIDLO  
Fee: \$249

### Collaborative Management

May 2 – 27 Online 24/7  
Jul 5 – 29 Online 24/7  
Fee: \$245

# 10 Building Blocks FOR EXCELLENT CUSTOMER SERVICE



Follow our track of focused classes to build and enhance your customer service skills.

## Block 1 A Winning Attitude

Develop a new awareness of the attitude that you project to your customers both on the telephone and face-to-face. In this workshop, we'll look at models of excellent attitudes to help us become more aware of our own — from a customer's perspective.

## Block 2 Commitment to the Customer

Learn the ground rules for keeping your customers coming back and turning indifference and bad service into behaviors of the past.

## Block 3 Grammar and Enunciation

Refresh your grammar skills by tackling the most common grammar problems and discovering ways to improve them. In addition, practice better enunciation and pronunciation to develop more self-confidence when talking with your customers.

## Block 4 Oral Communication

Examine your own communication skills to help you better understand how your customers and co-workers communicate. Discover ways to practice improved customer courtesy with better word selection and to gather the information you need by choosing the best types of questions to ask.

## Block 5 Phone Power

Discover ways of improving your telephone voice and showing your customers that you care. Learn to demonstrate self-confidence on the telephone and represent your organization in a professional manner.

## Block 6 Active Listening Skills

Listening is the most valuable communication tool. Assess your individual listening skills. Learn to listen better to your customers and make them feel valued. Enhance your personal skills and leave a lasting impression.

## Block 7 Problem-Solving Techniques

Assess your current skills in dealing with customer-related problems. Identify the obstacles to solving problems and assumptions that limit problem-solving capabilities. Learn to look for more than one right answer.

## Block 8 Confidence with Difficult Customers

Identify ways to prevent and diffuse potential problems with difficult customers through communication and advanced planning. Learn to respond better in a variety of difficult customer situations.

## Block 9 Managing Job Stress

This workshop will focus on managing your own stress level before helping with others. Learn the impact that stress has on workplace productivity and effectiveness. Learn to become more aware of your stress and new strategies for handling it.

## Block 10 Exceeding Customer Expectations

Participants will bring the 10 building blocks together by utilizing techniques of well-known customer service giants to apply a vision of customer service excellence for their organizations.

## ONLINE MANAGEMENT COURSES

### How to Have Difficult Conversations

Jul 22 F 9:00 AM – 11:00 AM

Fee: \$99

### Constructive Conflict Resolution

Jul 11 – 13 MW 9:00 AM – 12:30 PM

Fee: \$249

### Making the Move to Supervisor

Jun 27 – 29 MW 9:00 AM – 12:00 PM

Fee: \$129

### Managing a Remote or Hybrid Team

May 17 T 9:00 AM – 1:00 PM

Fee: \$129

### How to Show and Share Your Appreciation for Others on Your Team

Jun 17 F 9:00 AM – 11:00 AM

Fee: \$99

### Developing Your Leadership Skills

May 2 – 27 Online 24/7

Jul 5 – 29 Online 24/7

Fee: \$145

### Developing Your Professional Career

Jun 6 – Jul 1 Online 24/7

Aug 1 – 26 Online 24/7

Fee: \$145

### Entrepreneur Boot Camp

Jun 6 – Jul 1 Online 24/7

Fee: \$195

### Introduction to Six Sigma Green Belt

Jun 6 – Jul 1 Online 24/7

Fee: \$195

### Intermediate Six Sigma Green Belt

May 2 – 27 Online 24/7

Jul 5 – 29 Online 24/7

Fee: \$195

### Advanced Six Sigma Green Belt

Jun 6 – Jul 1 Online 24/7

Aug 1 – 26 Online 24/7

Fee: \$195

### Leadership Principles

Jun 6 – Jul 1 Online 24/7

Fee: \$145

### Managing Generations in the Workplace

Jun 6 – Jul 1 Online 24/7

Aug 1 – 26 Online 24/7

Fee: \$175

## PROJECT MANAGEMENT

### Project Management (PMP) Prep Course

May 18 – Jul 20 W 6:00 PM – 9:30 PM MIDLO

Jun 3 – Jul 1 F 8:30 AM – 4:30 PM WDCC

Fee: \$1,395

### Introduction to Project Management

Jun 6 – Jul 1 Online 24/7

Fee: \$195

### Project Management Knowledge Areas

Jun 6 – Jul 1 Online 24/7

Aug 1 – 26 Online 24/7

Fee: \$195

### Project Management Processes

May 2 – 27 Online 24/7

Jul 5 – 29 Online 24/7

Fee: \$195

## ACCOUNTING

### Financial Analysis and Planning for Non-Financial Managers

Jun 6 – Jul 1 Online 24/7

Aug 1 – 26 Online 24/7

Fee: \$195

### The Basics of Bookkeeping

May 2 – 27 Online 24/7

Fee: \$195

CONNECT WITH US



CCWATRaining



## Understanding Debits and Credits

Jun 6 – Jul 1      Online 24/7

Fee: \$195

## Accounting and Finance for Non Financial Managers

Jun 6 – Jul 1      Online 24/7

Fee: \$195

## Closing Procedures and Financial Statements

Jun 6 – Jul 1      Online 24/7

Aug 1 – 26      Online 24/7

Fee: \$195

## General Ledger and Month End Procedures

Jul 5 – 29      Online 24/7

Fee: \$195

## MARKETING AND SALES

### Google Analytics

Jun 6 – Jul 1      Online 24/7

Fee: \$195

### Advanced Google Analytics

May 2 – 27      Online 24/7

Jul 5 – 29      Online 24/7

Fee: \$195

### Boosting Your Website Traffic

May 2 – 27      Online 24/7

Jul 5 – 29      Online 24/7

Fee: \$195

### Improving Email Promotions

Jun 6 – Jul 1      Online 24/7

Fee: \$195

### Introduction to Data Analysis

Jun 6 – Jul 1      Online 24/7

Fee: \$195

### Intermediate Data Analysis

May 2 – 27      Online 24/7

Jul 5 – 29      Online 24/7

Fee: \$195

### Advanced Data Analysis

Jun 6 – Jul 1      Online 24/7

Aug 1 – 26      Online 24/7

Fee: \$195

### Online Advertising

Jun 6 – Jul 1      Online 24/7

Aug 1 – 26      Online 24/7

Fee: \$195

# BUSINESS

## Aligning Your Personal & Business Goals

Align your personal and business goals and make important decisions about the security of your business.

### SUMMER COURSES:

- **May 5 & May 12**  
R 8:00-11:15 AM (MIDLO)
- **June 7 & June 14**  
T 6:00-9:15 PM (MIDLO)
- **July 27 & August 3**  
W 8:00-11:15 AM (CH)
- **August 17 & 24**  
W 8:00-11:15 AM (CH)

(Location information on page 19)

For more information visit  
[ccwatraining.org/businessu](http://ccwatraining.org/businessu)

### Podcasting

Jun 6 – Jul 1      Online 24/7

Fee: \$245

### Video Marketing

Jun 6 – Jul 1      Online 24/7

Fee: \$245

### YouTube for Business

May 2 – 27      Online 24/7

Jul 5 – 29      Online 24/7

Fee: \$245

## WRITING AND GRANTS

### Grant Proposal Writing 101

Jul 15      F 9:00 AM – 4:00 PM      Online

Fee: \$269

### Grants Management 101

Aug 5      F 9:00 AM – 4:00 PM      Online

Fee: \$269

# Open Doors to In-Demand Jobs with Industry Credentials

**FASTFORWARD PROGRAMS** with TUITION ASSISTANCE include:



## BUSINESS AND CAREER TRAINING

- Customer Service & Sales Certification
- Teacher Licensure  
*Through EducateVA*



## INFORMATION TECHNOLOGY

- CompTIA Security+ *awarded by CompTIA*
- CompTIA Network+ *awarded by CompTIA*
- CompTIA Linux+ *awarded by CompTIA*
- CompTIA A+ *awarded by CompTIA*
- Python Programming  
*awarded by The Python Institute*
- AWS Cloud Practitioner  
*awarded by aws.amazon.com*
- AWS Certified Solutions Architect (Associate) *awarded by aws.amazon.com*
- AWS Security Specialist  
*awarded by aws.amazon.com*

**PAY ONLY ONE-THIRD OF THE COST FOR  
SHORT-TERM TRAINING THAT GETS YOU TO WORK**

The Greater Richmond job market is active and credentials are becoming more critical. FastForward credentials open doors to in-demand jobs.

Additional \$1,000 cash award is available through the Virginia Ready initiative for many FastForward course completers.

## TUITION ASSISTANCE

FastForward tuition grants, available to all Virginia residents, pay two-thirds of the tuition costs; students qualifying for financial aid may be eligible for additional funding. Businesses interested in a certified workforce may also benefit from FastForward funds.

## NOW AVAILABLE:

### Online and Hybrid\* Class Formats

for most FastForward  
Certification Courses

\*combination of  
online classes and  
small in-person  
classroom groups



## TRADES AND MANUFACTURING

- Commercial Driver's License (CDL)
- Manufacturing Technician 1 (MT1)  
*Dual credential w/ Manufacturing Specialist (MS)*
- Lean Practitioner
- Certified Logistics Technician  
*Dual credential w/ Certified Logistics Associate*
- VDOT Construction Inspector Series
- NCCER Core Construction
- NCCER Electrician Level 1
- NCCER HVAC Level 1
- NCCER Heavy Equipment Operator
- NCCER Plumbing



## HEALTH CARE

- Clinical Medical Assistant
- Nurse Aide Program
- Medical Coding
- Pharmacy Technician
- Emergency Medical Technician Program (EMT)
- Emergency Telecommunicator



# FastForward

CREDENTIALS FOR A CAREER THAT MATTERS

**Schedule your orientation today!**

**Go to [ccwatraining.org/certifications](https://ccwatraining.org/certifications)**



# Health Care

CLASS LOCATIONS — details on page 19



## CAREER PREP

### Spanish for Medical Professionals

Jun 6 – Jul 29    Online 24/7

Fee: \$290

## CERTIFICATIONS

### Clinical Medical Assistant Program

Jun 20 – Oct 26    MW 10:00 AM – 2:00 PM    CH

Jun 20 – Oct 26    MW 6:00 PM – 10:00 PM    CH

Fee: \$3,267\*

## MEDICAL OFFICE

### Medical Coding - Certified Professional Coder

May 4 – Aug 19    WF 8:00 AM – 11:00 AM    Online

Jun 7 – Sep 15    TR 6:00 PM – 9:00 PM    Online

Aug 2 – Nov 17    TR 3:00 PM – 6:00 PM    Online

Aug 17 – Nov 30    MW 6:00 PM – 9:00 PM    Online

Fee: \$3,897\*

*\*FastForward funding available.  
See pages 10 and 11.*

**NEW!**  
**HENRICO  
COUNTY  
INTERNSHIP  
AND  
TUITION  
ASSISTANCE**

**Train for a career  
as a 911 dispatcher.**

## Emergency Telecommunicator Certification

This course includes comprehensive content, multimedia presentations, and hands-on training to prepare you for roles at an emergency telecommunications center.

Classes are held in-person, off-site.

Jul 12 – Sep 15    TR 5:30 PM – 9:30 PM

Fee: \$420\*

**More Information:**  
**[ccwatraining.org/healthcare](http://ccwatraining.org/healthcare)**



FULL SCHOLARSHIP  
NO COST TUITION\*

GET SKILLED  
GET A JOB  
GET AHEAD

MORE THAN 30  
CERTIFICATION COURSES  
AT CCWA IN  
HEALTHCARE, LOGISTICS,  
TRANSPORTATION,  
INFORMATION TECH,  
MANUFACTURING AND  
TRADES INDUSTRIES



\*For qualified participants

Learn more at [ccwatraining.org/g3](https://ccwatraining.org/g3)

## Regional Manufacturers Seek MT1-Certified Employees

**Earn an MT1 (Manufacturing Technician 1) certification  
and prepare for a high-paying career in less than 8 weeks.**

### Coursework includes:

- Quality and Lean Manufacturing Techniques
- Elements of Business Acumen
- Mechanics and Spatial Reasoning
- Math and Measurement for Industry
- Electrical and Chemical Theory and Fundamentals
- Manufacturing Processes and Controls
- Fluid Power and Thermodynamics
- Industry and Personal Safety (OSHA, CPR, First Aid)

### Additional Services:

- Industry Tours
- Digital Literacy
- Business Acumen
- Resume Writing
- Interview Techniques

**All Virginia residents  
eligible for FastForward  
tuition assistance. Some  
full scholarships available.**

For more information, visit [ccwatraining.org/mt1](https://ccwatraining.org/mt1)

# Manufacturing and Trades

CLASS LOCATIONS — details on page 19

## CONSTRUCTION AND CONTRACTOR

### Basic Contractor Business Licensing Course

Jun 18 S 8:00 AM – 5:00 PM WDCC  
Fee: \$199

### NCCER: Introductory Craft Skills

Jun 7 – Jul 6 TWR 1:30 PM – 4:30 PM WDCC  
Jun 7 – Jul 6 TWR 5:30 PM – 9:30 PM WDCC  
Jun 21 – Jul 25 MTW 5:30 PM – 9:30 PM WDCC  
Jul 12 – Aug 4 TWR 5:30 PM – 9:30 PM CH  
Fee: \$1,098

### NCCER: Electrical Level 1

Jul 26 – Sep 27 MTW 5:30 PM – 9:30 PM WDCC  
Fee: \$1,500\*

### NCCER: HVAC Level 1

Jul 7 – Sep 6 TWR 5:30 PM – 9:30 PM WDCC  
Fee: \$1,698\*

### NCCER: Plumbing Level 1

Jul 7 – Sep 6 TWR 1:30 PM – 4:30 PM WDCC  
Fee: \$1,599\*

*\*FastForward funding available.  
See pages 10 and 11.*

### NCCER: Heavy Equipment Operator Level 1

Aug 9 – Sep 21 TWR 5:30 PM – 9:30 PM CH  
Fee: \$2,748\*

## MANUFACTURING AND LOGISTICS

### Certified Logistics Associate (CLA)

May 9 – 19 MTWR 9:00 AM – 12:00 PM CH  
Jul 12 – 27 TWR 5:30 PM – 8:30 PM CH  
Fee: \$900

### Certified Logistics Technician (CLT)

May 23 – Jun 22 MTWR 9:00 AM – 12:00 PM CH  
Aug 2 – Aug 24 TWR 5:30 PM – 8:30 PM CH  
Fee: \$1,200\*

### Lean Practitioner Certification

Aug 2 – Sep 13 TR 9:00 AM – 12:00 PM CH  
Fee: \$1,200\*

### Manufacturing Technician Level 1 Certification

May 16 – Jun 29 MTWR 5:30 PM – 8:30 PM CH  
Jul 18 – Sep 9 MWF 9:00 AM – 12:00 PM CH  
Fee: \$2,400\*

## PLANNING AN EVENT?

CCWA has **40,000 square feet of space** — from classrooms and conference rooms to computer labs and a ballroom — available for day, night and weekend functions. With on-site technology support, full multimedia capabilities and catering options, CCWA is the perfect place to host your next gathering!

For more information, visit [ccwatraining.org/meeting-space](http://ccwatraining.org/meeting-space) or call **804-523-2292**.



COMMUNITY COLLEGE  
**WORKFORCE ALLIANCE**  
A partnership between  
John Tyler & Reynolds Community Colleges



# CERTIFICATIONS IN MOTION

## CCWA'S PARTNERSHIP with the VIRGINIA DEPARTMENT OF TRANSPORTATION

Materials and Inspector Certification Courses are available year-round with statewide offerings.

Custom dates for on-site courses are available upon request.



Inspector Courses are offered at a discounted rate (66% off) for all Virginia residents through the FastForward/Workforce Credential Grant (subject to availability).



[ccwatraining.org/VDOT](http://ccwatraining.org/VDOT) / 804-523-2290

## SAFETY

### Forklift Operator Training

Jun 18	S 8:30 AM - 12:30 PM	WDCC
Jul 22	F 5:30 PM - 9:30 PM	WDCC
Aug 13	S 8:30 AM - 12:30 PM	WDCC

Fee: \$125

### OSHA 10-Hour Training Certification for General Industry

Aug 3 - 5	WF 8:30 AM - 1:30 PM	WDCC
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Fee: \$249

## VDOT - CERTIFICATIONS

### VDOT: Intermediate Work Zone Traffic Control (WZTC) Certification

Jun 14 - 15	TW 8:30 AM - 4:30 PM	WDCC
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Fee: \$402\*

### VDOT: Roadway Construction and Drainage for Inspectors

May 3 - 5	TWR 8:30 AM - 4:30 PM	CH
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Fee: \$795\*

*\*FastForward funding available.  
See pages 10 and 11.*

# BUILD A CAREER IN TRADES

## Prepare for High-Demand Jobs in the Region

Begin NCCER Core with topics that include: Construction Math, Safety, Measurement, Hand Tools, Power Tools, Material Handling, and Rigging.

Follow with NCCER HVAC, Electrical and Heavy Equipment to enhance your career in the industry.

The initial NCCER CORE certification can help you get a foot-in-the-door to a helper or apprentice position at many local companies.

### On-going courses are available:

- NCCER Core
- NCCER Electrical
- NCCER HVAC
- NCCER Heavy Equipment
- NCCER Plumbing

All Virginia residents eligible for FastForward tuition assistance. Some full scholarships available.

Visit [ccwatraining.org/NCCER](http://ccwatraining.org/NCCER) for course details.

# Specialized Training

CLASS LOCATIONS — details on page 23



## LEAD ABATEMENT

### Lead Abatement Inspector

Jun 20 – 22 MTW 8:00 AM – 5:00 PM CH

Fee: \$510

### Lead Abatement Risk Assessor

Jun 23 – 24 RF 8:00 AM – 5:00 PM CH

Fee: \$375

## Truck Driver Training (CDL)

All classes are held 8:00 AM – 5:00 PM.

### WEEKDAY / Monday – Friday

#### Classes in Chester:

Apr 4 – May 13	June 27 – Aug 5
Apr 18 – May 27	July 11 – Aug 19
May 2 – June 10	July 25 – Sept 2
May 16 – June 24	Aug 8 – Sept 16
May 31 – July 8	Aug 22 – Sept 30
June 13 – July 22	

### WEEKEND / Saturday & Sunday

#### Classes in Chester:

Apr 30 – Aug 14	Jul – Oct 30
June 11 – Sept 25	Aug 27 – Dec 11

Fee: \$4,500\* *\*FastForward funding available. See pages 10 and 11.*

For more information visit [ccwatraining.org/truck-driving-training](https://ccwatraining.org/truck-driving-training)

## WORKFORCE WEDNESDAY WEBINARS

Join us for personal enrichment or to build professional skills.

Complimentary webinars are held online monthly on Wednesday mornings, 10:00 AM to 11:00 AM.

Conflict Resolution	May 18
Excel Pivot Tables	Jun 1
Microsoft Teams	Jul 20
WordPress	Aug 10

Register online at [ccwatraining.org](https://ccwatraining.org)

Registered participants will receive login instructions by email.

# Coaching Connects

## The CCWA team helps job seekers:

- Develop your resume that sells your skills and catches the eyes of employers
- Find networking opportunities to get you in front of companies that lead to the next step on your career pathway
- Increase your job interview and job offer prospects through our Network2work program

COMMUNITY COLLEGE  
WORKFORCE  
ALLIANCE

*A partnership between  
John Tyler & Reynolds Community Colleges*

Building your career in high-demand industries throughout the region?  
Visit [ccwatraining.org/careercoach](https://ccwatraining.org/careercoach) so that we can connect with you.

## Network2WorkRVA Build Your Workforce Today

Network2Work is a program connecting employers to job seekers who have the skills and resources needed to fill vital roles within your company. The benefits of joining are many, and they come at no cost.



Visit [Network2WorkRVA.com](https://Network2WorkRVA.com) today to learn more.

# MAKE A DIFFERENCE: BECOME A TEACHER



## **Teaching can be the most rewarding career you will ever have.**

At EducateVA, we can help turn your existing education and job experience into the skills needed to make a difference. If you are a professional with a bachelor's degree and at least three years of full-time work experience, you may qualify for the EducateVA Career Switcher Alternative Teacher License program.

This affordable and accessible fast-track program, approved by the Virginia Department of Education, provides you with the academic training and practical experience needed to make an impact in the 21st century classroom.

Classes are delivered through a combination of online and weekend courses so you can become licensed to teach in the Commonwealth of Virginia in just 18 weeks.

**This program is offered as a FastForward credential and participants pay only 1/3 or less of the cost.**

**DEADLINE:**  
**NOV 7, 2022**  
FOR COHORT STARTING  
**SPRING 2023**

## **FREE WEBINAR:**

### **Career Focus - Becoming a Teacher Through Alternative Teacher Licensure**

Individuals interested in learning more about the EducateVA Alternative Teacher Licensure program offered through Virginia's Community Colleges are encouraged to participate in this interactive webinar before applying. Emphasis is placed on understanding the program components and prerequisites, as well as workforce projections for the field of education. Webinars are held monthly on Wednesdays 12:00 PM - 1:00 PM.

**Upcoming Webinars: May 18 | Jun 15 | Jul 20 | Aug 17**



To learn more, visit the website today.  
**[educateva.com](https://educateva.com)**



# Information

## Refunds

CCWA class participants may choose to drop their course and receive a refund, if they notify CCWA of this decision in writing. Open Enrollment, or Professional Development, students may drop a class for refund up to five days **prior** to the start of course. FastForward students may drop a class up to five days **after** the start of course. Visit [ccwatraining.org/policies](http://ccwatraining.org/policies) for more information.

## Non-Credit Financial Aid

CCWA has funding that can help pay for training that supports attainment of industry credentials. If you have limited income and want to earn an industry credential, please contact us and find out how we might be able to support your efforts. Call 804-523-2292 or email us at [help@ccwa.vccs.edu](mailto:help@ccwa.vccs.edu) to inquire about our non-credit financial aid.

## Canceled Classes

Each course is offered on the condition of adequate enrollment; CCWA reserves the right to cancel or discontinue any course because of low enrollment or for other reasons deemed sufficient. Necessary changes in this schedule may be dictated by enrollment, personnel requirements, or availability of facilities.

## Continuing Education Options

All classes in this schedule offer Continuing Education Units (CEUs) and Continuing Professional Education (CPE). The number of CEUs awarded depends upon successful course completion and varies according to course length. For each hour of actual instruction 0.1 CEU is awarded. For CPEs, students simply need to request them from CCWA before class.

## Mailing Lists

To request more information or to unsubscribe from the mailing list, please write to [help@ccwa.vccs.edu](mailto:help@ccwa.vccs.edu).

## HOW TO REGISTER

Tuition must be paid at the time of registration by VISA or MasterCard, check, or money order.

**Paying by Third Party:** By completing a registration, you hereby agree to release information regarding your registration to the third party responsible for payment.

**Online:** [ccwatraining.org](http://ccwatraining.org)

**In-Person/Phone/Fax:**

Registration may be completed in person or by phone at three convenient locations (★) — Mon-Fri, 9 AM – 4 PM.

## CCWA LOCATIONS

**CH** **Tyler Chester Campus★**  
William H. Talley III Center  
for Workforce Development  
13101 Jefferson Davis Highway  
Chester, Virginia 23831  
804-706-5175

**MIDLO** **Tyler Midlothian Campus★**  
Eliades Hall (E208)  
800 Charter Colony Parkway  
Midlothian, VA 23114  
804-897-7600 / Fax: 804-897-7617

**WDCC** **Reynolds Parham Road Campus★**  
Workforce Development  
& Conference Center  
1651 E. Parham Road, Suite 103  
Richmond, VA 23228  
804-523-2292 / Fax: 804-371-3414

**DTC** **Reynolds Downtown Campus**  
700 East Jackson Street  
Richmond, VA 23219  
804-523-5345

**\*REGISTRATION available at this location.**

**Photo Release:** CCWA participants grant permission to staff/instructors to use photographs/video taken on the date(s) and at the location(s) for use in publications or on the web and to use such photographs/video in electronic versions of the same. With registration, participants waive any right to inspect or approve the finished photographs/video or printed or electronic matter that may be used in conjunction with them, and any right to royalties or other compensation arising from or related to the use of the photograph. Participants may address any specific questions by submitting those questions in writing prior to the course date and agree that failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

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**John Tyler Community College**

13101 Jefferson Davis Highway  
Chester, VA 23831-5616

**J. Sargeant Reynolds Community College**

Post Office Box 85622  
Richmond, VA 23285-5622

CCWA has helped thousands of businesses and individuals take their companies and careers to new heights.

**We can do the same for you.**



**Locations in Richmond, Midlothian, Chester, and Henrico**

at Reynolds and John Tyler Community College campuses — details on page 19



**CCWATRaining.org**