Training & Education

BEVILL STATE COMMUNITY COLLEGE WORKFORCE SOLUTIONS DIVISION

WORKFORCE SOLUTIONS ENROLLMENT PREREQUISITES/REQUIREMENTS

Due to state laws, federal laws, governing board regulations, or company mandates, some Workforce Solutions classes may have enrollment requirements. Please note that this may not constitute a complete list of all such classes. Some classes have a limited number of seats available. Enrollment is not finalized until:

- Registration enrollment form is completed in full.
- Payment is made for the class or funding has been approved.
- Workforce Solutions has confirmed that your request for enrollment is made at a time when there is a seat available.

STIPULATIONS FOR INDIVIDUAL CLASSES

CDL Third Party Testing (if you are taking test, but have not completed BSCC training)

FEE SCHEDULE
Applicant uses own vehicle $200
Applicant uses BSCC vehicle $350
Retest fee $75

- To register, you must contact Bevill State at least 48 hours in advance of any test
- You must hold a CDL Learner's Permit at least 14 days prior to test
- You must bring your Driver's License and CDL Learner's Permit in order to test
- If you are testing in your own vehicle
    - You must provide current proof of insurance on vehicle
    - Vehicle must have current tag
    - Vehicle must be deemed safe to operate upon inspection by Bevill State employee
- You must have the proper CDL Learner's Permit (i.e., Class A, Class B, etc.) for vehicle used in test
- If you have a restriction on Driver's License (i.e., eyewear), you must be in compliance with restriction to test
- Upon arrival, if any applicant does not meet the requirements to test, Bevill State reserves the right to deny applicant's test without a refund

If applicant fails to contact Bevill State within 24 hours to cancel test, Bevill State reserves the right to deny refund and will require applicant to pay full testing fee if another test date is requested

Certified Nursing Assistant

- Age 18 and over
- High school diploma or GED recommended, not required
- Must pass a background check by BSCC and/or clinical affiliate
- Must pass all drug and alcohol screens
- Must adhere to stringent attendance policy
  Bring to first day of class:
- Copy of current Alabama Driver's License
- Social Security number
- Documentation of up-to-date vaccinations
- Documentation of current flu shot
- Documentation of TB skin test

- Documentation of Hepatitis B profile

Dental Assistant

- Age 18 and over
- High school diploma or GED required
- Must pass a background check by BSCC and/or clinical affiliate
- Must pass all drug and alcohol screens
- Must adhere to stringent attendance policy
  Bring to first day of class:
- Copy of current Alabama Driver's License
- Social Security number
- Documentation of up-to-date vaccinations
- Documentation of current flu shot
- Documentation of TB skin test
- Documentation of Hepatitis B profile

HVAC Fast Track

- Age 18 and over
- Social Security number

Industrial Maintenance Technician Online Refresher classes

- Social Security number
- Five classes are available as part of the Online Industrial Maintenance Technician Online Refresher. Individuals may complete one or more classes. If choosing to complete all five, it is recommended they are completed in the following order:
  - Basic Electrical for Industrial Maintenance Technicians
  - Mechanical for Industrial Maintenance Technicians
  - Advanced Electrical for Industrial Maintenance Technicians
  - Fluid Power for Industrial Maintenance Technicians
  - Tool and Die for Industrial Maintenance Technicians

Manufactured Housing Installation Training

- Age 18 and over
- Social Security number
- Classes may move between classroom instruction and hands-on instruction at various locations. Transportation is the responsibility of the participant.
- Must be in sufficient physical condition to engage in manual labor associated with training

Mine Training – Surface New Miner

- Social Security number
- Must be in sufficient physical condition to engage in manual labor associated with training

Mine Training – Underground New Miner

- Must be age 18 and over
- Social Security number
- Must be in sufficient physical condition to engage in manual labor associated with training

MSSC

- Social Security number

- It is strongly recommended that participants enrolling in MSSC be able to work at a 9th grade level in Math and a 10th grade level in Reading

WORKFORCE SOLUTIONS REFUND POLICY

- Withdrawal from the class/test must be made in person; in writing, via letter; or an email from the email address used during enrollment/registration, to Workforce Solutions.
- Request for withdrawal must be made at least three business days prior to the class/test start date.
- CDL Third Party testing mandates that cancellation must occur within 24 hours of scheduled test
- Enrollee will receive a full refund if the request is made at least three business days prior to the start of class/test or if Workforce Solutions cancels the class/test.
- Enrollees who are released from class/test by Workforce Solutions will not receive a refund (i.e., positive drug screen, failed DOT physical, positive TB test, etc.).
- Please allow up to one month for the refund to be processed.

ONLINE WORKFORCE SOLUTIONS

Amatrol eLearning Courses

- After registration and payment, participants will receive an email with a link to the online classroom and login instructions.

CDL Third Party Testing (if you are taking test, but have not completed BSCC training)

- If using your own truck, you must be driven to test by licensed CDL driver
- You must bring your Driver's License and CDL Learner's Permit in order to test
- If you are testing in your own vehicle
  - You must provide current proof of insurance on vehicle
  - Vehicle must have current tag
  - Vehicle must be deemed safe to operate upon inspection by Bevill State employee
- You must have the proper CDL Learner's Permit (i.e., Class A, Class B, etc.) for vehicle used in test
- If you have a restriction on Driver's License (i.e., eyewear), you must be in compliance with restriction to test
- Upon arrival, if any applicant does not meet the requirements to test, Bevill State reserves the right to deny applicant's test without a refund
- If applicant fails to contact Bevill State within 24 hours to cancel test, Bevill State reserves the right to deny refund and will require applicant to pay full testing fee if another test date is requested

Certified Nursing Assistant

- After enrollment, you will be contacted by the program coordinator.

Dental Assistant

- After enrollment, you will be contacted by the program coordinator.

HVAC Fast Track

- After enrollment, you will be contacted by a program coordinator or instructor.

Industrial Maintenance Technician Online Refresher classes

- After registration and payment, you will receive an email with a link to the online classroom and login instructions.

Manufactured Housing Installation Training

- After enrollment, you will be contacted by the program coordinator or instructor.

Mine Training – Surface New Miner

- After enrollment, you will be contacted by a program coordinator or instructor.

Mine Training – Underground New Miner

- After enrollment, you will be contacted by a program coordinator or instructor.

MSSC

- After enrollment, you will be contacted by the program coordinator or instructor.

Non-Credit Online Classes

- Internet access and a working email address are required.
- Complete the registration process. Once you have completed the registration process, you will receive a letter with information you need to start your class.
- When your course starts, return to our Online Instruction Center. To begin your studies, simply log in with the username and password you selected during enrollment.

Health Related Professions

Certified Nurse Assistant (CNA)
The Certified Nurse Assistant (CNA) program is a non-credit training class that prepares you to take the CNA certification exam. CNAs care for patients of all ages in hospitals, clinics, nursing homes, assisted living facilities, and may be hired to provide in-home care. Available on the Fayette and Sumiton campuses, this 9-week program is $1175, which includes supplies and testing. A high school diploma or GED is recommended, but not mandatory. The CNA program is approved for funding by WIOA and Vocational Rehabilitation.

Dental Assistant
The Dental Assistant program prepares individuals for the Dental Assistant certification exam. A Dental Assistant may perform basic supportive dental procedures specified by the State of Alabama Dental Practice Act and under the direct supervision of a licensed dentist. This non-credit, 15-week training program is available in Jasper only. It includes a 50-hour externship and participants must have a high school diploma or GED. The cost is $1400 plus books and funding is available for qualified applicants through WIOA and Vocational Rehabilitation.