

HOW TO ENROLL



BY MAIL

Complete and return a non-credit application and return it to us with payment to the address below.



BY PHONE

Contact us to register by phone at:
276.523.9114
or 276.523.9113



IN PERSON

Stop by our office to register in person. We are located at:
3441 Mountain Empire Road, Big Stone Gap, VA
Phillips-Taylor Hall,
Room 224



MECC WORKFORCE SOLUTIONS

3441 Mountain Empire Road
Big Stone Gap, VA 24219

Questions? Contact us at:

Phone: 276.523.9114 or 276.523.9113
Fax: 276.523.7481

3441 Mountain Empire Road, Big Stone Gap, Virginia 24219
workforce@mecc.edu • MECC.edu
276.523.2400



**Mountain Empire
Community College**

Southwest Virginia's Career and Workforce Training Center

WORKFORCE AND PROGRAM CATALOG INSIDE



MECC WORKFORCE STUDENT TESTIMONIALS



“REACHING CAREER GOALS”

PEYTON

A quality education comes in many shapes and sizes. For some, that means living on campus at a four-year school and for others, it’s attending their local community college. Peyton Stallard happened to do both, securing a new job after earning a second education at Mountain Empire Community College.

While earning his bachelor’s degree, Stallard served as a junior member at his local rescue squad, a part-time gig that would soon become his full-time career. Right after graduating from high school, Stallard attended Liberty University where he played football for the college before transferring to UVA Wise where he completed a bachelor’s degree in Criminal Justice. During his senior year at Wise, he decided treating patients and helping people in his local community would be the career path he’d choose to pursue. Stallard inquired about several FastForward and other paramedic courses at Mountain Empire. Once completing his FastForward credential, he then enrolled in the EMT Technology program and in May 2021, Stallard completed an associate degree and passed the National Registry exam as a paramedic.

“When I was in high school, I always wanted to play college football, but soon learned that was not the environment for me,” Stallard said. “After wrapping up my bachelor’s, I went back to community college where I felt I received a better education. Because the teacher to student ratio was much smaller, I was able to receive hands-on support. Plus, a lot of my instructors are locals, which added a personable element and ‘hometown experience.’”

The program and courses Stallard completed ensured he would be hired after graduation, and two weeks post commencement, he was hired at Sullivan County EMS.

“A word of advice to anyone about to graduate high school or those looking to go back to school, don’t snub your nose at community college. Mountain Empire has amazing instructors who also have other professions, meaning they’re knowledgeable and experienced. They’re good at their job.”

If you’re thinking about going back to school, or enrolling for the first time, but don’t know where to start, contact your local career coach today. They’ll help you to discover your strengths and interests to determine the right career path for you.



“A DECENT JOB NEAR HOME”

MICHAEL

Michael faced several challenges in finding and keeping a job. He wanted a job that was close to home that might allow him to deal with his own and his family’s health issues. Then he heard about the Commercial Drivers License (CDL) training at the Center for Workforce Innovation of Appalachia.

Part of Michael’s truck driving training program included RACE 1 Adult Education services. The driver training included map reading and trucking atlas skills and improved their reading

and math abilities. When asked why he chose to take this training, Michael said, “I needed help to get a decent job and this program allowed me to do my job to the best of my abilities.”

For others interested in jumping into the CDL job market, Michael now shares a job search tip that he learned in class. When filling out online applications with employers, he encourages candidates to be sure to follow up with a phone call or email. Michael reflects that it felt good to return to classes and that having training so close to home made attending more convenient. After completing the program at the CWIA, Michael was hired by a company in Wise County to make local deliveries. The CWIA and RACE 1 helped to make that possible!

WHAT CAN CWIA OFFER YOU?

Auditorium Space: Can seat up to 155 people.

Stage: Can be used for meetings, plays, weddings, movies, etc.

Computer Lab: Can seat up to 25 people (25 new Dell desktops with printing capability)

Classroom: Can seat up to 18 people per room (10 classrooms available for breakout sessions)

Conference Room: Can seat up to 16 people (2 conference rooms available both have WIFI and Conference Phones)

Gymnasium: Can be used for sports, job fairs, parties, etc. (sound system and lighting)

WIFI: throughout the building

FEDERAL/STATE AID/VIRGINIA’S G3

BENEFIT: Will pay for the cost of tuition and college-related expenses.

REQUIREMENT: Complete the Federal Application for Federal Student Aid at fafsa.gov or FANTIC application for non-credit courses. Amount of aid is determined by income, family size, etc. Student must be a Virginia resident (DOMICILED in Virginia) to receive state and G3 funds.

FAST FORWARD

BENEFIT: Will pay two thirds of the full cost for any approved program.

REQUIREMENT: Student must be a Virginia resident for the last 12 months (DOMICILED in Virginia) and complete the application.

FINANCIAL AID FOR NONCREDIT INDUSTRY CREDENTIALS (FANTIC)

BENEFIT: Will pay full first third of any FastForward Program.

REQUIREMENT: Student must be a Virginia resident (DOMICILED in Virginia), complete application and provide documentation verifying financial need. This program is income based if your current adjusted income is at or below 200% of the Federal Poverty Guideline.

VCEDA – VIRGINIA COALFIELD ECONOMIC DEVELOPMENT AUTHORITY

BENEFIT: Will pay full first third of VCEDA approved classes.

REQUIREMENT: Student must be a Virginia resident (DOMICILED in Virginia) and live in one of the following counties or cities in the Coalfield Region: Lee, Scott, Wise, Dickenson, City of Norton, Russell, Buchanan, and Tazewell. Contact Vicki Rutledge or Lee Davis for info.

VIRGINIA READY STATE AID (VRSA)

BENEFIT: Will pay full first third of specific FastForward Program PLUS \$1,000 if student obtains the related credential.

REQUIREMENT: Student must be a Virginia resident (DOMICILED in Virginia), apply to become a Virginia Ready Scholar, be approved, and complete an application.

WIOA - WORKFORCE INNOVATION ACT

BENEFIT: Will pay tuition, gas reimbursement, childcare, etc.

REQUIREMENT: Student must meet WIOA eligibly requirements. Can contact case managers for more information. Case managers based on county of student resident.



CENTER FOR WORKFORCE AND INNOVATION OF APPALACHIA

MECC's Center for Workforce & Innovation of Appalachia provides state-of-the art workforce training and services to individuals, businesses, industries, and government agencies. MECC serves employers through open enrollment courses that allow emerging or incumbent employees to upgrade their skills, as well as customized training services that provide employers with tailored training programs that meet specific training needs at a significant value. The result is a workforce that is better prepared to quickly meet changing workplace demands, ensuring that employers are better able to provide direct benefit to their community and economy.

MECC's Center for Workforce and Innovation of Appalachia designs timely, customized training programs to address the ever-changing opportunities and challenges faced by employers. Based on results of training needs assessments, the College designs and implements Custom Training Programs to update and improve the workforce skills, increase employee engagement, and improve company performance to help achieve organizational goals.

Customized training focuses on skills that improve:

- Organizational productivity (team building, management and leadership, coaching, or lean manufacturing);
- Individual productivity (time management, managing stress, communication, or customer service);
- Computer skills (cybersecurity, networking, technical certifications, or customized applications); and job specific skills (manufacturing and trade skills, logistics and transportation, health and wellness, CPR, OSHA, and many others).

Check out <https://www.mecc.edu/> for more details.



MECC CAREER PATHWAYS

ALLIED HEALTH

- Administrative Support Technology – Medical Office Specialist
- Clinical Research Coordinator
- Health Information Management
- Medical Office Coding and Procedures
- Medical Receptionist
- Medical Records Technician
- Pharmacy Technician
- Sports Medicine Assistant

ARTS & MUSIC

- Old Time Music

BUSINESS

- Administrative Support Technology
- Clerical Assistant
- Help Desk Support
- Legal Office Assisting
- Management
- Paralegal Studies
- Real Estate
- Small Business Management
- Supervisor Training and Development

CONSTRUCTION

- Air Conditioning and Refrigeration
- Building Construction – Electrical
- Construction
- Electricity
- Energy Technology
 - Electrical Emphasis
 - HVAC Emphasis
- Welding
 - Welding Certificate
 - Welding Operator I & II

EDUCATION

- Early Child Development
 - Infant & Toddler Option

ENGINEERING

- 3-D Design
- Computer-Aided Drafting and Design Technology
- Geographic Information Systems

ENVIRONMENTAL

- Environmental Science
- Environmental Science Water/Wastewater Specialization
- Forest Science
- Geographic Information Systems
- Wastewater Plant Operator
- Water Plant Operator

HEALTH SCIENCES (Clinical)

- Computed Tomography (SWCC)
- Dental Assistant
- Emergency Medical Services Technology
- Emergency Medical Technician Basic
- Emergency Medical Technician Basic Plus
- Emergency Medical Technician Advanced
- Health Sciences
- Mammography Advanced Studies (SWCC)
- Medical Laboratory Technology (WCC)
- Nursing Assistant (CNA)
- Occupational Therapy Assistant (SWCC)
- Phlebotomy
- Physical Therapy Assistant (WCC)
- Practical Nursing Leading to LPN
- Radiography Technology (SWCC)
- Registered Nursing (RN)
 - Track 1: Two-Year Plan
 - Track 2: Advanced Placement Option for LPN Transition
 - Track 3: Part-Time Evening/Weekend
 - Track 4: Part-Time Evening/Weekend Advanced Placement Option for LPN Transition
- Respiratory Therapy

MANUFACTURING

- 3-D Design
- Chemical Process Operator
- Computer-Aided Drafting and Design Technology
- Computerized Manufacturing Technology
 - Electromechanical Technology Specialization
- Industrial Maintenance
- Machinery Maintenance
- Mechatronics
- Welding
 - Welding Certificate
 - Welding Operator I & II

PUBLIC SAFETY

- Administration of Justice Corrections Option
- Administration of Justice Law Enforcement Option
- Correctional Services
- Corrections Management and Supervision
- Law Enforcement Management and Supervision
- Police Science

TECHNOLOGY

- Computer Networking Technology
- Computer Software Specialist
 - Mobile Application Development
- Cybersecurity
- Help Desk Support
- Information Technology Readiness
- Smart Farming I & II
- Software Development I & II
- sUAS

TRANSFER

- Business Administration
- General Education Certificate
- General Studies
- General Studies – Software Engineering Specialization
- Pre-Teacher Education
- Science
- Science-Engineering Specialization



Regional Adult & Career Education
LEE, SCOTT, WISE & NORTON PUBLIC SCHOOLS
1490 Bristol Hwy, Gate City, VA 24251

WORKFORCE BASICS

“What do Virginia employers really want?”

“How do you improve your chances of getting an entry-level job?”

“How can you keep moving up?”

Registration is easy; just call 844.697.2231 or go online at www.myrace1.org

AMERICAN HEART ASSOCIATION COURSE CATALOG

Advanced Cardiac Life Support

- AHA's ACLS offerings highlight the importance of team dynamics and communication, systems of care and immediate post-cardiac arrest care. They also cover airway management and related pharmacology. FastForward Grants Now Available.

Basic Life Support for Healthcare Provider

- The AHA's BLS Provider Course reflects science and education from the 2020 Guidelines Update for CPR and ECC. The course teaches both single-rescuer and team basic life support skills for application in both pre-hospital and in-facility environments, with a focus on high-quality CPR and team dynamics.

Basic Life Support for Healthcare Provider Instructor

- Individuals who wish to become CPR Instructors can complete the American Heart Association certification course at MECC. The course is designed to credential persons to teach Heartsaver CPR, Heartsaver AED, Heartsaver First Aid, and BLS for Healthcare Provider CPR courses. This course is certified by the American Heart Association.

Heart Saver First Aid Certification

- The AHA's Heartsaver First Aid Course is a classroom, Instructor led course designed to prepare students to provide first aid in a safe, timely, and effective manner.

Heart Saver Bloodborne Pathogens

- This classroom course teaches employees how to protect themselves and others from being exposed to blood or blood-containing materials. This course is designed to meet OSHA requirements for bloodborne pathogens training when paired with site-specific instruction.

Heart Saver CPR / AED

- The AHA's Heartsaver CPR AED Course is a classroom, Instructor led course designed to prepare students to provide CPR and use an automated external defibrillator (AED) in a safe, timely, and effective manner. This certification is valid for two years.

Pediatric Advanced Life Support

- This certification course includes modules and simulated pediatric emergencies to reinforce the concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation, and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes. FastForward Grants Now Available

HEALTH SCIENCES COURSE CATALOG

Virginia Certified Nurse Aide

- Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Prepares students to take the Virginia Board of Nursing Nurse Aide certification exam. Fast Forward Grants Now Available.

Practical Nursing (LPN) Refresher

- Designed to provide previous students unsuccessful on the NCLEX PN examination the opportunity to review NCLEX PN information and establish the skills competencies required by the Board of Nursing to retake the exam.

Preparation for VA CNA Testing

- This course will prepare students currently enrolled in a Virginia Board of Nursing approved nursing program (PN or RN) to take and pass the CNA written and skills exam. This is an eligibility route approved by the Virginia Board of Nursing.

Virginia Emergency Medical Technician

- Prepares students for certification as a Virginia and National Registry Emergency Medical Technician. Includes all aspects of pre-hospital basic life support, trauma, and medical care as defined by the Virginia Office of Emergency Medical Services Education Standards for Emergency Medicine Technicians. Fast Forward Grants Now Available

Virginia AEMT or RN Bridge to EMT Paramedic

- Prepares Registered Nurses or AEMTs for certification as a Virginia and National Registry Emergency Medical Technician Paramedic. Includes all aspects of pre-hospital basic life support, trauma, and medical care as defined by the Virginia Office of Emergency Medical Services Education Standards for Emergency Medicine Technicians. Fast Forward Grants Now Available

Certified Pharmacy Technician

- Prepares students for employment as a pharmacy technician in acute care and retail pharmacies. Prepares students to take the national PTCB (Pharmacy Technician Certification Board) exam. Fast Forward Grants Now Available

Virginia EMS Continuing Education

- Provides students with up to 40 required and approved continuing education topics for recertification as a Virginia or National Registry EMS provider.

Virginia EMT to Advanced EMT (AEMT) Bridge

- Prepares EMTs for certification as a Virginia and National Registry Advanced Emergency Medical Technician. Includes all aspects of pre-hospital basic life support, trauma, and medical care as defined by the Virginia Office of Emergency Medical Services Education Standards for Emergency Medicine Technicians. Fast Forward Grants Now Available.

MINING COURSE CATALOG

Advanced First Aid

- Authorizes the holder to meet standards for providing emergency care in the coal mining industry as required by Virginia Coal Mine Safety Laws.

Advanced First Aid Reciprocity

- Provides the required instruction for EMTs, First Responders, and METs to attain DMME Advanced First

Diesel Mechanic Retraining

- Provides the instruction for the holder to continue to perform maintenance work on diesel engines in underground coal mines as recommended by the manufacturer of the engine.

Surface Foreman Continuing Education

- Provides the instruction for the holder to continue to perform all surface mine foreman and/or examiner duties required by State and Federal laws and codes, including recording findings of on-shift examinations.

Underground Foreman Continuing Education

- Provides the instruction for the holder to continue to perform all duties required by State and Federal laws and codes as a first class underground mine foreman/examiner, including recording findings of pre-shift, on-shift and weekly examinations.

Surface General Coal Miner

- Authorizes an individual not previously employed in the Commonwealth as a coal miner to work at surface coal mines.

Underground Shotfirer

- Provides the instruction for the holder to continue to perform blasting operations, pre-blasting and postblasting examinations, and handle corrective measures with misfired shots in underground coal mines.

Surface Retaining

- Experienced miners are required to receive 8 hours of annual refresher training to keep them aware of good safety practices at their operation.

Underground Retaining

- Experienced miners are required to receive 8 hours of annual refresher training to keep them aware of good safety practices at their operation.

Underground General Coal Miner

- Authorizes an individual not previously employed in the Commonwealth as a coal miner to work at underground coal mines.

See the full mining course catalog at [MECC.edu/mining-non-credit-classes/Commercial License Class A](https://mecc.edu/mining-non-credit-classes/Commercial%20License%20Class%20A)

TRANSPORTATION COURSE CATALOG

Commercial License Class A

- Prepares students with the knowledge and skills to take the Commercial Driver's License (CDL) exam. Students must have a valid Virginia Driver's License. Students must pass the Department of Transportation physical exam, drug test, and their written test/learner's permit with the Department of Motor Vehicles prior to instruction.

Commercial License Class A Re-test (Knowledge)

- Class will offer training to students who have failed the CDL Knowledge Exam 3 times. Student must attend 40 hrs of training to retest for the exam.

Defensive Driving

- Students will learn defensive driving techniques that can help you avoid and prevent crashes. This is an eight hour classroom session approved by the VA Department of Motor Vehicles. If you are required by the court to attend a driver improvement clinic, the court will determine if you are to be awarded safe driving points. You must present documentation from the court to the driver improvement clinic that you attend before DMV can award points. Safe driving points will not be awarded if the clinic does not receive this documentation.

Commercial License Class A Re-Test (skills)

- Class will offer training to students who have failed the CDL Skills Exam 3 times. Student must attend 80hrs of training to retest for the exam.

WORK PLACE SAFETY COURSE CATALOG

Lift Truck Training

- Provides students with the knowledge necessary to operate and control a lift truck both safely and effectively.

OSHA 10 General Industry

- OSHA 10 General Industry is designed to familiarize workers with OSHA standards as well as safety and health hazards common to the workplace.

OSHA 10 Healthcare Emphasis

- OSHA 10 Healthcare is designed to familiarize workers with OSHA standards as well as safety and health hazards common to the healthcare industry.

OSHA 10 Construction

- OSHA 10 Construction Industry is designed to familiarize workers with OSHA standards as well as safety and health hazards common to the workplace.

OSHA 30 General Industry

- OSHA 30-Hour General Industry course is designed to educate workers on workplace and jobsite safety.

Intermediate Work Zone Traffic Controller

- Upon completion of this course, you will be able to determine and correctly apply the traffic control devices needed to safely and effectively protect traffic flow.

BUSINESS & TECHNOLOGY COURSE CATALOG

Work Ethic

- Bring Your 'A' Game is an engaging curriculum for building the seven foundational workplace skills of Work Ethic. Unlike boring online training programs, this curriculum is instructor led, interactive, and consistently delivers lasting impact. This course is fully customizable to meet the changing demands of serving unique populations.

Smart Farming

- Improve farming techniques, increase yields, maximize profits, data collection using drone technology, and data analysis using the new Agricultural Science Laboratory.

WORKFORCE CENTER COURSE CATALOG

NCCER* Core

- Introduces basic skills for obtaining and retaining industrial employment, including an introduction to hand tools, power tools, construction drawings, basic communication skills, basic safety, and basic employability skills. NCCER Core is the base for all NCCER classes.

*NCCER (National Center for Construction Education and Research)

Power Line Worker Level I

- Prepares students with the basic skills necessary to enter the electrical field as a Lineman.

Welding Level I

- This program is designed to prepare students for employment as entry level apprentice welders.

See the full workforce center course catalog at [MECC.edu/workforce](https://mecc.edu/workforce)

PUBLIC SAFETY COURSE CATALOG

Concealed Weapons

- Discusses and explores safe firearms handling, laws, and procedures to acquire a concealed weapons permit. Offers classroom and range training.

Security Officer In-Service

- Security Officer In-Service class is a 4 hour course required for all security officers registered with D.C.J.S. every 24 months. The in service is 4 hours of job related training and can be on any subject that relates to private security.

Firearms Recertification

- Firearms Recertification class is a 4 hour course required for all armed registered personnel within 90 days of expiration with D.C.J.S. and code listed as 07R for handgun and 08R for shotgun. The firearms training includes classroom safety, proper procedure and use of firearms that also requires student to qualify with firearm on specified range with minimal of 75% or higher.