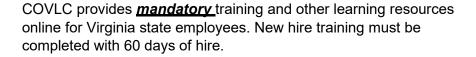
Commonwealth of Virginia Learning Center (COVLC)





https://covlc.virginia.gov/

Helpful tips:

- Bookmark the website for future training opportunities.
- COVLC assigned username is the 11 digit state ID (Cardinal), 7 digit state ID (HCM) or P&HCC username (letter and number combination in your VCCS email). Employee State ID's are listed in Cardinal (top right corner) and HCM ("Personal Details") OR select "Forgot your login ID or password?" on COVLC login page. Please reach out to our office if you have any questions about logging in.
- COVLC emails are routed to the users VCCS email account (username@email.vccs.edu).
 - *For employees assigned VCCS and Patrick & Henry email accounts, it is highly recommended to forward VCCS emails to your Patrick & Henry email account. Use this <u>link</u> for more information about Gmail message forwarding.
- Review the P&HCC Training Calendar for ongoing training deadlines for existing employees.

State Mandated Training

New Employees				
COVLC Course Title	Topic	Length	Timeframe	
VDEM - Terrorism Security Awareness Orientation	Terrorism & Security Awareness Orientation	45 minutes	First 30 days	
MVP – Alcohol and Other Drugs Policy 1.05	Alcohol & Other Drugs Policy 1.05	20 minutes	First 30 days	
MVP HR Policy & Law - Civility in the Workplace	Civility in the Workplace Policy 2.35	50 minutes	First 30 days	
EDR – Workplace Dispute Resolution Services Overview	Grievance Procedure	30 minutes	First 30 days	
VDEM - Virginia State Employee Safety & Disaster Awareness Training	Virginia State Employee Safety & Disaster Awareness Training	30 minutes	First 60 days	
COV - Working Together for Virginia	Diversity in the Workplace Overview	10 minutes	First 60 days	
DCJS – Civilian Response to Active Shooter Events (CRASE)	Civilian Response to Active Shooter Events (CRASE)	60 minutes	First 60 days	

New Supervisors				
COVLC Course Title	Topic	Length	Timeframe	
MVP – Recognizing Drug and Alcohol Use in the Workplace	Alcohol & Other Drugs Policy 1.05	20 minutes	First 30 days	
MVP HR Policy & Law - Understanding & Using the Grievance Procedure	Grievance Procedure	60 minutes	First 30 days	
MVP Enhancing Employee Performance Curriculum	Performance Management	3 hours	First 30 days	
MVP – HR Policy & Law – Performance	Performance Management	2 hours and 30 minutes	First 30 days	

^{*}Virginia Department of Emergency Management (VDEM) *Commonwealth of Virginia (COV)

^{*}Managing Virgina Program (MVP)

*Virginia Department of Criminal Justice Services (DCJS)

*Employment Dispute Resolution (EDR)