

Commonwealth of Virginia Learning Center (COVLC)



COVLC provides **mandatory** training and other learning resources online for Virginia state employees. New hire training must be completed with 60 days of hire.

<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 [link](#) 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
<u>VDEM - Terrorism Security Awareness Orientation</u>	Terrorism & Security Awareness Orientation	45 minutes	First 30 days
<u>MVP – Alcohol and Other Drugs Policy 1.05</u>	Alcohol & Other Drugs Policy 1.05	20 minutes	First 30 days
<u>MVP HR Policy & Law - Civility in the Workplace</u>	Civility in the Workplace Policy 2.35	50 minutes	First 30 days
<u>EDR – Workplace Dispute Resolution Services Overview</u>	Grievance Procedure	30 minutes	First 30 days
<u>VDEM - Virginia State Employee Safety & Disaster Awareness Training</u>	Virginia State Employee Safety & Disaster Awareness Training	30 minutes	First 60 days
<u>COV - Working Together for Virginia</u>	Diversity in the Workplace Overview	10 minutes	First 60 days
<u>DCJS – Civilian Response to Active Shooter Events (CRASE)</u>	Civilian Response to Active Shooter Events (CRASE)	60 minutes	First 60 days

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

*Virginia Department of Emergency Management (VDEM)

*Commonwealth of Virginia (COV)

*Managing Virginia Program (MVP)

*Virginia Department of Criminal Justice Services (DCJS)

*Employment Dispute Resolution (EDR)