



CCWD POLICY HANDBOOK

ProSkills WORKFORCE READ 
"Every skill and every credit counts."

*Revised as of:
September 2025*

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MISSION

The Center for Career & Workforce Development at Wallace State is committed to bridging the gap between students and the workforce by fostering career readiness, enhancing industry partnerships, and delivering customized training solutions.

Through career services, work-based learning opportunities, and professional testing, we empower students and graduates to thrive in a dynamic job market. Our comprehensive approach, which includes apprenticeships, internships, and lifelong learning opportunities, equips individuals with the skills necessary to succeed while driving regional economic growth and addressing the evolving needs of employers.



REGISTRATION & ADMISSION



Registration Information

We encourage early enrollment, as space is limited and our workforce courses fill up quickly. To streamline your experience, all registrations are handled online, making it easy and convenient to secure your spot. Below, you'll find important details on how to enroll and withdraw from courses.

For assistance with the registration process or to receive in-person support, you can schedule an appointment with a member of the CCWD team.

Deadlines

Registration deadline for each course is at noon the day prior to the class.

Note: Your registration is not considered complete until payment has been received.

For more information or to register, contact us at 256.352.7451 or email workforce@wallacestate.edu.

Admission

Admission requirements for programs offered by the Center for Career and Workforce Development may vary based on departmental criteria and partnerships with industry. Please refer to individual program guidelines for specific admission details.

Payment

Payment is required at the time of registration. You may pay with a debit or credit card through our registration platform, or by check at the Cashier's Office, located on the Mezzanine Level of the Bailey Center. Checks should be made payable to Wallace State Community College. Please note that course fees are subject to change.

Discounts

- Employees of Wallace State Community College receive a 25% discount on courses offered by the Center for Career and Workforce Development.
- Powerful Partnership members are eligible for a 10% discount on services for up to 6 hours.



STUDENT REQUIREMENTS

Workforce Student Requirements

Course requirements depend on the specific training. Many programs, such as Phlebotomy, CNA, CDL, and MAC, require drug screening, physical exams, background checks, or vaccination records. While most classes don't require a high school diploma or GED, they typically have a minimum age requirement of 18.

For courses partnered with our Adult Education Department, students must complete the TABE test, be at least 17 years old, and not currently enrolled in high school. The TABE test is used to help tailor educational support, without affecting course grades.

Student CDL Participants

Students in CDL programs are considered prospective employees and may be subject to pre-employment drug screening. All CDL students shall be placed in the random testing pool, although some may not remain in the program long enough to be tested.

- When possible, students should hold a CLP (Commercial Learner Permit) prior to testing.
- This process follows FMCSA protocol and ensures program integrity.

Attendance Requirements

Full attendance is required for all scheduled classes, labs, and activities. Absences must be reported to the instructor or department office in advance.

Make-Up Policy

Missed classes due to valid reasons may be made up, subject to the instructor's approval. Excessive absences may result in failure of the class.

Course Evaluations

At the conclusion of each class, students are required to complete a course and instructor evaluation for all courses offered by the Center for Career and Workforce Development (CCWD).

Communication

Official communication will be sent to students via their email account.

Updated Contact Information

Students are required to keep their contact information, including phone numbers and email addresses, up to date. This ensures that the college can reach students promptly in both academic and emergency situations.

Lion Alert System

Wallace State uses the Lion Alert System to notify students, faculty, and staff of emergency situations such as severe weather, campus closures, or other critical incidents. To receive these alerts, students must provide accurate and current contact information, including a cell phone number and email address, through the Lion Alert registration page: <https://www.wallacestate.edu/lionalert.html>.

Emergency Communication

In the event of an emergency, Wallace State will use the Lion Alert System to send notifications via text message, email, and voice calls. Students must ensure their contact information is current and accurate to receive these important notifications.

Failure to keep contact information updated may result in missing critical communications regarding safety and security. Students are responsible for updating their information immediately upon any changes and verifying their Lion Alert registration at the beginning of each semester.

By maintaining accurate contact information, students help ensure their own safety and the safety of the campus community. For assistance in updating contact information or registering for the Lion Alert System, students should contact the Wallace State IT Help Desk.

AI Usage Policy

Aligning with the college's core mission and values, students and faculty must ensure AI usage adheres to standards for honesty, originality, and coursework. Students are responsible for understanding and following departmental and course-specific AI policies, as well as the penalties for misuse. Violations may result in disciplinary action, including but not limited to failure, suspension, or expulsion (see "Disciplinary Action").

Student Conduct Policy

By enrolling, students agree to the terms and conditions and are expected to adhere to the Wallace State Student Code of Conduct.

For specific information on course prerequisites and requirements, please contact workforce@wallacestate.edu, 256.352.7451.

SCHOLARSHIP POLICY & FUNDING SOURCES

Scholarship Applications

Students wishing to apply for scholarships must submit their applications at least two weeks prior to the registration deadline.

Scholarship Completion Policy

To ensure that scholarship resources are used effectively and to support student success, recipients of scholarships for workforce courses must complete their enrolled courses as agreed upon. Please note that all scholarships have their own specific requirements and rules. Be sure to review these details on the following page.

Responsibility for Course Costs:

If a scholarship recipient fails to complete a course for any reason, including withdrawal, non-attendance, or failure to meet course requirements, the individual will be responsible for the full cost of the course. This includes the obligation to repay the scholarship amount awarded.

Repayment Process:

- Notification: Recipients will be notified of their responsibility for repayment following course completion or withdrawal.
- Repayment Terms: Details of the repayment amount and terms will be provided. Payments must be made in accordance with the outlined terms.

Scholarships

Alabama Career Center College Partnership (ACCCP) Scholarship

Provides scholarships for workforce training through Alabama's Career Centers, designed to help students gain industry-recognized credentials. This is a reimbursement scholarship. For more information, visit <https://alabamaworks.com/acccp/>.

ARC

Funding to support 120 dual enrollment and special population adults in Blount, Cullman, Morgan, and Winston counties, enabling them to participate in healthcare workforce courses, such as Phlebotomy, Certified Nursing Assistant, and Medication Aid with the goal of transitioning into credit healthcare programs.

SCHOLARSHIP POLICY & FUNDING SOURCES

CDL+

CDL+ is a partnership with Wallace State's Adult Education program that lasts between 4 and 6 weeks. The program includes one-on-one instruction to prepare students for the CDL permit test, focusing on trip logs, maps, and truck-driving calculations. Participants will complete the Skills for Success online CDL theory training before attending Adult Education permit prep classes. This program is offered at no cost, including fees for the CDL drug screening, physical exam, and permit. Upon completion, students will also receive an Alabama Certified Worker Credential. To Sign up for this option, please contact anna.parrish@wallacestate.edu.

Existing Industry Training Program (EITP) Grant

Provides funding to companies to assist existing industries with workforce training for their employees. For more information, visit <https://www.accs.edu/workforcegrants/existing-industry-training-program-eitp-grant-guidelines/>.

Pathways to Success Scholarship

Offers funding for students enrolled in high-demand career training programs. For details and to apply, visit <https://www.pathsforsuccess.com/>.

Short-Term Credential Scholarship Program

Reimbursement scholarship available for students pursuing select short-term certificate programs in high-demand fields. Learn more and apply at <https://www.accs.edu/community-college/short-term-credential-scholarship-program-grant/>.

WIOA (Workforce Innovation and Opportunity Act)

Provides financial assistance for job training and career services through federal funding for eligible students. For more information, visit your local career center to see if you qualify.

Women's Fund Scholarship

This scholarship prioritizes opportunities for impoverished women in the six-county service area, giving first preference to female heads of households, followed by BIPOC women, Caucasian women, and women from outside the area.

Please note: *Scholarships and funding opportunities are subject to change at any time. Please contact the appropriate program representative for the most current information.*

COURSE CANCELLATION POLICY

Class Cancellation Policy

To ensure that each course meets its financial requirements and offers quality instruction, each class is arranged with sufficient enrollment in mind. If the minimum number of student attendees isn't met, the class will be cancelled.

Cancellation Due to Low Enrollment:

- **Notification:** Participants will be notified of course cancellation due to low enrollment at least 48 hours prior to the course start date.
- **Options for Enrolled Participants:**
 - **Transfer:** Enrollees may transfer to the next scheduled offering of the same class.
 - **Refund:** Alternatively, participants may opt to receive a full refund of the course fee.

Cancellation Due to Emergencies:

In the event of unforeseen emergencies or circumstances beyond control, the course may be canceled. Participants will be notified as soon as possible via email and provided with options to transfer to a future session or receive a refund.

REFUND & WITHDRAWAL POLICY

Refunds

Refunds will only be issued if the request is submitted before the first day of class. The request must be submitted by email to ashley.baker@wallacestate.edu. Failure to attend class does not constitute withdrawal from the course. Students are still accountable for any outstanding account balances.

Full Refund

Available if the student withdraws from the program before the start date.

No Refund

Failure to attend the course will result in no refund. Exceptions may be made for documented extenuating circumstances.

Testing

Refunds for third-party and professional testing through Pearson Vue, PSI, or PAN must go through that agency. Wallace State Community College does not issue refunds for these entities. We are a testing site only.

For CDL testing, candidates must prepay to secure their testing date. They will be contacted by the examiner to schedule the day and time. 48 hours before your scheduled test date, you must email a copy of the commercial learner's permit to the CDL examiner. All appropriate documentation must be provided on the day of your scheduled test. Your physical driver's license, physical permit, and DOT card are needed. If these things are not provided, you will not receive a refund. You are eligible for a refund if you cancel or reschedule your test four days before your scheduled test date. Failure to show will not result in a refund. If you are 30 minutes late to your scheduled test, you are not eligible for a refund. If you have questions, email ashley.baker@wallacestate.edu

Wallace State Community College does not issue cash refunds. Refunds will be credited back to the payment method used or mailed.

THIRD PARTY TESTING POLICIES

1. Purpose

The Testing Center at Wallace State Community College provides a secure, supportive, and inclusive environment for placement, certification, and licensing exams. These policies ensure a standardized testing experience and uphold academic integrity.

2. Scope

These policies apply to all candidates, faculty, staff, and external users who utilize the Testing Center for exam administration, including but not limited to placement tests, certification, and licensure exams.

3. General Policies

3.1. Operating Hours

- The Testing Center is open Monday through Thursday from 9:00 AM to 4:00 PM, and Friday by appointment. Refer to the posted calendar for specific testing availability.
- The Testing Center is closed on school holidays and as posted. Unforeseen closures will be announced on our website and communicated through email or campus notifications.

3.2. Eligibility

- The Testing Center is available to currently enrolled students, community members, and other authorized users.
- A valid photo ID (e.g., college ID, state-issued ID, or passport) is required for test access as specified by each testing vendor/client.
- Candidates are responsible for paying any required fees prior to testing.

3.3. Appointments

- All exams require appointments. Walk-ins are accommodated only if space and resources permit.
- WorkKeys, CLEP, and HESI candidates are encouraged to schedule by contacting the Testing Center at (256) 352-8428 or testing@wallacestate.edu.

3.4. Test Materials

- Personal items, including bags, cell phones, smartwatches, and electronic devices, must be stored in designated lockers.
- Only materials authorized by the instructor or testing organization are permitted in the testing room (e.g., pens, pencils, calculators).
- Scratch paper and other materials will be provided and must be returned after testing.

3.5. Academic Integrity

- Cheating or attempts to cheat will result in immediate termination of the exam, with incidents reported to the relevant authority.
- Unauthorized materials, communication, or behavior compromising the integrity of the test will not be tolerated.

3.6. Confidentiality

- Test information is confidential and will not be shared with unauthorized individuals.
- The Testing Center adheres to FERPA guidelines to protect candidate privacy.

4. Testing Center Procedures

4.1. Pre-Test Procedures

- Arrive at least 15 minutes prior to your scheduled test for check-in and security screening.
- Present a valid photo ID. IDs must not be expired. Temporary IDs are acceptable; photos of IDs on phones are not.
- Store personal items in provided lockers, ensuring all electronic devices are powered off.
- Proctors will review any test-specific instructions before the exam begins.

4.2. During the Test

- Proctors will monitor the testing area through cameras, observation windows, and in-person. Any suspicion of cheating will be investigated.
- Candidates may not leave the testing area unless approved by the proctor, and the test will be paused if needed.
- Communication, unauthorized materials, and disruptive behavior during the test are strictly prohibited.
- Please be quiet when entering, testing, and exiting the room to respect other candidates.

4.3. Test Completion

- Upon completion, return all materials (scratch paper, calculators, etc.) to the proctor.
- Sign out with the proctor, who will confirm the submission of the exam and materials.

4.4. Late Arrivals and Cancellations

- Candidates arriving more than 30 minutes late will be seated based on availability and may need to reschedule.
- Specific vendor/client policies will always be followed.
- There are no fees for no-shows for Accuplacer, WorkKeys, CLEP, and HESI. Pearson Vue, PSI, and PAN cancellations are subject to the vendor's terms.

5. Special Accommodations

5.1. Disability Services

- ADA accommodations must be requested when registering for exams.
- The Testing Center will provide reasonable accommodations to ensure accessibility for all candidates.

6. Prohibited Items

- The following are not permitted in the testing area:
 - Cell phones, smartwatches, and electronic devices
 - Bags, backpacks, or purses
 - Notes or study guides
 - Food and drinks (except with medical exemptions)
 - Hats or hooded garments (except for religious/medical reasons)
 - Weapons (including realistic "toy" weapons)

6.1. Pearson Test Centers - Peace Officers

- Peace officers are allowed firearms in test centers under specific circumstances. For details on weapon policies, refer to Pearson's guidelines.

7. Emergency Procedures

7.1. Medical Emergencies

- In a medical emergency, Testing Center staff will follow college procedures and contact emergency services (911) if necessary.

7.2. Evacuation

- In case of emergency evacuation, follow posted exit plans. Exams will be paused and resumed once it's safe to return.

8. Violations of Policies

- Violations of Testing Center policies, including academic dishonesty or disruptive behavior, will be documented and reported to relevant authorities.
- Disciplinary actions may include exam termination, reporting to academic deans, or suspension of Testing Center access.

9. Contact Information

For questions or to schedule an appointment, please contact:

Testing Center

Phone: 256-352-8428

Email: testing@wallacestate.edu

Website: [WSCC Testing Center](#)



GRADES & CERTIFICATES



Grading:

Grades are assigned on a class-by-class basis. Each workforce class will be marked with either a Pass (P) or Fail (F) grade, which will be recorded on your transcript. A grade of F will be issued if a participant fails to complete the class, regardless of whether the course was free or paid.

Complaints & Grievances:

The Center for Career and Workforce Development adheres to the Student Complaint and Grievance Procedures and the Student Code of Conduct established by Wallace State Community College. Any complaints or grievances raised by program participants will follow the standard procedures set by the college. For detailed information, please refer to the college catalog, starting on page 17.

Certificates:

Certificates are awarded upon successful completion of specific courses and will detail the contact hours and competencies achieved. To receive a program certificate, participants must meet the attendance and performance requirements set by each program.

Graduation and Recognition:

All workforce class graduates/completers will be invited to attend the annual Adult Education Graduation and Workforce Recognition Ceremony held in May. This ceremony celebrates the achievements of graduates and acknowledges their hard work and success.

Support Services

Career counseling is available for assistance with job search, resume building and interview preparation upon completion of the program or training course. Contact the Center for Career and Workforce Development at 256.352.7450 to schedule an appointment.



STUDENT CODE OF CONDUCT

Wallace State Community College is dedicated to the total development of students. Therefore, the College has the responsibility for protecting individual rights, both academic and personal, including the rights of students and employees.

The College assumes that its students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach; the College believes in treating students as adults. Therefore, the College reserves the right to discipline any student whose conduct and behavior is undesirable or harmful to the College. In addition to the WSCC Code of Conduct and procedures, criminal behavior is subject to criminal charges.

Generally, College disciplinary action will be limited to conduct which adversely affects educational pursuits. It is the student's responsibility to become familiar with the rules and regulations of both the College and the department in which the student chooses to enroll. Failure to do so does not excuse the student from any policy as set forth by the College or the department in which the student is enrolled. The following misconduct subjects students to disciplinary review:

Disciplinary Action Items

A student is subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored, or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

1. Any form of dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the College.
2. Forgery, alteration, or misuse of College documents, exams, records, vehicle registration, verification, or identification.

3. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, reckless endangerment, raiding, inciting to raid, harassment, bullying, cyberbullying and assembling to raid College properties. This offense also includes in class behavior that unduly disrupts the order of a class and discrimination based on gender stereotypes or any other form.
4. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes but is not limited to stalking and the usage of verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
5. Improper use of products for purposes of altering mood or state of being. This includes the misuse of legal products such as inhalants.
6. Participation in any form of gambling.
7. Unauthorized entry to College facilities, including dorms.
8. Unauthorized possession of a key to College facilities.
9. Unauthorized interference with the use of or access to a College facility.
10. Any form of littering, including, but not limited to, tobacco products such as cigarette butts.
11. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or College sponsored functions.
12. Being present during any violation of College policy or the Student Code of Conduct in such a way as to condone or encourage that violation. Students who anticipate or observe a violation are expected, if possible, to report any potential violation before it occurs or to report details of the violation after it occurs.
13. Violation of any College policy or regulation as published or referred to in the College Catalog/ Student Handbook or by campus signage, including, but not limited to, those governing the time, place, and manner of public expression; the registration of student organizations; the use of computers; copyright laws; and use or parking of motor vehicles on the campus.
14. Acts of animal cruelty or abuse, as well as failure to report such acts that occur on the College Campus.
15. Violation of any federal, state, or local law or ordinance.

Possible Automatic Suspension or Expulsion Action Items

The following offenses will merit automatic disciplinary suspension or expulsion from the College:

1. Intoxication from, or the use, display or possession of alcoholic beverages on any area of the WSCC campus or school activity. (This includes the presence of empty or full alcoholic beverage containers.)
2. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers while on the WSCC campus.
3. Theft of, receiving stolen property of, or intentional damage to property of the College or to the property of any member of the College community or visitor to the College campus.
4. Intentional misuse of any College fire alarm, or emergency fire-fighting equipment.
5. Actual or threatened physical abuse of any person, including hazing, or any other act which endangers the health or safety of any such person.
6. Use, possession, influence, sale, or distribution of any controlled substance (drug), or drug paraphernalia, as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician.
7. Use, possession, or distribution of firearms, knives, weapons, ammunition, fireworks, or any type of explosive or incendiary device or material. Items perceived as weapons are also prohibited. Only duly constituted law enforcement officers on duty may possess firearms on campus.

Please see the Wallace State Catalog online at www.wallacestate.edu/catalog for the full version of the Student Handbook, Code of Conduct, Student Regulations, and other College Policies.

I have read the above, and I understand that it is my responsibility to abide by the rules, policies, and regulations of the College as outlined in the Student Handbook, College Catalog, College Website, and the program, department and/or division in which I am enrolled.

Printed name

Program Enrolled

Signature

Date

INSTRUCTOR REQUIREMENTS

Instructor Agreement for Center for Career and Workforce Development Programs

This agreement outlines the expectations and responsibilities of instructors for the Center for Career and Workforce Development and Skills for Success programs at Wallace State Community College. By signing this document, the instructor acknowledges understanding and agrees to abide by the following terms and conditions:

Class Availability

- The instructor understands that not every scheduled class may have sufficient enrollment to proceed. Class cancellations may occur due to low enrollment or other operational considerations. The instructor acknowledges that even though they provide their availability, they understand that the class might not be held on that day/time due to factors including, but not limited to, insufficient enrollment or scheduling conflicts.

Professionalism

- The instructor agrees to maintain a high level of professionalism in all interactions with students, faculty, and staff. This includes punctuality, preparedness, and respectful communication.

Photography and Videography

- The instructor agrees to capture photos and videos of students working in each class, as well as a photo of the students with their certificate of completion at the end of the course. The instructor will email all photos and videos to either anna.parrish@wallacestate.edu or jessica.pritchett@wallacestate.edu as applicable.

Teaching Responsibilities

- The instructor agrees to effectively teach the course curriculum, ensuring that course objectives are met and that students receive the necessary support to succeed. The instructor will actively engage students and adapt teaching methods to accommodate diverse learning styles. Instructors must notify students of the expected timeframe to receive feedback or grades on assigned coursework and exams.

- At the beginning of the course, instructors must inform students of any special attendance requirements, including specific dates, times, and places of additional outside-of-class work, such as field trips or extra class meetings. Information about mandatory activities outside the regularly scheduled class time must be included on the syllabus and, when possible, in the class schedule.

Communication

- Instructors are required to communicate with students in a timely manner, responding to student inquiries, providing feedback, and addressing concerns within 48 hours. Email is the official communication of Wallace State.
- CDL instructors are responsible for verifying the commitment of students on the roster one week prior to the start of class. If a student is not committed or is unable to attend, the instructor must notify the CDL Scheduling Coordinator immediately to arrange a replacement.
- Instructors are required to notify their designated Workforce representative immediately if a student is a no-show. This ensures prompt action, such as filling vacant spots, preventing billing errors, or submitting incorrect rosters.

Emergency Communication and Protocols

- In the event of an emergency, including medical issues, injuries, or accidents, immediately call campus police at 256-735-9975 to report the situation and request assistance. After contacting campus police, promptly inform your designated workforce representative. Your safety is our top priority, and these steps will ensure that you receive the necessary support quickly and effectively.

Observe Scheduled Class Times

- Instructors are expected to meet their classes at the scheduled times, be prepared for all class sessions, and start and end classes at the scheduled times.
- When instructors know in advance that they will be unable to attend class sessions, they are responsible for working with their academic unit or coordinator to make appropriate alternate arrangements.
- Should instructors choose to meet with the class on an alternative day due to personal availability, weather conditions, or other considerations, they must make every effort to communicate this change to their students in a timely manner.

Provide Students with Access to and Feedback on Their Work

- Instructors must evaluate examinations and other student work with sufficient promptness to enhance the learning experience. Students must be permitted to review their exam responses in accordance with Administrative Policy.
- Instructors must turn in final grades within three business days after the last day of final examinations.

Secure Handling of Examinations

- Instructors must maintain the security of student examinations both before and after exams are given.

Post-Class Paperwork/Documentation

- The instructor agrees to submit all required post-class paperwork, documentation and pass or fail status to the relevant workforce representative within three days of the course completion or clinicals concluding.

Maintaining Shared Space

- The instructor is responsible for cleaning up the classroom or lab space after each class, ensuring that the area is left in a tidy and orderly condition for the next use.
- If you are utilizing the training center, you will be provided a code for the lockbox to access the key. You are expected to keep this code confidential and must return the key to the lockbox immediately after each use. Failure to return the key promptly or maintain confidentiality of the code may result in restricted access to the training center.

Timesheet Policy for Part-Time Employees

- Part-time employees are not to work more than 18 hours per week unless given special permission from the Vice President of Advancement & Innovation and Human Resources (HR). Any additional hours worked without prior approval will not be compensated.
- Part-time employee timesheets follow a monthly cycle, running from the 16th of the previous month to the 15th of the current month. It is the responsibility of each employee to check their email regularly for timesheet reminders and instructions.
- Employees must submit their completed timesheets to Brett Messersmith by the deadline specified in the email he sends out each month. Late submissions may result in delays in processing and payment.

Annual Graduation and Workforce Recognition Ceremony

- As an instructor, you are required to attend the annual Adult Education Graduation and Workforce Recognition Ceremony held in May to support and celebrate the achievements of the students.

Reason for this Policy

- This policy clarifies and outlines responsibilities to provide clear expectations for the instructor, the instructor's department, and the college. It ensures a common understanding of responsibilities for the learning process and implements criteria and requirements for accreditation established by Wallace State Community College.

Printed name

Signature

Instructional Program

Date

Additional Requirements and Compliance for CDL Instructors

To ensure compliance with federal regulations (49 CFR 382.103) and the FMCSA Drug and Alcohol Clearinghouse, CDL instructors and third-party examiners must follow the requirements below. These measures maintain a safe, drug-free environment for students and employees.

Pre-Employment

- Lifetime MVR (Motor Vehicle Report) must be obtained and filed.
- Pre-employment drug and alcohol test must be completed and filed.
- DAC (Drug & Alcohol Clearinghouse) check required; print and file results.
- Copy of driver's license and DOT Medical Card (for CDL employees/3rd Party Examiners) must be kept on file.

Reporting

Employees who fail a drug or alcohol test must notify their supervisor and ALEA (currently Mrs. Rhonda Harris and/or SGT Brian Duke).

Random Testing

- Colleges must follow DOT minimum testing rates (50% for drugs, 10% for alcohol annually).
- HR coordinates random selection and testing using FMCSA-approved methods.
- Failed test information must be shared with College leadership to prevent program delays.

Annual Reviews

- DAC check required each January for every CDL instructor/employee.
- Documentation must be maintained in the employee file.
- Annual MVRs are not required

Training

Designated personnel must complete training to recognize signs of drug or alcohol use. Certificates of completion must be kept on file. An SAP (Substance Abuse Profile) must also be maintained.

Post-Accident Testing

In the event of an accident involving injury, death, vehicle towing, or a citation, mandatory drug and alcohol testing shall be conducted for any involved employee(s).

- Colleges may create a standardized checklist to ensure compliance with all requirements.
- These guidelines represent minimum standards; a College may adopt stricter requirements.
- If a College has an existing Drug and Alcohol Testing Policy, these guidelines should be included if not already addressed.

Printed name

Instructional Program

Signature

Date

