ESCC Workforce Services Policies & Procedures

Institutional Background

Eastern Shore Community College (ESCC), part of the Virginia Community College System (VCCS), serves Accomack and Northampton counties. Originally a University of Virginia branch, ESCC joined VCCS in 1971 and relocated to its current Melfa campus in 1974.

- **Address:** 29136 Lankford Highway, Melfa, VA 23410

- **Website:** es.vccs.edu

- **Email:** workforce@es.vccs.edu

- **Phone:** 757.789.7979 (Workforce) | 757.789.1720 (Student Services)

Governance

- Governing Body: Virginia Community College System/SCHEV
- Corporate Owner: N/A (public entity)
- President: Dr. Daryl Minus
- ESCC Advisory Board: Nick Chuquin, Chair
  Ray Wood, Co-Chair
  Barbara Boggs
  Ruth Downing-Tankard
  Dr. Rev. Lisa Johnson
  Diane King
  Brittany Russell Lewis
  Matthew McCaskill
  Althea Pittman
  Annette Gray Thomas
  Valerie Tolbert
  Ivory Turner
  Charlie Walker

Academic & Workforce Programs

ESCC offers associate degrees, certificates, and career studies certificates, including

university-parallel and technical programs. Most academic classes are held in the main building (opened 2019), which houses classrooms, labs, offices, and student services.

Workforce Services

Since 2009, ESCC Workforce Services has delivered training for industry credentials, career readiness, and college preparation. Classes are held in the Academic and Workforce buildings (the latter opened in 2016), or online for select programs like cybersecurity.

Key Offerings Include:

- Industry-recognized credentials
- Career coaching and pathway instruction
- English improvement and adult education
- WIOA Title I support services
- Customized training for employers
- Internships, apprenticeships, and funding access

Career Pathways Programs are available in:

- Construction Trades
- Cybersecurity & IT
- Health Care
- Hospitality
- Transportation
- Personal Services

Scheduling Workforce classes follow a flexible calendar tailored to non-traditional learners and business needs. Academic term dates are listed in the ESCC Catalog (pages 8–9) and . All class dates/times are subject to change. Confirm details via the website or contact Workforce Services.

Admissions & Prerequisites General admissions policies apply to both academic and Workforce programs (Catalog pages 11–24). Some classes have specific requirements based on credentialing or funding sources. Cybersecurity FastForward students must complete the "Cyber EQ" assessment. Enrollment should be completed no less than seven calendar days prior to scheduled class start.

Selective Service Requirement Male U.S. citizens and immigrants aged 18–25 must register with Selective Service for FastForward enrollment.

High School Diploma Requirement Either a standard high school or GED diploma are required only if a student is taking a Workforce class for academic credit for prior learning, or if required by the credentialing body.

Enrollment prerequisites are subject to change.

For additional information, contact ESCC Workforce (workforce@es.vccs.edu / 757.789.7979).

CDL:	Age 21 for interstate CDL (18 for intrastate CDL); successful drug screen; commercial learner's permit prior to class start; Department of Transportation physical; valid Virginia driver's license or proof of legal presence; proof of Virginia residency; valid SSN; proof of compliance with Federal Motor Carrier Safety Administration medical certification requirements
CompTIA Tech+:	HS Diploma/GED if taking the class as an academic equivalency
CompTIA A+:	HS Diploma/GED if taking the class as an academic equivalency; successful completion of CompTIA Tech+ course
CompTIA Network+:	HS Diploma/GED if taking the class as an academic equivalency; successful completion of CompTIA Tech+ course
CompTIA Security+:	HS Diploma/GED if taking the class as an academic equivalency; successful completion of CompTIA Tech+ and Network Security+ courses; two years' experience in IT administration
Certification in Cybersecurity	HS Diploma/GED if taking the class as an academic equivalency
CompTIA Cloud+	HS Diploma/GED if taking the class as an academic equivalency
Certified Information Systems Auditor	HS Diploma/GED if taking the class as an academic equivalency; designed for IT/IS auditors, control, assurance, and information security professionals.

Certified Information Security Manager	HS Diploma/GED if taking the class as an academic equivalency
Certified Cloud Risk Management Professional	HS Diploma/GED if taking the class as an academic equivalency
Certified Information Systems Security Professional	HS Diploma/GED if taking the class as an academic equivalency; designed for cybersecurity professionals
Certification in Governance, Risk & Compliance	HS Diploma/GED if taking the class as an academic equivalency
NCCER Core:	HS Diploma/GED if taking the class as an academic equivalency
Electrical Level 1:	HS Diploma/GED if taking the class as an academic equivalency; successful completion of NCCER Core
Electrical Level 2:	HS Diploma/GED if taking the class as an academic equivalency; successful completion of NCCER Core
Welding Level 1:	HS Diploma/GED if taking the class as an academic equivalency; successful completion of NCCER Core
Welding Level 2:	HS Diploma/GED if taking the class as an academic equivalency; successful completion of NCCER Core
Apprentice Medical Scribe:	HS Diploma/GED
Phlebotomy Tech:	HS Diploma/GED; background check; drug screen; up to date immunizations may be required
EKG Tech:	HS Diploma/GED; background check; drug screen; up to date immunizations may be required
Nurse Aide:	HS Diploma/GED; background check; drug screen; up to date immunizations may be required

Certified Hospitality Manager	HS Diploma/GED if taking the class as an academic equivalency
Remote Pilot Airman	HS Diploma/GED if taking the class as an academic equivalency

Registration

Students should contact ESCC Workforce Services for registration information and assistance (workforce@es.vccs.edu / 757.789.7979). Coaching services are available to every student. Depending on a student's interest, different registration documents may be required:

FORM	PROGRAM
Workforce Registration Form	All
Income Verification	All
Household Size	All
Virginia Domicile Form	FastForward
Age Verification	FastForward
FastForward MOU	FastForward
Selective Service Verification	FastForward
Address Verification	FastForward

Workforce Class Costs

Workforce class pricing varies by program and includes all associated costs: instruction, administration, one credentialing exam/voucher (for FastForward classes), books, lab fees, study materials, and student support services. Instructors are hired on a temporary, course-specific basis.

Payment Policy

Payment is due before the class begins. Flexible payment schedules may be available based on individual circumstances – contact Workforce Services to discuss options. In the event an alternative payment schedule is agreed to, full payment must be received before the course end date. Failure to pay in full will result in a **"Do Not Enroll"** status, blocking future enrollment across the Virginia Community College System (VCCS).

Financial Assistance Options

Workforce financial assistance programs are separate from academic requirements; no FASFA, VASFA or other special applications are required. All Workforce students are considered for financial assistance upon submitting their registration documents; eligibility will be evaluated by Workforce staff and determined by Director Workforce Development.

Eligible students may qualify for funding through:
- **FastForward Credential Grant** – Covers two-thirds of class cost for Virginia residents.
- **FANTIC & G3 Grants** – May cover the remaining one-third based on income and household size.
- **ESCC Foundation Scholarships** – Available for students ineligible for state grants or residing in specific jurisdictions.
- **WIOA Education Funding** – For qualifying individuals seeking workforce training.
- **SNAP/TANF Recipients** – Automatically qualify for financial assistance.

ELIGIBILITY FOR FINANCIAL ASSISTANCE IS BASED ON NUMBER OF PEOPLE IN THE STUDENT'S HOUSEHOLD AND TOTAL GROSS HOUSEHOLD INCOME. STUDENTS RECEIVING SNAP OR TANF BENEFITS AUTOMATICALLY QUALIFY FOR FINANCIAL AID. GRANT FUNDS SUBJECT TO AVAILABILITY.

HOUSEHOLD SIZE	TOTAL GROSS HOUSEHOLD INCOME
1	$62,600
2	$84,600
3	$106,600
4	$128,600
5	$150,600
6	$172,600
7	$194,600
8	$216,600

Military, Dependents and Spouses

All learners enrolled in a Workforce class, including those using GI Bill® benefits, are charged the same rate for Workforce classes regardless of their state of domicile. Eligibility for state financial aid, however, requires a student to be domiciled in Virginia.

State law provides exceptions for active-duty military personnel, their dependents and veterans when considering domicile status in Virginia. The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:
- A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill® - Active Duty Program) or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school

located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active-duty service of 90 days or more.

- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active-duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active-duty service of 90 days or more.
- An individual using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) effective for courses, semesters, or terms beginning after March 1, 2019.

Anyone described above remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. Therefore, the described person must be enrolled in the institution and use educational benefits under Chapters 30, 31, 33 or 35 of Title 38, United States Code.

For the most updated information, students should visit the SCHEV website at Guidelines for In-State Residency & Tuition | Virginia State Council Of Higher Education, VA.

*"The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov." GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill."

Policies

Nondiscrimination Statement

The Virginia Community College System (VCCS) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, political affiliation, veteran status, sexual orientation, gender identity or other non-merit factors.

The Virginia Community College System (VCCS) is an Equal Employment Opportunity employer and complies with the Americans with Disabilities Acts (ADA and ADAAA), to provide reasonable accommodation to applicants in need of access to the application, interviewing, and selection processes when requested. Inquiries related to the college's nondiscrimination policies may be directed to ESCC's Vice President of Finance & Administration, 29316 Lankford Highway, Melfa, VA, 23510, (757.789.1754).

Students may request accommodations for Workforce classes and/or testing by contacting the Director Workforce Development (workforce@es.vccs.edu or 757.789.7979).

International students or those with limited English proficiency must meet the requirements of the College's policy on English.Skills.Pathways.for.Workforce.Programs. and.Classes¿

- If the credential program requires a high school diploma, international students must submit academic transcripts from their home country for evaluation via email to workforce@es.vccs.edu

    - If the transcripts are equivalent to a US high school diploma, the student must score at level 6 on the CASAS Steps test (both listening and reading) and level 6 in math on the CASAS Goals test

    - If the transcripts are not equivalent to a US high school diploma, or the student does not score at least a level 6 on the CASAS Steps test (both listening and reading) and level 6 in Math on the CASAS Goals test, the student will be referred to the College and Career Readiness Program. After a minimum of 40 hours of ABE instruction, they will be post-tested in CASAS. Once scores reach at least level 6 on the CASAS Steps test and level 6 in Math on the CASAS Goals test, students can enroll in the FastForward class

- If a high school diploma is not required, students must successfully test at least a Level 6 on the CASAS Steps Test in both Reading and Listening

- International students taking a FastForward Class as part of an academic program will follow the Pathways for Academic Programs and Classes

ESCC also prohibits sexual harassment including sexual violence or misconduct. Students or prospective students who believe they have witnessed or experienced discriminatory conditions or discriminatory acts inclusive of sexual misconduct, sexual violence, sexual harassment, or inaccessible conditions, should present their concerns to the College Title IX Coordinator by phone (757.789.1759) or email (TitleIXCoordinator@es.vccs.edu). Students who wish to make a criminal report of an incident should contact the ESCC Campus Police (757.789.7990).

Attendance

Students are expected to attend all scheduled classes and labs on time. Instructors are not required to admit late arrivals. Students should contact their instructor as soon as possible in advance of missing a class, or if they expect to be tardy. Students who register after the deadline are marked absent for any missed sessions.

- Missing more than **15%** of scheduled instructional time may be considered unsatisfactory.

- Individual instructors will decide whether to excuse a class absence.

- Instructors may enforce stricter attendance rules; students are responsible for understanding course-specific policies to include completing any missed coursework.

- Students are responsible for knowing and completing course assignments.

- Students with unsatisfactory attendance may be withdrawn from the course.

- Students receiving state FastForward funding and **who do not earn an "S" grade** within **30 days** of the course end date must pay an **additional one-third** of the course cost.

- Students who **successfully complete** the course within the 30-day window have **no further financial obligation** for that course.

Grading
Local college boards have the authority to grant "awards of completion" for people satisfactorily completing community service and workforce development courses. Community services courses are not occupational in content and do not award CEUs. As

such, grades are not required for community service courses. Grades are required for workforce development courses which are occupational in content and suitable for Continuing Education Units (CEUs). CEUs do not have to be awarded.

- Grading System for Workforce Development Non-Credit Courses
  - A grade of "S" demonstrates satisfactory course completion. The grade of "G" is used in unique circumstances and the discretion of the college to recognize limited subject competency. The grade of "U" is a failing grade. "I" is an interim grade or a non-punitive grade. Grades of "N" and "W" are non-punitive grades. "X" indicates that a course was completed (or taken) for content and no grade awarded.
  - No grade point credit shall be assigned to the following grades:
    - S - Satisfactory. The individual demonstrates subject competency (assignments, labs, tests, clinical, etc.) and fulfilled attendance requirements needed to pass the course. The individual is ready to progress to a higher-level course. CEUs can be awarded.
    - G - Progress. This optional grade is used in unique circumstances and only at the discretion of the college for courses such as ESL, in which demonstration of progression toward subject competency is desired. Individual fulfilled attendance requirements but fails to demonstrate the level of subject competency needed to earn an "S" of CEUs. The individual is not ready to progress to a higher-level course but would benefit from repeating the course. CEUs cannot be awarded.
    - U - Unsatisfactory. The individual fails to demonstrate subject competency and/or fulfillment of attendance requirements needed to pass the course and to move to a higher-level course. CEUs cannot be awarded.
    - I - Incomplete. The individual, due to unavoidable circumstances, attended part but not all of a course. CEUs cannot be awarded. Courses for which the grade of "I" has been awarded must be successfully completed by the end of the subsequent semester for another grade ("S", "U", or "G") to be awarded by the instructor. If "S" is awarded, CEUs can be awarded. If "U" or "G" is awarded, CEUs cannot be awarded.
    - N - No Show. The individual neither attends nor formally withdraws from a course for which they registered.
    - W - Withdrawal. The individual formally withdraws from a course after the refund period but prior to the start of the course.

- X - No Grade. No grade is awarded. Course taken for the purpose of learning the subject matter and not for a grade. CEUs cannot be awarded.
    - Students receiving state FastForward funding must successfully complete their course by earning an "S" grade within thirty days of the course end date or pay an additional 1/3 of the total course cost to ESCC. If an "S" grade is earned within thirty days of the end date, no additional financial obligations will be incurred.

- Grade Report & Graduation
    - Final grades are available to students via the web or IVR systems. These final grades are a part of students' permanent record of non-credit activities.
    - All students who successfully complete a Workforce class are eligible to participate in ESCC's Spring Commencement Ceremony and will receive confirmation of completion.
    - Graduation requirements for students enrolled in an academic program are listed in the ESCC 2025-2026 College Catalog.

Credit for Prior Learning (CPL)

Students may earn credit for prior learning through:

- **Transfer Credit** from regionally accredited or approved institutions
- **Non-Collegiate Experience** such as military service, industry training, certifications, or licensures
- **Standardized Exams** (e.g., CLEP, AP)
- **Faculty-Prepared Exams**
- **Relevant Work Experience**

- **CPL Application Process**
    - Be admitted, placed in a curriculum, and currently enrolled
    - Request credit that applies to their declared program of study
    - Submit a request with official documentation to:

        Registrar

        Eastern Shore Community College

        29316 Lankford Highway

        Melfa, VA 23410

        📧 registrar@es.vccs.edu

- **Additional Guidelines**
    - No cap on credits awarded, but **at least 25%** of program credits must be earned at ESCC to meet graduation residency requirements.
    - Prior learning credits are recorded on the student's transcript with source noted—**no grades or GPA impact.**
    - Results are posted to the student's **MyESCC** account within **30 business days** of receiving all required documentation.

ESCC Workforce Classes with Academic Equivalencies

Workforce Class	Academic Equivalent
NCCER Core	IND 103
NCCER Electrical Level 1	ELE 118 and ELE 131
NCCER Electrical Level 2	ELE 127, ELE 132, ELE 149
NCCER Welding Level 1	WEL 123
NCCER Welding Level 2	WEL 124
CNA	HCT 101 and HCT 190
CompTIA Network+	ITN 101 and ETR 278
CompTIA A+	ITN 106 and ETR 228
CompTIA Security+	ITN 260
Remote Pilot Airman	UMS 111
Basic Lifesaving	HLT 105/106
Certification in Cybersecurity	ITN 101
CompTIA Cloud Essentials+	ITN 257
Certification in Governance, Risk & Compliance	ITN 262
Certified Information Systems Auditor	ITN 109/ITN 200
Certified Information Security Manager	ITP 170
Certified Cloud Risk Management Professional	ITN 257/HIT 229
Certified Information Systems Security Professional	ITN 260
OSHA 10 Certification	SAF 130

FastForward Classes With No Equivalency Assigned

EKG Tech

Phlebotomy Tech

CDL

CompTIA IT Fundamentals/Tech+

Apprentice Medical Scribe

Certified Hospitality Manager

Refunds

- A **full refund** is issued if cancellation is made **at least 5 calendar days** before the class start date.
- **No refunds** are issued for cancellations made **fewer than 5 days** before the class begins.
- All refund requests must be **submitted in writing** to ESCC's Director Workforce Development by emailing: workforce@es.vccs.edu
- Approved refunds may take **3–4 weeks** to process, depending on the payment method.

Veterans (Title 38)

Refunds for veterans eligible under **Title 38, U.S. Code** are processed in accordance with **38 CFR §21.4255**. Institutional charges will be refunded if a veteran fails to enter, withdraws, or is discontinued prior to course completion.

Document Priority

All ESCC Workforce students are subject to the policies of the **Virginia Community College System (VCCS)** and **Eastern Shore Community College (ESCC)**.
In the event of a conflict between this document and the **ESCC Catalog/Student Handbook**, the **Catalog/Student Handbook** takes precedence.

B Scott Hall   7/28/25

Scott Hall, Director Workforce Development   Date

Ramzi Ockali   7/28/25

Dr. Ramzi Ockali, Interim Vice President   Date

                                                             7/28/25

Dr. Daryl Minus, President   Date

Academic Calendar 2025-2026

Academic Calendar 2025-2026		
Summer Semester 2025	**10W Session**	**8W Session**
Open Registration Begins	3/24/25	3/24/25
Classes Begin	5/19/25	6/9/25
Last Day to Add Classes	5/20/25	6/12/25
Memorial Day (College Closed)	5/26/25	5/26/25
Last Day to Drop with Refund	6/4/25	6/16/25
Juneteenth (College Closed)	6/19/25	6/19/25
Independence Day (College Closed)	7/4/25	7/4/25
Graduation Application Deadline	7/18/25	7/18/25
Last Day to Withdraw with a Grade of "W"	7/2/25	7/10/25
Last Day of Classes	8/1/25	8/1/25

Fall Semester 2025	**16W Session**	**8W1 Session**	**8W2 Session**
Open Registration Begins	3/31/25	3/31/25	3/31/25
Last Day to Pay for Classes	8/11/25	8/11/25	8/11/25
Classes Begin	8/18/25	8/18/25	10/20/25
Last Day to Add Classes	8/20/25	8/20/25	10/22/25
Labor Day Holiday (College Closed)	9/1/25	9/1/25	N/A
Last Day to Drop with Refund	9/4/25	8/26/25	10/28/25
Fall Break for Students	9/11/25-9/19/25	9/11/25-9/19/25	N/A
Last Day to Withdraw with a "W" Grade	10/27/25	9/18/25	11/20/25
Fall Graduation Application Deadline	12/10/25	12/10/25	12/10/25
Thanksgiving Holiday for Students	11/26/25-11/30/25	N/A	11/26/25-11/30/25
Last Day of Classes	12/12/25	10/10/25	12/12/25

Spring Semester 2026	16W Session	8W1 Session	8W2 Session
Open Registration Begins	10/27/25	10/27/25	10/27/25
Classes Begin	1/12/26	1/12/26	3/16/26
Last Day to Add Classes	1/14/26	1/14/26	3/18/26
Martin Luther King, Jr. Day (College Closed)	1/19/26	1/19/26	N/A
Last Day to Drop with Refund	1/29/26	1/20/26	3/24/26
Spring Break for Students	3/7/26-3/15/26	N/A	N/A
Last Day to Withdraw with a Grade of "W"	3/26/26	2/12/26	4/16/26
Last Day of Classes	5/8/26	3/6/26	5/8/26

Summer Semester 2026	10W Session	8W Session
Open Registration Begins	3/30/26	5/30/26
Classes Begin	5/26/26	6/8/26
Last Day to Add Classes	5/28/26	6/10/26
Memorial Day (College Closed)	5/28/26	
Last Day to Drop with Refund	6/5/26	6/16/26
Juneteenth (College Closed)	6/19/26	6/19/26
Independence Day (College Closed)	7/3/26	7/3/26
Last Day to Withdraw with a Grade of "W"	6/6/26	7/9/26
Last Day of Classes	7/31/26	7/31/26