



POWER LINE WORKER

Enrollment Packet



Table of Contents

Registration checklist.....	1
Powerline Worker Class Information Overview.....	2-3
Program Rules and Requirements.....	4-8
Assumption of Risk Form.....	9-10
Drug Screening Acceptance Form.....	11
Fast Forward and Financial Aide Information.....	12-19
CDL information and resources.....	21-23
Real ID information.....	24
Housing.....	25
Calendar	26

Powerline Worker Required Registration Forms Checklist

To receive a seat in class, please submit the following before Sept 1, 2025.

Workforce Registration:

- ☐ Program Rules & Requirements
- ☐ Assumption of Risk Form
- ☐ Drug Policy Acceptance Form
- ☐ Student Health & Safety
- ☐ You must be registered for Selective Service
- ☐ Health Insurance card - copy
- ☐ GED or Diploma – copy
- ☐ Driver's License - copy - front and back (REAL ID REQUIRED)

Financial Information:

- ☐ Fast Forward Form
- ☐ Financial Assistance (FANTIC Form)
 - ☐ Most recent IRS Tax Return (If you are under the age of 24, we must have a copy of your parents or guardians).
- ☐ Payment (If applicable)

Once registration is completed, the following information will be due no later than Orientation on September 9. If this is not completed by then, you will be removed from the class.

- ☐ Class A Commercial Learner's Permit (CLP)- copy. (There is study guide information in this packet with more details about the 3 required written tests to be taken at DMV.)
- ☐ Department of Transportation (DOT) physical - copy
- ☐ Drug Screen (The details of this will be provided by Ancora upon getting your CLP.)

Powerline Worker Class Information Overview

Are you ready to power up your career? Enroll in our Power Line Worker (PLW) Training program and help ensure reliable electricity for your community. This 14-week program is designed to equip you with the skills and knowledge needed to excel in the electric utility industry. Power line workers install, remove, maintain, and repair both low- and high-voltage distribution lines and associated equipment and facilities. Power line workers are expected to work outdoors in varying and sometimes extreme weather conditions to help ensure reliable electricity for the community. You will learn all the fundamental aspects of power line work, including safety, climbing techniques, electrical theory, heavy equipment operation, commercial driver's license training, and more. This program combines both hands-on training and the practical knowledge needed to excel in the field.

Upon completion of the Power Line Worker program, you will earn 7 industry-recognized credentials to set you up for a successful career in the electrical utility industry:

- CDL Class A
- Heavy Equipment Operation
- Power Industry Fundamentals
- Power Line Worker Level 1
- VDOT Work Zone Flagger - Intermediate
- OSHA 10
- First Aid/CPR

Each cohort will consist of 12 students that complete their training at the Middletown campus of Laurel Ridge Community College AND a 3 ½ week stay at Southside Virginia Community College in Blackstone, VA for hands on training at their Powerline Training Facility. Student housing is available for \$20/night (students must pay for the entire duration of their stay including weekends to hold their room). Information on securing housing is provided in this packet.

- Students MUST be able to meet the requirements of a DOT physical and pass a drug screen.

- Students MUST be 18 before the start of the program.
- Students MUST have their Commercial Learner's Permit BEFORE the start of the class.
- Students must provide proof of health insurance coverage.
- Students will be required to purchase their own boots (Line worker climbing boots with steel shanks recommended). Details will be provided during orientation.
- Students MUST have a valid REAL ID before they go to Southside Community College (required for entry onto Fort Barfoot, a military facility, where Southside's Powerline Training Facility is located).
- Students MUST attend the mandatory information session (8/14/2025 @ 5 pm) and mandatory orientation (September 9).

The tuition for the program is \$16,611.

Additional expenses include housing and boots.

Scholarships and Grants are available for those that are eligible.

Program Rules and Requirements

- Other costs to the student for this training program will include the purchase of lineman climbing boots (with shanks recommended). Linemen belts will be provided but students can purchase their own. More information will be provided at the Information Session.
- The Power Line Worker Program is a full-time 14 weeks in length.
- Classes will convene Monday through Friday. A class schedule is attached. *(Please note that during CDL training, the program times are slightly different.)* Enrollment into this program is considered FULL TIME (a minimum of 40 hours each week) and cannot accommodate any part time student.
- To be accepted into this program you must have a high school diploma or Official GED Certificate, you must be at least 18 years of age prior to beginning date of enrollment, you must be registered with the Selective Service system, you must have a current valid driver's license (REAL ID), successfully pass a DOT physical and drug screen, and obtain a Class A Learner's permit to secure a seat in class.
- You understand you will be outside in all types of weather and agree you are physically fit and mentally prepared to perform under these learning and working conditions.
- You are ineligible from enrolling in this program if you are in poor physical condition (overweight, back problems, knee/ joint problems, physical handicaps, etc.), OR cannot lift 75 pounds from the ground to waist height or in an elevated position. You must be able to tolerate extreme temperatures. Age is not typically a factor provided the individual is in excellent physical condition. DOT Physical and lifting requirements must be met prior to program entry.

- **This is a rigorous program.** Grounds for termination (without a refund): Students are subject to termination without refund when they have more than 5 absences for PLW and 1 absence for CDL, fail to successfully complete all field competencies, violate school-student conduct policy, or fail to meet all financial obligations.
- If a student chooses to terminate training, the student must notify the instructor in writing. The student will then be subject to the school's refund policy. If the student fails to notify the instructor of termination, the official termination date will be when the student has 6 absences.
- **PLW Refund Policy:** An applicant/student may cancel his/her enrollment for a full refund of all monies paid to the school with a request in writing 7 calendar days prior to the start date of enrolled class.
- Laurel Ridge Community College and Southside VA CC are drug-free training institutions. It reserves the right to drug test any student(s) at any time, with or without cause. Student's refusal to participate, or a positive test, will result in immediate expulsion with no refund of tuition. PLW/CDL students are subject to random testing.
- Laurel Ridge Community College REQUIRES students to have health insurance. Please provide a copy of the health insurance card. Line work is safe, but there are risks involved and poor physical condition, or a pre-existing injury, may increase your chance of injury. Training related injuries will not be covered by Laurel Ridge Community College or Southside Community College. It is the student's responsibility to determine their physical, mental, emotional, and health conditions are such that they can safely participate in this rigorous program.
- Every opportunity will be made to introduce students to employers in the industry; however; Laurel Ridge Community College does not guarantee graduates of this program employment.

Please sign and return this page with your completed enrollment packet. Keep the Program Rules and Requirements document for your records.

I have read and understand the program rules and requirements. I understand that false or misleading information may result in my release.

Signature: _____

Date: _____

Please answer the following questions.

1. Are you planning to stay in the barracks? _____ Yes _____ No

If yes, will you need financial assistance with housing costs? _____ Yes _____ No



ASSUMPTION OF THE RISK FORM

I agree that as a participant in the *Powerline Worker Program* at *Laurel Ridge Community College* associated with *Southside Virginia Community College* (the "College") scheduled for *September 15, 2025 to December 22, 2025*, I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to: *climbing (up to 60ft), operating a bucket truck (including the aerial lift) and digger derrick truck, operating power tools (chainsaws, etc.), operating heavy equipment, setting poles (handling heavy objects), etc.*

I understand that in the event of accident or injury, personal judgment may be required by *Laurel Ridge CC* or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or *Laurel Ridge CC* personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by *Laurel Ridge CC* for my safety or the safety of others, as well as any and all of the College's and *Laurel Ridge CC*'s rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College and/or *Laurel Ridge CC*. I understand that this Assumption of Risk form will remain in affect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with *Laurel Ridge CC administration*, at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact _____ (name) at
_____ (phone number).



I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.

_____ I represent that I am 18 years of age or older and legally capable of entering into this agreement.

Participant's signature

Date

Address

Drug Screening Acceptance Form

Laurel Ridge and Southside Community Colleges are drug-free training institutions. They reserve the right to drug test any student(s) at any time, with or without cause. Student refusal to participate, or a positive drug test, will result in immediate expulsion with no refund of tuition.

All students are subject to random drug and alcohol testing while attending the Power Line Worker Training. If an individual tests positive for a controlled substance (Marijuana, Cocaine, Amphetamines, Opiates, or PCP) he/she will be removed from the program and will be considered medically unqualified to continue participating in the Power Line Worker Training. With one exception, the student will be dropped from the class without a refund.

Exception: The student elects to have the split sample tested and the result is negative. At that time, the MRO or Medical Review Officer will deem the initial test result as a "false positive" and reinstate that student back into the program. The split sample will be tested at the students' expense, which could cost \$150.00 or more.

All students are subject to random alcohol testing. If an individual tests at .02% or greater the student will be removed from the class and be given 24 hours to take another test (at his/her expense). If this result is .02% or greater the student will be dropped from the class without a refund.

A student that has been dropped from a class because of positive random result may enroll in a future class after being released to do so by a certified substance abuse professional. Tuition and fee expenses will apply.

All Negative dilute results will require another drug test at the student's expense.

I have read and understand the drug and alcohol testing policy and I agree to abide by the terms of the policy while enrolled in the Power Line Worker Training.

Student Signature: _____

Date: _____

FINANCIAL ASSISTANCE APPLICATION (FY 25-26)

SPECIAL NOTICE

Please be aware, effective June 6, 2025, VA State funding assistance listed for these programs will be very limited.

The following Financial Assistance options below *may* be available for select Workforce Solutions classes:

- **FANTIC** (Financial Assistance for Noncredit Training for Industry Credentials) and **G3** (Get a Skill, Get a Job, Get Ahead) – These programs may cover up to 1/3 of the cost of a class *if eligible* and are based on financial need.
- **Fast Forward Funding** – This program could cover a portion of the class depending on a variety of factors including availability.
- **Scholarship Programs** – Depending on a variety of factors, you may be eligible for one of our scholarship opportunities. There are limited financial assistance options through the college Foundation Office. You can apply for these at www.laurelridgeworkforce.com/funding-options/scholarships.

Based on the information you provide; we will match the most appropriate financial assistance. If approved for some of the sources above, additional paperwork may be required.

PREREQUISITE TO APPLY: For FANTIC/G3/FastForward programs, **applicant must be a Virginia Resident for previous 12 months** per VCCS Domicile Requirements.

Update on FastForward Class Funding – Effective June 6, 2025

Please note that state funding for FastForward classes is now **limited** due to recent changes at the state level. If you're planning to apply for the Workforce Financial Assistance Grant, we recommend submitting your application **as soon as possible**.

Funding will be prioritized for classes starting soonest (June/July), and processing times may be longer for later start dates.

Our team is working hard to assist all students and will begin processing new applications on **Monday, June 9**. Thank you for your patience and understanding as we navigate these unanticipated changes.

Questions? Contact us at workforce@laurelridge.edu.

1. PREQUALIFYING QUESTIONS:

There are multiple sources of Workforce financial aid based on your financial situation. Please answer the following questions that will help us determine your eligibility for the appropriate financial assistance for you and your program of study.

			QUESTION PERTAINS TO:	
			FANTIC	G3
1.	Are you receiving tuition assistance from any other source? If so, explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	✓	✓
2.	Are you currently in compliance with the Selective Service Act requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	✓	
3.	Are you currently enrolled in an Associate or Bachelor degree Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	✓	✓
4.	Do you currently hold a SNAP or TANF card or documentation indicating your current eligibility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	✓	
5.	Is anyone claiming you as a dependent on their tax return?	<input type="checkbox"/> Yes <input type="checkbox"/> No	✓	✓
6.	Have you ever taken the class you are registering for at Laurel Ridge or another Virginia Community College?	<input type="checkbox"/> Yes <input type="checkbox"/> No	✓	✓
7.	Have you ever received FANTIC or G3 financial assistance at Laurel Ridge or another Virginia Community College for the class you are registering to take?	<input type="checkbox"/> Yes <input type="checkbox"/> No	✓	✓

2. HOUSEHOLD INCOME:

Check (✓) the **box next to the line indicating the number of persons in your immediate family/household**. If your adjusted gross income is below the income threshold for the number of persons in your household, you may qualify for FANTIC or G3

Based on 2024 HHS Poverty Guidelines		FANTIC / G3
<input checked="" type="checkbox"/>	# Persons in Your Household	Income Threshold
<input type="checkbox"/>	1	\$62,600
<input type="checkbox"/>	2	\$84,600
<input type="checkbox"/>	3	\$106,600
<input type="checkbox"/>	4	\$128,600
<input type="checkbox"/>	5	\$150,600
<input type="checkbox"/>	6	\$172,600
<input type="checkbox"/>	7	\$194,600
<input type="checkbox"/>	8	\$216,600
<input type="checkbox"/>	9	\$238,600
<input type="checkbox"/>	10	\$260,600

What is your estimated **Annual Adjusted Gross Income** from last year? _____

3. REQUIRED DOCUMENTATION:

To fully review your application, **you must have one item from each of the three Verification Categories** below.

Check (✓) the item you are submitting.

a. Identification, Domicile, and Age Verification (Check one. Copy of checked documentation must be attached)

- ☐ State-Issued Driver's License
- ☐ State-Issued Photo ID Card
- ☐ US Passport

Each of these should show a photo, address, and your age. If you do not have any of these three, contact our office for an alternative. (540-868-7021 or workforce@laurelridge.edu)

b. Secondary Domicile Verification (Check one. Copy of checked documentation must be attached)

Item must show preprinted current address on the document:

- ☐ Vehicle Registration
- ☐ Utility Bill
- ☐ Bank Statement
- ☐ Voter Registration Card
- ☐ Preprinted Rent Receipt
- ☐ Housing Contract

c. Income Verification (Check one. Copy of checked documentation must be attached)

- ☐ Active **SNAP** or **TANF** card (for FANTIC Qualification Only).
- or
- ☐ **IRS Tax Return Transcript** from applicant's most recent Tax Return

Go to: <https://www.irs.gov/individuals/get-transcript> to get your IRS Tax Return Transcript. Allow 10 days to arrive if they are mailing it to you. It will be mailed to the address you used on your Tax Return.



CLASS REGISTRATION

MIDDLETOWN CAMPUS
Corron Bldg. Room 103

Workforce Solutions
173 Skirmisher Lane
Middletown, VA 22645

FAUQUIER CAMPUS
Wolk Hall Room 209

Workforce Solutions
6480 College Street
Warrenton, VA 20187

Main Office Telephone: (540) 868-7021
Workforce Solutions Email: workforce@laurelridge.edu

To register for Workforce Solutions classes, please provide the information below, contact our office to provide payment information and return to the Workforce Solutions Office at least 3 days prior to the first class. Registrations are processed on a first-come, first served basis. Payment must be made to confirm registration. It is also possible to register for most of our classes online and pay via credit/debit card on our website: laurelridgeworkforce.com. Some classes and registration processes including financial assistance may require you to register in person or call our office.

PERSONAL INFORMATION:

FIRST NAME: _____ FULL MIDDLE: _____ LAST NAME: _____
FORMER NAME: (if applicable) _____ VCCS STUDENT ID # IF KNOWN _____
BIRTHDATE: _____ SOCIAL SECURITY NUMBER: _____
* HAVE YOU LIVED IN VIRGINIA THE LAST 12 MONTHS? ☐ Yes ☐ No GENDER IDENTITY: ☐ Male ☐ Female ☐ Non-Disclosed

CONTACT INFORMATION

MAILING ADDRESS: _____
CITY/TOWN: _____ STATE: _____ ZIP: _____
EMAIL ADDRESS: _____ COUNTY OR CITY OF RESIDENCE: _____
MOBILE PHONE NUMBER: _____ DAYTIME PHONE NUMBER: _____

EMPLOYER INFORMATION (If Employed)

EMPLOYER NAME / ADDRESS: _____
BUSINESS PHONE: _____

RESIDENCY / DEMOGRAPHICS

UNITED STATES RESIDENCY: ☐ U.S. Citizen: Native since birth ☐ Not a U.S. Citizen
☐ U.S. Citizen: Naturalized-Became U.S. Citizen after birth Country of Citizenship: _____
☐ Permanent Resident ☐ Work Visa
☐ Other: _____
ETHNIC GROUP: ☐ Asian ☐ Hispanic / Latino ☐ American Indian ☐ Non-Specified
☐ Native Hawaiian / Pacific Islander ☐ Black / African American ☐ White / Caucasian

CLASS CAMPUS / CENTER / LOCATION

☐ Middletown Campus (Middletown, VA) ☐ Fauquier Campus (Warrenton, VA) ☐ Luray-Page County Center (Luray, VA)

COMMUNICATION PREFERENCES

Occasionally, we send information about upcoming classes to former WSCE students. Additionally, we sometimes take pictures / videos in our classes for promotional purposes. If you prefer to not receive information or would request that we not use your image in promotions, please indicate below:

- ☐ I wish to OPT OUT of receiving promotional information via mail or email on upcoming classes and events from Workforce Solutions.
☐ I wish to OPT OUT of being included in any photography, video, or audio recordings for Workforce Solutions promotional purposes. Please advise at time of photography.
☐ I wish to OPT OUT of Text Messaging for CLASS UPDATES. (You must list a mobile phone above for text messaging / fees may apply)
☐ I wish to OPT OUT of Text Messaging for MARKETING (You must list a mobile phone above for text messaging / fees may apply)

CLASS REGISTRATION

CLASS START DATE	START TIME	CLASS NAME	COST
Most classes include handouts and class materials in the cost unless otherwise stated. If this is a FastForward course and the student meets the residency requirement, the total cost will reflect only the student portion (1/3 of total class).			TOTAL COST

IMPORTANT INFORMATION (Please read)

- ☐ **PAYMENT:** Payment or payment authorization from an employer or third-party is required at time of registration. We can accept cash, check, or debit/credit card payment in our office. If you are calling or registering online or via email, we can accept debit/credit card payment. A staff member will reach out to you for that information. Do not include that information on this registration form.
- ☐ **PAYMENT BY EMPLOYER OR THIRD PARTY:** You must contact our office and provide the necessary paperwork/approval prior to registration.

DOMICILE DETERMINATION FORM



All students taking credit classes must complete the Domicile Determination Form.

Eligibility for in-state tuition is pursuant to Section 23-7.4, Code of Virginia. Please contact the college admissions office if you have any questions.

Mark the domicile category that applies to you below from choices 1-6. Choose only one category.

- ☐ 1. Self: I am age 24 or older and want to claim eligibility based on my own domicile.

☐ 2. Self: I am under age 24 and want to claim eligibility based on my own domicile for the following reason(s):

 - ☐ I am a veteran or active duty member of the U.S. Armed Forces.
 - ☐ Both of my parents are deceased and I have no adoptive or legal guardian.
 - ☐ I have legal dependents other than my spouse.
 - ☐ I am financially self-sufficient.
 - ☐ I am a ward of the court or was a ward of the court until age 18.
 - ☐ I have a bachelor's degree and I am working on a graduate degree.
 - ☐ I am married.

☐ 3. Spouse: I am age 24 or older and want to claim eligibility for in-state tuition based on my spouse's domicile.

☐ 4. Spouse: I am under age 24 and I want to claim eligibility for in-state tuition based on my spouse's domicile.

☐ 5. Parent: I am under age 24 and my parents provide more than half of my financial support and/or claim me as a dependent for tax purposes.

☐ 6. Legal Guardian: I am under age 24 and my court-appointed legal guardian provides more than half of my financial support and/or claims me as a dependent for tax purposes.

You may be required to supply "clear and convincing evidence" of your status.

If you marked box 1 or 2, please complete Section A below.

If you marked box 3, 4, 5, or 6, please complete Section B below.

A. Applicant's Information	B. Parent, Legal Guardian, or Spouse's Information
<p>1. Applicant's Name: _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> First Middle (Full) Last </div> <p>Date of birth: _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> (mm) (dd) (yy) </div> <p>2. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No (if "Yes" skip to question #3)</p> <p style="margin-left: 20px;">If "No," are you a permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If "Yes," what is your "A number"? _____</p> <p style="margin-left: 20px;">If "No," what is your immigration status? _____</p> <p>3. Are you on active duty in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If "Yes," is Virginia listed as the Tax State on your Leave and Earning Statement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of Entry: _____</p> <div style="text-align: center;">mm/dd/yyyy</div> <p>Official Duty Station: _____</p> <div style="text-align: center;">State</div> <p>Reporting Date: _____ Duration of Orders: _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> mm/dd/yyyy mm/dd/yyyy </div> <p>4. Are you the dependent of an active duty member in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If "Yes," is Virginia listed as the Tax State on your Leave and Earning Statement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of Entry: _____</p> <div style="text-align: center;">mm/dd/yyyy</div> <p>Official Duty Station: _____</p> <div style="text-align: center;">State</div> <p>Reporting Date: _____ Duration of Orders: _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> mm/dd/yyyy mm/dd/yyyy </div>	<p>1. Provide the name of the person upon whom you are basing your domicile:</p> <div style="display: flex; justify-content: space-between; width: 100%;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-between; width: 100%;"> First Middle (Full) Last </div> <p>2. Using the above person's information, answer the questions below.</p> <p style="margin-left: 20px;">Is the above person a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No (if "Yes" skip to question #3)</p> <p style="margin-left: 20px;">If "No," is he/she a permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If "Yes," what is his/her "A number"? _____</p> <p style="margin-left: 20px;">If "No," what is his/her immigration status? _____</p> <p>3. Is the above person on active duty in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If "Yes," is Virginia listed as the Tax State on his/her Leave and Earning Statement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of Entry: _____</p> <div style="text-align: center;">mm/dd/yyyy</div> <p>Official Duty Station: _____</p> <div style="text-align: center;">State</div> <p>Reporting Date: _____ Duration of Orders: _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> mm/dd/yyyy mm/dd/yyyy </div> <p>4. Is the above person married to an active duty member of the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If "Yes," is Virginia listed as the Tax State on the Leave and Earning Statement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of Entry: _____</p> <div style="text-align: center;">mm/dd/yyyy</div> <p>Official Duty Station: _____</p> <div style="text-align: center;">State</div> <p>Reporting Date: _____ Duration of Orders: _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> mm/dd/yyyy mm/dd/yyyy </div>

A. Applicant's Information	B. Parent, Legal Guardian, or Spouse's Information
<p>5. Are you retired from the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Were you discharged from the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes," date of discharge/retirement? _____ mm/dd/yyyy</p> <p>Tax State on LES prior to discharge/retirement: _____ Tax State</p>	<p>5. Is the above person retired from the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the above person discharged from the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes," date of discharge/retirement? _____ mm/dd/yyyy</p> <p>Tax State on LES prior to discharge/retirement: _____ Tax State</p>
<p>6. Are you the dependent of someone retired from the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you the dependent of someone discharged from the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes," date of discharge/retirement? _____ mm/dd/yyyy</p> <p>Tax State on LES prior to discharge/retirement: _____ Tax State</p>	<p>6. Is the above person a dependent of someone retired from the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the above person a dependent of someone discharged from the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes," date of discharge/retirement? _____ mm/dd/yyyy</p> <p>Tax State on LES prior to discharge/retirement: _____ Tax State</p>
<p>7. Have you lived in Virginia for the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "No," list address(es) for the last 24 months</p> <p>From Date _____ To Date _____</p> <p>Address _____ City State Country</p> <p>From Date _____ To Date _____</p> <p>Address _____ City State Country</p>	<p>7. Has the above person lived in Virginia for the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "No," list address(es) for the last 24 months</p> <p>From Date _____ To Date _____</p> <p>Address _____ City State Country</p> <p>From Date _____ To Date _____</p> <p>Address _____ City State Country</p>
<p>8. For the last 12 months, which of the following applies to you:</p> <p><input type="checkbox"/> paid Virginia income taxes on all earned income</p> <p><input type="checkbox"/> filed as a resident in another state (list state) _____</p> <p><input type="checkbox"/> filed as a resident in Virginia and as a non-resident in another state (list state) _____</p> <p><input type="checkbox"/> was a resident in a state without income tax (list state) _____</p> <p><input type="checkbox"/> had no taxable income</p>	<p>8. For the last 12 months, which of the following applies to the above person:</p> <p><input type="checkbox"/> paid Virginia income taxes on all earned income</p> <p><input type="checkbox"/> filed as a resident in another state (list state) _____</p> <p><input type="checkbox"/> filed as a resident in Virginia and as a non-resident in another state (list state) _____</p> <p><input type="checkbox"/> was a resident in a state without income tax (list state) _____</p> <p><input type="checkbox"/> had no taxable income</p>
<p>9. For the past twelve months, have you lived out-of-state, worked in Virginia, and paid Virginia income taxes on at least \$14,500 of earned income? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes," list state _____</p>	<p>9. For the past twelve months, has the above person lived out-of-state, worked in Virginia, and paid Virginia income taxes on at least \$14,500 of earned income? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes," list state _____</p>
<p>10. For the past 12 months, have you:</p> <p>held a Virginia Driver's license or Virginia DMV ID? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "No," has the applicant held a Driver's license or DMV ID to any other state? <input type="checkbox"/> Yes (List state) _____ <input type="checkbox"/> No</p> <p>owned or operated a motor vehicle registered in Virginia? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "No," has the applicant owned or operated a motor vehicle registered in any other state? <input type="checkbox"/> Yes (List state) _____ <input type="checkbox"/> No</p> <p>been registered to vote in Virginia? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "No," has the applicant been registered to vote in another state? <input type="checkbox"/> Yes (List state) _____ <input type="checkbox"/> No</p>	<p>10. For the past 12 months, has the above person:</p> <p>held a Virginia Driver's license or Virginia DMV ID? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "No," has the applicant held a Driver's license or DMV ID to any other state? <input type="checkbox"/> Yes (List state) _____ <input type="checkbox"/> No</p> <p>owned or operated a motor vehicle registered in Virginia? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "No," has the applicant owned or operated a motor vehicle registered in any other state? <input type="checkbox"/> Yes (List state) _____ <input type="checkbox"/> No</p> <p>been registered to vote in Virginia? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "No," has the applicant been registered to vote in another state? <input type="checkbox"/> Yes (List state) _____ <input type="checkbox"/> No</p>

Please note: If you knowingly provide erroneous information to evade payment of out-of-state tuition and fees, you will be charged out-of-state tuition and fees for each term attended and may be subject to dismissal. Random audits of this information will be performed. I certify under penalty of disciplinary action that all of the information is complete and accurate. I agree to supply the college with supporting documentation related to my application, if I am requested to do so.

Signature of Applicant

Date

Signature of Parent, Legal Guardian (If under 24 years old), or Spouse

Date

4. APPLICANT MEMORANDUM OF UNDERSTANDING: (MOU)

I understand and fully agree with each of the following conditions associated with applying for and receiving **Workforce Solutions Financial Assistance:**

- a) **ACCOUNTABILITY:** I have accurately and truthfully completed this application for Workforce Solutions Financial Assistance and have been evaluated/disqualified for all other forms of financial assistance including WIOA Tuition Funding. I understand failure to fully disclose information or provide false or misleading statements/information will disqualify me (the applicant) from consideration.

Only fully complete applications will be reviewed/considered. All required documentation must be provided with submission and prior to the start of class with the only exception being the Tax Transcript which may be submitted up to 3 business days past the start date of the class (if preapproved by college). Failure to provide the tax transcript or other verifiable documentation could result in either billing for the full amount of the class or removal from the class;

- b) **COMMUNICATION ACKNOWLEDGEMENT:** Our primary method to provide important information to you will be via the email address you provide to us in this document. You are welcome to call at any time and we will also contact you via the phone number you have provided in this document, as necessary. It your responsibility once you submit an application to monitor all emails (and your voicemail) from us and respond promptly. If either your email or phone number changes, it is your responsibility to contact us to update. Failure to respond could result in not being registered for the class;
- c) **GOAL OF FASTFORWARD FUNDING:** I understand the purpose of this funding is to financially assist me to **gain the knowledge AND the applicable industry recognized credential or licensure**. Seeking the applicable credential or licensure, whether it is incorporated in my program or requires me to obtain the certification at additional cost to the applicant is an **expectation** for accepting these funds;
- d) **COVERED COSTS:** I understand that, if approved for this funding, this financial assistance will cover the first 1/3 student portion of the Fast Forward Workforce class. Any additional costs required for credential/license attainment not included in the cost of the program are **solely my expense**; however, per FastForward Guidelines, if I fail to complete the class for any reason, I will be responsible for repayment of one-third of the full cost of this class;
- e) **STUDENT ATTENDANCE:** I understand my obligation to attend all scheduled classes as absences may compromise my success and ability to acquire the necessary information/training/preparation for certification. I will make the commitment necessary to successfully meet the requirements to complete the program requirement and will promptly seek the related credential;
- f) **CREDENTIAL SUBMISSION:** I understand that once I successfully obtain my industry credential/license it is my obligation to present credential validation documentation to the LAUREL RIDGE Workforce Solutions Office or advise that I was unsuccessful at obtaining the related certification;
- g) **INFORMATION SHARING:** I understand Workforce Solutions may share my information with other supporting agencies;
- h) **RESPONSIVENESS:** I agree to respond promptly to requests for information related to this agreement and/or the class if contacted before, during, or after the class and to provide Workforce Solutions with a current/updated daytime phone number and email; and,
- i) **REFUND POLICY:** I agree to the college refund policy requiring **7 calendar day's notice prior to the start date of the class**. After that time, I understand that I am financially responsible for all FastForward financial obligations including repayment of the second one third of the cost of the class.

THIS SECTION TO BE COMPLETED BY WORKFORCE SOLUTION REPRESENTATIVE

PROGRAM SELECTION: _____

TOTAL PROGRAM COST: \$ _____

CERTIFICATION: ☐ **Included** in Program Cost * Estimated Additional Cost for Certification to Applicant \$ _____

☐ **Not Included** in Program Cost * **ESTIMATED OUT OF POCKET EXPENSE TO APPLICANT** \$ _____

I understand and fully agree to abide by the conditions of the MOU's contractual, financial, and credential obligations as stated above in consideration for receiving Laurel Ridge FastForward Financial Assistance:

BY TYPING OR SIGNING YOUR NAME BELOW YOU AKNOWLEDGE YOUR AGREEMENT TO THE ABOVE MOU

APPLICANT SIGNATURE _____

DATE _____

Additional Applicant Information for Clarification (if needed):

Official REVIEWER USE below this line...

INITIAL APPLICATION **SUBMISSION DATE:** _____ ☐ COMPLETE ☐ INCOMPLETE (Note below)

Initial Notes: _____

Application Review

REVIEWED BY _____

Documentation:

- ☐ Application is complete with all necessary boxes checked and information provided
Selective Service Verification: ☐ Compliant ☐ Non-Compliance / Print out **Verification Letter** and put with APP
- ☐ Verify that all documentation indicated in application is enclosed
- ☐ Cost Breakdown Section is complete
- ☐ Applicant has signed and dated
- ☐ Completed **Domicile Determination Form** submitted with the FastForward Application
- ☐ All Verification Documentation has been submitted: A. **Identification**; B. **Age**; C. **Secondary Domicile**; D. **Income**
- ☐ Letter of Appeal submitted (if necessary) / Must be attached.
- ☐ Documentation to Support Letter of Appeal submitted (if necessary)
- ☐ Application entered on **Financial Assistance Spreadsheet**

Approval Disposition

- ☐ **Tentatively Approved** / Date: _____ Subject to: _____
- ☐ **Approved** with standard documentation
- ☐ **Approved** with Letter of Appeal
- ☐ **Declined:** REASON: _____
DATE APPLICANT NOTIFIED OF DECISION: _____

Registration

- ☐ Registered for Program / Class START DATE: _____

Staff Information / Notes:

FIRST STEPS for Getting your CDL...

(Powerline Worker Program)



1. **Begin the process with our CDL provider, Ancora, by creating your student profile prior to taking your Commercial Learner's Permit (CLP) test. Ancora will provide you with free vouchers* for:** (Link to the Ancora website is on page 2 of this document, or you can come into our office and register.)

- **Department of Transportation (DOT) Physical**
- **Drug Test**

NOTE: Students must pass both the DOT physical and a Drug Test **prior to beginning the CDL class**. Failure to pass either the drug test or DOT physical after the class has begun will result in class failure and having to repay one-third of the class cost (\$2000).

* Otherwise, you must pay for the DOT Physical and Drug test out-of-pocket

2. IMPORTANT TO KNOW:

- **DRIVING RECORD:** Your driving record will be a factor in your hiring eligibility with employers. Many CDL and electrical utility employers will not hire candidates with serious violations such as DUI and/or Reckless Driving citations.
- **ENGLISH:** Although you can take the written CLP test in a variety of languages, **final DMV testing requires the applicant to be fluent in written and spoken English**. The class is also taught in English.
- **It is REQUIRED that you possess your Virginia** CLP prior to beginning the CDL class.** Some important information to know prior to getting your CLP. You must **pass a DOT physical prior to taking your CLP test**.
- You will test for **CDL-A** which includes:
 - 1) General Knowledge
 - 2) Combination
 - 3) Air Brakes
- We can provide a free CDL License Manual to prepare for the CLP test.
- The Virginia DMV also provides a free **Commercial Driver License Manual** available [online](#), in the Workforce Solutions office or at the local DMV office. Also refer to the **Virginia Supplement to the Commercial Driver License Manual**.
- **Resources for studying for your CLP**
 - 1) www.CristCDL.com
 - 2) App - CDL Prep by Jeffrey Diaz
 - 3) App - DMV Practice Test Genie
- **HAZMAT and Passenger endorsements are NOT part of this CDL-A training class.**

****West Virginia Residents / CLP...**

- WV residents should have their West Virginia CLP. If you do not have your CLP, you must have a **Test Card** to enroll:

<https://transportation.wv.gov/DMV/Motor-Carriers/CDL/Pages/default.aspx>

About our CDL Class...

- **Minimum Requirements:**
 - You must hold an unrestricted valid driver's license.
 - You must be 18 years of age to obtain a CDL.
 - Per DOT guidelines, you must be 21 years of age to drive out of state commercially.
- **Class is 160 hours of instruction:** 40 classroom hours; 60 range hours, and 60 hours on the road
- Program meets the requirements of the **FMCSA's Entry Level Training (ELDT)**
- **Classes are from 7 am – 5:30 pm each day.**
 - Attendance is critical to success. Students are expected to attend regularly and commit to the schedule for the term of the class.
- **Our trucks (tractors) use an automatic transmission.**
 - Most over-the-road truck firms have already transitioned to automatic transmissions.
 - Some local trucking firms are still transitioning to automatic transmissions.
 - You will have a restriction on your CDL-A license for automatic transmission trucks only.
 - You can get that restriction removed on your own after you obtain your CDL.
- **We schedule your Skills Test with the DMV**
 - Your driving test at the conclusion of both the classroom and training range will be scheduled for you. We provide a truck for you to test.

Questions and Registration...

- **Questions about CDL, our CDL program, requirements, DMV testing and registering with Ancora.**
 - **C J Watkins**, Ancora Corporate Training: (682) 284-0790 ext. 0600 or cordarrell.watkins@ancoraeducation.com
 - **URL to register with Ancora** (no cost):
<https://www.ancora.com/ancora-training/laurelridgecommunitycollege-student-training/>
- **Questions about funding options and class registration** for the CDL program.
 - Registration for this class is just a part of the overall registration for the Powerline Worker program.

Corron Community Development Center | Workforce Office: Room 103

173 Skirmisher Lane

Middletown, VA. 22645

Telephone: (540) 868-7021

Website: <https://laurelridgeworkforce.com/>

CDL Resources

<https://www.cristcdl.com/>

FREE 2025 DMV CDL Practice Tests for all endorsements

The CDL Practice Tests that help you get your CDL fast.

Becoming an over-the-road truck driver requires getting a commercial drivers license (CDL) but first you'll need to get a commercial learner permit (CLP), and to do that, you'll need to pass various written tests at your drivers' licensing office. Our CDL practice test question pool is based on the 2025 CDL drivers manual available from your state, so they are state-specific. No matter how many times you tried in the past, we can help you get that CLP quick.

We have General Knowledge, Air Brakes, Combination, Tanker, Hazardous Material, Doubles / Triples, Passenger, School Bus, and Pre Trip CDL practice tests available to you FREE. If you are close to taking your test try the quick review, if you are just starting out go to the practice tests that provide question level feedback, and if you want the real test experience give the exam simulator a try. Good Luck!

ARE YOU REAL ID READY?

Effective May 7:

All visitors must present a REAL ID, an acceptable alternative form of identification, or a valid combination of IDs such as a passport to access Virginia National Guard installations, like Fort Barfoot and State Military Reservation as well as federal installations like Defense Supply Center Richmond, Fort Belvoir and Fort Gregg-Adams.

FIND OUT HOW TO GET
YOUR REAL ID TODAY AT
[TSA.GOV/REAL-ID](https://www.tsa.gov/real-id)



GET YOUR REAL ID BY MAY 7, 2025

Acceptable Credentials:

- Real ID
- Passport or passport card
- Federal PIV Cards and Driver's License
- Non-Federal PIV interoperable cards
- Non-Real ID, Driver's License and a TWIC
- Non-Real ID, Driver's License and a VHIC
- Non-Real ID, Driver's License and Original/Certified copy of Birth Certificate & Social Security Card
- Enhanced Drivers License (Michigan, Minnesota, New York, Vermont & Washington)



A Real ID compliant license has a star feature in the upper right-hand corner.



Scan here for more information on Real ID and VA National Guard installation access.



Scan here for more information on how to obtain a Real ID through DMV.





Housing

This building is operated by the Nottoway County Local Redevelopment Authority (LRA) for SVCC students. Housing is located at Pickett Park, approximately ½ mile from the SVCC Occupational/Technical Center. Students are responsible for making their own reservations. Payment is made to the LRA.

Housing specifics include:

Rooms are \$20 per night.

Individual bedrooms include:

- Single bed with sheets
- Chest-of-drawers
- Small closet
- Dorm size refrigerator
- Locking doors

Facility includes:

- Shared kitchen - 2 refrigerators, 2 microwaves, air fryer, toaster oven
- Shared bath - sinks, toilets, showers
- Laundry room - washer and dryer
- Group "hang out" room - sofas, 2 smart TVs w/cable, 4 desktop computers
- Internet
- Housekeeping 2 times a week

Fees will be payable in advance by the month or according to duration of program

For reservations call 434-298-0366 between 8:30 a.m. and 4:00 p.m.

Specify that you will be enrolled at SVCC (via Laurel Ridge).

Christanna Campus.....109Campus Drive,Albarta,VA 23821.....434-949-1000 John H. Daniel Campus.....200DanielRoad,Keysville, VA23947434-736-2000



Southside Virginia EducationCenter.....1300GreenvilleCountyCircle,Emporia, VA23847..... 434-634-9358 lakeCountryAdvanced KnowledgeCenter... 118f. OanYilleRoad,SouthHill,VA23970 434-955-2252
SouthernVirginia HigherEducationCenter .. 820BruceStreet,S-OuthBoston, VA 24592..... 434-572-5451 OccupationalTechnicalCenter Pickett Park,1041W/10" Street, Blatstone, VA13824. 434-292-3101
EstesCommunityCenter.....31611. MainStreet,Chase City,VA13924 434-372-0194 CumberlandCountyCommunity Center..... 1874AndmonHighway,Cumberland,VA 23040 804-492-9275

ANEQUAL OPPORTUNITY COLLEGE

Laurel Ridge Power Line Worker Calendar

2025 Fall Calendar

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
<div> <div>9</div> <div>Mandatory Student Orientation (9 AM to 3 PM)</div> </div> <div> <div>15</div> <div>First day of class-Laurel Ridge</div> </div>						
October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
<div> <div>4</div> <div>No School-Election Day</div> </div> <div> <div>24</div> <div>First day at SVCC</div> </div> <div> <div>27-28</div> <div>No School-Thanksgiving Break</div> </div>						
December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<div> <div>22</div> <div>Last day of class-Laurel Ridge</div> </div>						

 Mandatory Student Orientation  No School for students

Laurel Ridge Community College (Middletown VA)

 Class meets 7 AM to 5:30 PM (CDL Training)  Class meets 8 AM to 5:00 PM

Southside Virginia Community College (Blackstone VA)

 Class meets 8 AM to 5 PM

Training Schedule

- **CDL:** 9/15/25-10/9/25 (Monday to Thursday, 7 AM to 5:30 PM)
- **Power Industry Fundamentals:** 9/19/25-10/17/25 (Fridays, 8 AM to 5 PM)
- **OSHA 10, VDOT Flagger, First Aid/CPR:** 10/13/25-10/16/25 (Monday to Thursday, 8 AM to 5 PM)
- **Heavy Equipment Operator:** 10/20/25-10/24/25 (Monday to Friday, 8 AM to 5 PM)
- **Power Line Worker Level 1:** 10/27/25-11/21/25 Laurel Ridge (Monday to Friday, 8 AM to 5 PM)
- **Power Line Worker Level 1:** 11/24/25-12/19/25 Southside (Monday to Friday, 8 AM to 5 PM)