

Central Virginia Community College Policies
II - General Administrative Policies
Mandatory Training



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| Effective: | __/__/__ |
| Last Reviewed/Revised: | 08/16/2022 |
| Responsible Dept.: | Human Resources |
| Other Policy References: | NA |

Mandatory Training

The Commonwealth of Virginia utilizes a Learning Management System known as the Virginia Learning Center (VLC). At its core, it is a program that manages the administration of training, making it more convenient for state employees to receive up-to-date training at their desktops, as well as easy registration for some classroom training. This essential workforce training tool improves the delivery of training to all employees throughout Central Virginia Community College.

Within the first **60 days** of employment, all employees are required to complete the online training sessions outlined on [Virginia Learning Center](#).

Employees/managers will be notified of additional department/position-based training as it applies to their specific areas.