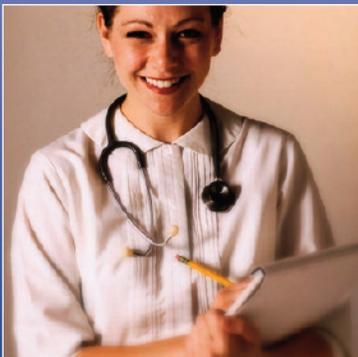
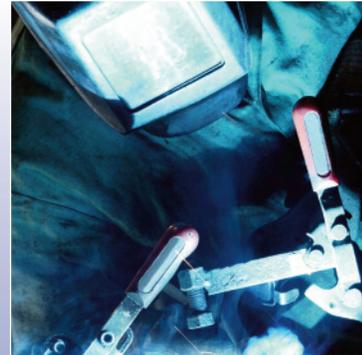
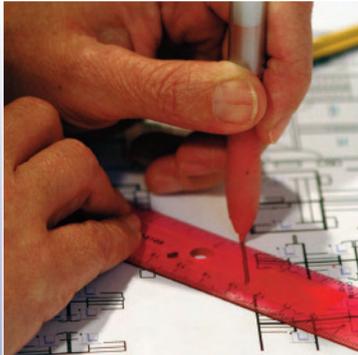




# Resource and Training Guide

## Assistance for Workforce Training



# Are You Seeking...

## Employment?

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|  |    |
|--|----|
| Alabama Career Center System – Cullman . . . . .                     | 2  |
| Career Services Center . . . . .                                     | 5  |
| Department of Human Resources<br>(Welfare-To-Work Program) . . . . . | 8  |
| Senior Community Service Employment Program . . . . .                | 10 |
| WorkKeys . . . . .   | 13 |

## Employability Skills?

---

|  |   |
|--|---|
| Adult Education . . . . .                        | 1 |
| English As A Second Language(ESL) . . . . .      | 9 |
| Alabama’s Career Readiness Certificate . . . . . | 4 |
| Alabama Career Center System – Cullman . . . . . | 2 |

## Advancement?

---

|  |    |
|--|----|
| Adult Education . . . . .                        | 1  |
| Alabama Career Center System – Cullman . . . . . | 2  |
| WorkKeys . . . . .                               | 13 |

## Training for Industry?

---

|  |    |
|--|----|
| Adult Education . . . . .  | 1  |
| Alabama Industrial Development Training (AIDT) . . . . .                       | 2  |
| Alabama Technology Network(ATN) –<br>Wallace State Community College . . . . . | 4  |
| ATN Apprenticeship Program . . . . .   | 5  |
| Consortium for Alabama Regional Center for . . . . .                           |    |
| Automotive Manufacturing(CARCAM) . . . . .                                     | 5  |
| Continuing Education . . . . .   | 7  |
| Cullman Area Industry/Education Alliance . . . . .                             | 7  |
| Department of Labor – Community Based Job<br>Training Initiative . . . . .     | 8  |
| Short-Term Skills Training . . . . .   | 11 |
| Training for Existing Business and Industry . . . . .                          | 11 |
| WIA Alabama Incumbent Worker Training<br>Program . . . . .                     | 12 |
| WIA On-The-Job Training (OJT) Program . . . . .                                | 13 |

## Training for Individual Needs?

---

|  |    |
|--|----|
| Adult Education . . . . .  | 1  |
| Consortium for Alabama Regional Center for . . . . .                       |    |
| Automotive Manufacturing(CARCAM) . . . . .                                 | 5  |
| Community Education . . . . .  | 6  |
| Continuing Education . . . . .   | 7  |
| Department of Labor – Community Based Job<br>Training Initiative . . . . . | 8  |
| Short-Term Skills Training . . . . .                                       | 11 |
| WIA Alabama Incumbent Worker Training<br>Program . . . . .                 | 13 |
| WIA On-The-Job Training (OJT) Program . . . . .                            | 13 |

## A Diploma / Degree?

---

|  |    |
|--|----|
| Adult Education . . . . .                                | 1  |
| Cullman Area Career Center (Vocational School) . . . . . | 7  |
| Fast Track Academy . . . . .                             | 9  |
| Wallace State 2-year Degree Program . . . . .            | 12 |
| Wallace State 4-year Degree Program . . . . .            | 12 |

## Funding for Business and Industry?

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|  |    |
|--|----|
| Alabama Industrial Development Training (AIDT) . . . . .                   | 2  |
| Department of Labor – Community Based Job<br>Training Initiative . . . . . | 8  |
| NARCOG . . . . .   | 10 |





The Cullman Area Workforce Solutions Resource and Training Guide is a listing of area resources available to individuals and businesses seeking assistance with training and /or educational needs.

Information contained in this guide provided by Area Resource Agencies along with local, State and Federal Training / Educational Facilities.

Guide prepared by Cullman Area Workforce Solutions and the Existing Business and Industry Committee of the Cullman Area Chamber of Commerce - Cullman, Alabama.

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Cullman Area Workforce Solutions (CAWS) works as a partnership between business/industry, economic development, industrial relations, education and social services in an effort to enhance and improve workforce development outcomes in meeting the employment needs of the Cullman area.

**Mission Statement:**

Cullman area citizens committed to the development of a strong, qualified workforce to meet the current and future employment needs of our community.

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July 2007



# Workforce Solutions Resource and Training Guide

| <u>Topic</u>   | <u>Page #</u> |
|--|---------------|
| Adult Education  | 1             |
| AIDT – Alabama Industrial Development Training                               | 2             |
| Alabama Career Center System - Cullman                                       | 2             |
| Alabama’s Career Readiness Certificate                                       | 4             |
| Alabama Technology Network (ATN) – Wallace State Center                      | 4             |
| ATN Apprenticeship Programs  | 5             |
| CARCAM (Consortium for Alabama Regional Center for Automotive Manufacturing) | 5             |
| Career Services Center   | 5             |
| Community Education  | 6             |
| Continuing Education   | 7             |
| Cullman Area Career Center (Vocational School)                               | 7             |
| Cullman Area Industry / Education Alliance                                   | 7             |
| Department of Human Resources (Welfare-To-Work Program)                      | 8             |
| Department of Labor – Community Based Job Training Initiative                | 8             |
| English as a Second Language   | 9             |
| Fast Track Academy   | 9             |
| NARCOG Programs  | 10            |
| Senior Community Service Employment Program                                  | 10            |
| Short-Term Skills Training   | 11            |
| Training for Existing Business and Industry                                  | 11            |
| Wallace State 2-year Degree Programs   | 12            |
| Wallace State 4-year Degree Programs   | 12            |
| WIA Alabama Incumbent Worker Training Program                                | 12            |
| WIA On-The-Job Training (OJT) Program  | 13            |
| WorkKeys   | 13            |
| <b><u>Resource Directory of Organizations and Institutions</u></b>           | <b>14</b>     |

## **Adult Education**

Wallace State Adult Education Program provides an opportunity for individuals to prepare for the GED, complete basic work skill training and computer skills, and take English as a Second Language (ESL) classes.

Classes are offered free of charge on the Wallace State campus, at affiliate sites throughout Cullman, Blount, Winston and Morgan counties. An increasing number of classes are now available in the workplace.

A partnership with Wallace State Adult Education Program allows employers to offer employees Adult Education classes that include not only basic education but also targeted skills that are specific to a particular workplace. Under state law, employers may be eligible to earn tax credits or receive federal, state and/or local funding for implementing workplace education programs.

Today, many jobs and postsecondary education programs require either a high school diploma or its equivalency – a GED. Helping adults to earn the GED is one of the key areas served by Adult Education. Classes prepare students to pass the five subject areas of the GED test – writing, reading, social studies, science, and math. Online classes are available to those committed to study at home with necessary computer and Internet capabilities. GED practice tests are available to indicated levels of readiness for the test in each subject area. The official GED test is also offered at Wallace State.

**Job skills training** provides pre-employment and on-the-job skills training through Wallace State's Work-Based Project Learner Initiative. Students in this program enhance their listening, speaking, and writing skills and learn how to understand charts, forms, documents, manuals, and math in the workplace.

**Computer skills training** provides individualized self-paced instruction on the basic computer skills required for most employers.

Adult Education students work with instructors at their own pace on the specific skills they need to improve. All instructors are experienced, certified professionals who are dedicated to seeing learners achieve their goals. Wallace State uses up-to-date high quality and high-tech study materials. Labs are equipped with state-of-the-art computers and learning software to help students achieve individual career goals.

To qualify for Adult Education, students must be at least 16 years old and not enrolled in a K-12 program. Students may enter the program throughout the year. Registration is completed at the first class. All Wallace State Adult Education classes, testing, and materials are offered free of charge through the Alabama Department of Postsecondary Education.

Contact:     Name: Linda Lipsey  
                  Organization: Wallace State Community College  
                  Phone: 256-352-8078  
                  Email: Linda.Lipsey@wallacestate.edu

(Note: Adult Education is also offered through Alabama Career Center System – Cullman)

## **AIDT – Alabama Industrial Development Training**

Total Workforce Delivery System - AIDT's Total Workforce Delivery System has provided thousands of skilled, motivated employees to Alabama industries since 1971.

A quality workforce for Alabama industries requires a quick and complete response. AIDT provides on-the-spot training even before you have a place to provide on-the-job training.

Key to AIDT's response is a unique infrastructure allowing the total, upfront commitment of our resources to the success of your company. We offer comprehensive pre-employment selection and training, leadership development, on-the-job training, maintenance assessments, and industrial safety assessments and training—all specific to your company's needs. AIDT's unique workforce selection and training processes have achieved the world's first ISO 9001:2000 certification for a state-funded workforce training program.

From lead-time planning to program delivery, AIDT rallies its total in-house capabilities to deliver a quality workforce.

Services Offered:

- Recruitment/screening
- Pre-employment training
- On-Job-Training
- Management Training
- Media Services
- Mobile Training Units
- Maintenance Assessment/Training
- Safety Assistance/Training

Contact:      Name: Ed Castile  
                    Organization: AIDT – Director  
                    Phone: 334-280-4411  
                    Email: ed\_castile@aidt.edu

## **Alabama Career Center System – Cullman**

1201 Katherine Street, N.W., Cullman, Alabama 35055

The Alabama Career Center assists individuals with every aspect of the job search. All services are offered free of charge. Listed below are the contacts (for the various partners) located within the Alabama Career Center System – Cullman:

### **A. Adult Education**

*Hours of Operation:*

Monday – Friday: 08:00 AM – 03:00 PM (*Day Classes*)

Monday – Tuesday: 04:30 PM – 08:00 PM (*Night Classes*)

*\*\*Friday Morning – Computer Literacy Class*

Instructors: Carolyn Hendrix / Trina Walker

Organization: Wallace State Community College

Phone: (256) 734-2004 (ext. 221)

E-mail: carolyn.hendrix@wallacestate.edu

Website: www.wallacestate.edu

### **B. Career Link**

Director: Sandra Rhodes

Organization: ADECA

Phone: (256) 734-2004 (ext. 219)

E-mail: [sandra.rhodes@adeca.alabama.gov](mailto:sandra.rhodes@adeca.alabama.gov)  
Website: [www.alabamacareerlinks.org](http://www.alabamacareerlinks.org)

**C. State Employment Service**

Manager: Bruce Payne  
Organization: Department of Industrial Relations  
Phone: (256) 734-4911 (ext. 216)  
E-mail: [bruce.payne@dir.alabama.gov](mailto:bruce.payne@dir.alabama.gov)

Assistant Manager: Don Willoughby  
Organization: Department of Industrial Relations  
Phone: (256) 734-4911 (ext. 211)  
E-mail: [donald.willoughby@dir.alabama.gov](mailto:donald.willoughby@dir.alabama.gov)

Office E-mail: [cullman.eso@dir.alabama.gov](mailto:cullman.eso@dir.alabama.gov)  
Website: <https://joblink.alabama.gov/ada>

**D. Vocational Rehabilitation Service**

Contact: George Adams (Employer Services)  
Organization: Alabama Department of Vocational Rehabilitation Service  
Phone: 1-800-671-6838 / 256-353-2754 TTY: 800-499-1816  
621 Cherry Street, N.E.  
Decatur, AL 35602  
Website: [www.rehab.state.al.us](http://www.rehab.state.al.us)

Listed below are some of the Services, Training, and Resources that are provided either collectively or individually by the Alabama Career Center System – Cullman “Partners” for either the Employer or Jobseeker.

**Services:**

- Local, state, and national job postings to the Alabama JobLink website
- Recruitment assistance to include on-site application process for employers
- Office space that may be utilized for interviews by the employers
- Conference room utilized by employer groups for meetings
- Job search assistance to include registration on the Alabama JobLink Site
- Internet labor market exchange
- Veteran Representative available for veterans’ assistance in employment
- Job search workshops conducted for the jobseeker

**Training:**

- Career exploration & assessment
- On-the-job training for “New Hire” or “Incumbent” workers
- Tuition assistance provided through federal programs
- Remediation of basic skills or Adult Basic Education classes
- Computer software tutorials available for self instruction

**Resource Room:**

- Computers are available in rooms
- Job search assistance
- Job search assistance reference materials
- Resource materials available for various agencies / organizations

### **Alabama's Career Readiness Certificate**

Alabama's Career Readiness Certificate serves as a common language between employers, job seekers and educators. It is a portable skills credential, assuring employers that a job applicant has the basic skills they seek.

The Career Readiness Certificate (CRC) is an assessment-based credential developed by ACT's WorkKeys that gives employers and career seekers a uniform measure of key workplace skills.

There are three levels an individual may earn: bronze, silver and gold.

Bronze level – Core employability skills for approximately 30% of the jobs

Silver level – Core employability skills for approximately 65% of the jobs

Gold level – Core employability skills for approximately 90% of the jobs

Contact:      Name: Kelley Blackwood  
                    Organization: Wallace State Community College  
                    Phone: 256-352-8077  
                    Email: kelley.blackwood@wallacestate.edu

### **Alabama Technology Network (ATN) – Wallace State Center**

The Alabama Technology Network of the Alabama College System links two-year colleges, the University of Alabama System, Auburn University, The University of Alabama in Huntsville, and the Economic Development Partnership of Alabama to solve the needs of industry. Each ATN regional center tailors its services to meet local needs, providing innovative and cost-effective solutions to enable Alabama's existing industry to be globally competitive. The network is Alabama's affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, which provides hands-on assistance and training to manufacturers.

The Wallace State ATN Center:

- Provides industry-specific training tailored to the needs of individual clients; such as, Topre America, NAFCO (North Alabama Fabrication Company), Louisiana Pacific, American Proteins, Summa Technologies, Cooper Tools, and Wisco Industries.
- Develops innovative and cost-effective Engineering solutions that make Alabama's existing industry globally competitive.
- Specializes in industrial maintenance, industrial safety & health, wastewater treatment, plastic injection molding, and polymer technology.
- Offers Certified Industrial Maintenance Technician Apprenticeship Training (CIMTAP) in conjunction with ATN's national affiliate The International Maintenance Institute®, ISO & Lean Certificate Series, facilitates Department of Labor Registered Apprenticeship Programs; such as, Industrial Maintenance, Industrial Electricity, etc...

Contact:      Name: Perry Shields  
                    Organization: The Alabama Technology Network  
                    Phone: 256-352-8324  
                    Email: pshields@atn.org

### **ATN Apprenticeship Programs:**

The Alabama Technology Network located at Wallace State Community College offers:

- Certified Industrial Maintenance Technician Apprentice Training (CIMTAP) in conjunction with ATN's national affiliate The International Maintenance Institute®.
- Department of Labor Registered Apprenticeship Programs; such as, Industrial Maintenance, Industrial Electricity, etc... (call for a full listing of apprentice training capabilities).

These apprenticeship programs are generally 4 year training programs that are tailored to meet the needs of a particular company and scheduled to convenience various shift work.

Contact:     Name: Perry Shields  
                  Organization: The Alabama Technology Network  
                  Phone: (256) 352-8324  
                  Email: pshields@atn.org

### **CARCAM (Consortium for Alabama Regional Center for Automotive Manufacturing)**

The growing demand for a better educated workforce to meet the needs of an evolving state economy – particularly that related to the automotive manufacturing industry – was the impetus for Wallace State Community College – Hanceville and four other two-year colleges in Alabama's "Automotive Corridor" region to form the Consortium for Alabama Regional Center for Automotive Manufacturing Technology (CARCAM).

Since 1991, Alabama has become home to four automotive manufacturing facilities: Mercedes-Benz (Vance), Honda (Lincoln), Hyundai (Montgomery) and Toyota (Huntsville). Alabama is emerging as the center of the Southern Auto Corridor, capturing an estimated payroll of \$3 billion each year. This multibillion-dollar industry is a vital part of Alabama's economy, growing at a 12 percent rate from 2002 to 2003 with 13 new plants (AAMA, 2003), even as other manufacturing industries are on the decline. Such rapid growth has resulted in a significant shortage of skilled employees for the industry.

The National Science Foundation-funded CARCAM network coordinates the development and delivery of educational programs, including an automotive manufacturing technology degree program with university transfer options. Additionally, its purpose is to sponsor and coordinate faculty development activities, establish recruiting and outreach goals for underrepresented populations, assess the needs of industry, coordinate services with other state and local agencies, and act as a repository of information on manufacturing standards for educators and industry.

Contact:     Name: Joe Hendrix or Vanessa Ennis  
                  Organization: Wallace State Community College  
                  Phone: 256-352-8154 (Joe) 256-352-8184 (Vanessa)  
                  Email: joe.hendrix@wallacestate.edu or vanessa.ennis@wallacestate.edu

### **Career Services Center**

The Career Services Center at Wallace State Community College is a link between area business and industry and job seeking Wallace State students, graduates and alumni. As the labor shortage continues to challenge area business and industry, more than ever the services provided by Career Services bring value; as a resource for qualified, prescreened candidates. The Career Services Center provides three distinct services: Professional Employment Services, Cooperative Education (Co-op) and Transitional and Career Coaching.

**Transitional and Career Coaching** - For career transitioning members of the community, Career Services offers assistance assessing their current skills, abilities and interests and when appropriate, identify programs where they can obtain skills necessary for a career transition. Career Services provides guidance to students as they make career choices by administering and interpreting personality profiles, determining vocational interests and qualifications, compensation and future employment outlook.

**Professional Employment Services** - For students, graduates and alumni, Career Services provides review and recommendations for improving the marketability of their resumes, portfolios and search letters; also, instruction and practice alternatives for the interview process.

**Cooperative Education Program** - Employers have long valued experiential education programs for testing the abilities and "fit" and increasing the work-readiness of potential college hires. In recent years, as competition for qualified candidates has heated up, more employers are looking to experiential programs (Internships, Cooperative Education and Clinical) as a source of candidates.

Cooperative Education (co-op) is an educational plan whereby a student can integrate classroom learning with practical work experience in a technical, business, or professional setting. The work experience periods are an integral part of the student's education. The College monitors the student's work activities to make sure that the work experience is providing the student an opportunity to gain valuable work experience.

There are two co-op plans: the Alternating Plan and the Parallel Plan. The Alternating Plan requires the student to alternate terms of full-time work with terms of full-time college attendance. The Parallel Plan requires the student to work part-time while attending school full-time. Cooperative Education is based on the principle that the work experience can enhance the learning that takes place in the classroom. Practical experience offered at a time when the student is at the peak of learning capacity adds relevance to education and fortifies the student in the total learning process.

Contact:      Name: Barbara P. Atchley  
                  Organization: Wallace State Community College  
                  Phone: 256-352-8178  
                  Email: barbara.atchley@wallacestate.edu

### **Community Education**

The Wallace State Community Education Department provides educational opportunities for lifelong learning.

Offerings have included such topics as Computer Topics, Financial Workshops, Home Decorating Sewing, Landscape Design, Photography, Scuba Diving, Signing for the Deaf, Spanish, Violin, Birding, Cake Decorating, and Yoga.

Contact:      Name: Melinda Edwards  
                  Organization: Wallace State College  
                  Phone: 256-352-8172  
                  Email: melinda.edwards@wallacestate.edu

### **Continuing Education**

The Wallace State Continuing Education Department provides educational opportunities for professional development.

Offerings have included such topics as Writing Fundamentals for Professionals, Management and Leadership Skills Training, Nursing CEUs, Topics for Teachers, and Paraprofessional Work Keys Workshops and Testing. Online courses on computer topics and soft skills are also available.

In order to meet the education needs of businesses and groups of individuals in our service area, classes may be specially designed through Wallace State's Continuing Education program.

Contact:      Name: Staci Bryan  
                  Organization: Wallace State College  
                  Phone: 256-352-8166  
                  Email: staci.bryan@wallacestate.edu

### **Cullman Area Career Center (Vocational School):**

Cullman Area Career Center is a career/technical high school located in Cullman. Our students earn a high school diploma with a career/technical endorsement in one of these career clusters: Business and Marketing, Building Systems Technology, Health and Human Services, Metals Technology and Drafting/Electronics.

There are two paths of instruction offered at the Career Center: a two-hour block instruction or an all-day career academy. An 11th or 12th grader may attend the career center all day as an academy student, taking a career/technical course plus Math, English, Science and Social Studies, or only take a career/technical course on our campus.

Many of our graduates are enrolled at college while working full time in the career objective learned here at the Career Center. We like to say that our students have an advantage over the students who earn a standard diploma without a career/technical skill. The businesses and industries that hire our young people as cooperative education students or as full time employees agree.

Contact:      Name: Becky Eason  
                  Organization: Cullman Area Career Center  
                  Phone: (256) 734-7741  
                  Email: beason@ccboe.org

### **Cullman Area Industry / Education Alliance**

To address the training needs of our existing industries, the Cullman Community and Economic Development Agency has formed a partnership with Alabama Industrial Development Training, Cullman Area Vocational School, Wallace State College and local manufacturers to design and implement cost-effective training programs. This partnership, the Cullman Area AIDT Industry / Education Alliance, was formed in 1997 in response to industrial concerns over updating employee skills in an ever changing, technology-driven marketplace.

Since 1997, the Cullman Alliance has offered more than 40 training seminars on subjects ranging from ISO 9000 Certifications, to Statistical Process Control Methods, to Internet Applications. The organization is industry driven, tailoring training programs to specific needs.

By combining the resources of local manufacturers with our educational resources, the Alliance has been able to offer its training at a much lower cost than one industry having to hire an instructor for a subject only a few people at that business need. The training is scheduled at the firms' convenience and is often delivered on-site.

The Alliance has other tangible benefits as well. It provides a monthly forum for manufacturing representatives, primarily human resource managers, to voice concerns to one another and to gain insight by asking questions. Speakers are often invited to attend the Alliance meetings to present a particular training program or to address issues such as workman's compensation law that have an everyday impact on businesses.

The Alliance also strengthens the feeling of community among our businesses, reminding our companies that our area's success is tied to their success.

Contact: Name: Susan Eller  
Organization: Cullman Economic Development Agency  
Phone: 256-739-1891  
Email: susane@cullmaneda.org

### **Department of Human Resources (Welfare-to-Work Program):**

210 4<sup>th</sup> Street, S.W., Cullman, Alabama 35055

DHR's "Welfare-to-Work" program, called the JOBS Program, is administered by the Family Assistance Division, which is operational in every county DHR office. State and county staff have developed numerous initiatives to address the problems faced by welfare families.

Many of the families that remain on welfare face multiple barriers to employment including substance abuse, domestic violence, low education, and poor access to jobs. JOBS case managers can help in many ways, either through provision of direct services listed below, or by referral to other agencies.

#### **Services:**

- Short-term Employment Services
- Family Coaches Program
- Transitional Child Care (TCC)

Contact: Name: Peggy Day, Director  
Organization: Cullman County D.H.R. Office  
Phone: (256) 737-5300 / (256) 735-2000

### **Department of Labor – Community Based Job Training Initiative**

As the region experiences growth and expansion at a rapidly accelerating pace in the advanced manufacturing sector, the workforce must evolve to meet the needs of the new and changing industries that require highly skilled employees. And, as technology facilitates changes in the manufacturing process, incumbent workers must acquire new skills through retraining. To address these needs Wallace State's North Alabama Center for Advanced Manufacturing has established the following goals:

1. *Through targeted marketing and career awareness programs, the Initiative will eliminate the misperception of manufacturing as an industry requiring minimal skills, and broaden the knowledge of the current and emerging labor pool of the skills set and/or education required to be qualified for employment.*

2. *Address skills deficiencies of the current workforce available to facilitate employment and/or advancement within the industry.*
3. *Inform, educate, and train the future workforce in areas of both technical skills and academic knowledge required for employment within the local manufacturing industry.*
4. *Create multiple pathways to employment in the manufacturing sector for Cullman and the north Alabama area.*

Through the Initiative, Wallace State has formed a partnership that includes the Cullman One-Stop Center, Alabama Technology Network, Cullman County and Cullman City Schools, Rehau Incorporated, and Topre, Inc., to provide a cohesive and collaborative approach to meet these goals.

Contact:      Name: Vanessa Ennis  
                    Organization: Wallace State Community College  
                    Phone: 256-352-8184  
                    Email: [vanessa.ennis@wallacestate.edu](mailto:vanessa.ennis@wallacestate.edu)

### **English as a Second Language**

Wallace State offers English as a Second Language (ESL) classes free of charge to non-English speaking adults. ESL classes provide individuals with the language skills needed to function successfully in other educational programs, in the workplace, and in an English-speaking community. These classes teach English skills by using real-life situations, like going to the doctor's office or filling out a job application. Classes are typically offered at three different levels: beginning, intermediate, and advanced. Instruction at the workplace may be arranged through Wallace State Adult Education.

Contact:      Name: Kelley Blackwood  
                    Organization: Wallace State Community College  
                    Phone: 256-352-8077  
                    Email: [kelley.blackwood@wallacestate.edu](mailto:kelley.blackwood@wallacestate.edu)

### **Fast Track Academy**

The Fast Track to College Academy established by Wallace State Community College and its collaborative partners, Cullman City Schools, Cullman County Schools and the Partnership for Student Achievement, provides an opportunity for high school juniors and seniors to simultaneously complete their high school education and attain postsecondary certifications and/or degrees. This seamless pipeline will provide students an educational and career pathway that may be completed in less time and at no cost. Fast Track Academy options include Academics in the following areas: Health Occupations, Public Safety, and Automotive Manufacturing Technology. These are established as a response to the labor and employment needs of the area, as well as the need for additional career/technical programs to be offered to secondary students.

Contact:      Name: Dale Palmer  
                    Organization: Wallace State Community College  
                    Phone: 256-352-8050  
                    Email: [dale.palmer@wallacestate.edu](mailto:dale.palmer@wallacestate.edu)

### **NARCOG Programs:**

North Central Alabama Regional Council of Governments (NARCOG) is one of twelve Councils of Governments across the State of Alabama. NARCOG is responsible for a scope of services which includes: Urban and Regional Planning, Community and Economic Development, Grants and Grant Management, Aging Program, Medicaid, Senior Aides Program, Revolving Loan Fund, The Metropolitan Planning Organization and the Rural Planning Organization.

#### **What is a RLF?**

- NARCOG has a revolving loan fund (RLF) that is a locally controlled source of capital used to finance start-up and expanding businesses whose projects will create permanent jobs, leverage private sector investments and reduce unemployment. As borrowers repay their RLF loans, payments are returned to the fund for lending to other businesses to create more jobs and investment opportunities.

#### **What businesses are eligible?**

- Small and medium sized businesses
- Small manufacturing companies
- Other businesses that may help a community improve its development potential

#### **How can funds be used?**

- Purchase land and buildings
- Construct new buildings or renovate modify existing buildings
- Purchase machinery and equipment
- Provide for permanent working capital

Contact:      Name: Ronald Matthews  
                  Organization: NARCOG – Executive Director  
                  Phone: (256) 355-4515  
                  Email: ronald.matthews@adss.alabama.gov

### **Senior Community Service Employment Program:**

The Senior Community Service Employment Program helps older adults find employment by building skills and confidence through paid community service positions.

Participants serve their communities while gaining valuable on-the-job training through paid temporary assignments with local non-profit and government organizations including:

- Schools
- Libraries
- Social service agencies
- Hospitals
- Senior centers
- Museums

Contact:      Name: Lona S. Johns  
                  Organization: NARCOG – Senior Services Coordinator  
                  Phone: (256) 355-4515  
                  Email: ljohns@adss.alabama.gov

### **Short-Term Skills Training**

To better serve the needs of those seeking to enter the workforce, Wallace State offers short-term, non-credit courses in specific areas. These courses are designed to provide a maximum amount of training in a minimum amount of time, so that individuals may become qualified for employment quickly. Courses currently offered include:

- Heating and Air Conditioning Technician
- Culinary Arts and Commercial Food Service
- Welding
- Auto Upholstery
- Furniture Repair
- Customized Construction Training in Carpentry, Masonry, Plumbing and Electrical
- Self-Enhancement
- Retail Sales Training
- Certified Nursing Assistant
- Management for Healthcare Professionals

Contact:      Name: Staci Bryan  
                  Organization: Wallace State College  
                  Phone: 256-352-8166  
                  Email: staci.bryan@wallacestate.edu

### **Training for Existing Business and Industry**

The Training for Existing Business and Industry Program at Wallace State Community College provides customized workforce development and employee training services. This program supports area economic development efforts in industrial recruitment and expansion, and plays a major role in ensuring the availability of a skilled workforce.

The Wallace State TEBI program offers business-consulting services, training needs assessments, customized employee training, and employee skills assessments to businesses and industries.

Wallace State annually offers more than 50 customized TEBI courses to hundreds of employees of agencies, businesses and industries like Rehau, Topre, American Proteins, and the Alabama Department of Transportation.

Topics offered have included A+ Certification, Basic Blueprint Reading, Basic Machining Calculations, Introduction to Metrology, Geometric Dimensioning and Tolerancing, 2000 ICC plumbing Codes, Total Quality Management, ISO 9000, Gap Analysis, Continuous Process Improvement, Software Applications, and Management Techniques. The Alabama Home Builders License Preparation Course and Insurance License Preparation Course are also offered through this program.

Training programs are developed and tailored to meet client needs. Qualified instructors have years of professional experience in the field and provide training using the latest information and technology. Services may be offered on-site or at Wallace State.

Contact:      Name: Vanessa Ennis  
                  Organization: Wallace State Community College  
                  Phone: 256-352-8184  
                  Email: vanessa.ennis@wallacestate.edu

### **Wallace State 2-Year Degree Programs**

Two-year degree programs offer customized training needs for potential careers in business, industry, and government. Certification from two-year programs provides an entrance into the job market for a particular field or trade. Wallace State Community College is a local institution that offers two-year degree programs.

Contact: Name: Dr. Jenny Folsom, Vice President of Student Learning  
Organization: Wallace State Community College  
Phone: 256-352-8161  
Email: jenny.folsom@wallacestate.edu

### **Wallace State 4-year Degree programs:**

Athens State offers the 3<sup>rd</sup> and 4<sup>th</sup> year for a Bachelor's degree on the campus of Wallace State. Wallace State also has partnership agreements for BS degrees with the University of Alabama in Nursing, Faulkner University in Criminal Justice and Embry Riddle University in Aviation.

Athens State University offers the following degree programs at Wallace State:

Management  
Elementary Education  
Early Childhood Education  
Behavioral Science  
Public Safety and Health Administration  
Liberal Studies

Additional courses are offered in: Human Resource Management, Marketing, Accounting, Religious Studies and more.

Contact: Name: Helen Marks  
Organization: Manager, ASU Hanceville Center  
Phone: 256-352-8090  
Email: helen.marks@athens.edu

### **WIA Alabama Incumbent Worker Training Program**

Funded by the U.S. Department of Labor, the Workforce Investment Act (WIA) Alabama Incumbent Worker Training Program is administered by the Workforce Development Division of ADECA. The program provides funding for customized employee training for existing businesses that are experiencing difficulties in staying competitive.

Through this customer-driven program, Alabama is able to effectively retain businesses and to keep businesses competitive through skills upgrade training for existing employees.

The program is structured to be flexible in order to meet the business' training objectives. Companies may use a public or private training provider based on the nature of the training.

Training must support further job retention and career development to improve the economic self-sufficiency of the employed workers, especially those most vulnerable to job loss.

Contact: Name: Darrell Bailey  
Organization: ADECA  
Phone: (256) 734-2004 (ext. 224)  
Email: darrell.bailey@adeca.alabama.gov  
Website: www.alabamacareerlinks.org

### **WIA On-The-Job Training (OJT) Program**

Funded by the U.S. Department of Labor, The Workforce Development Division of ADECA administers an On-the-Job Training Program. The OJT program gives individuals an opportunity to learn job skills and allows employers to train new employees while saving money on training costs. A Service Representative and the employer will create a training plan that defines training objectives and goals for the trainee(s).

Employers may receive up to fifty percent reimbursement of hourly wages paid to the trainee. This reimbursement serves as an incentive to encourage employers to hire individuals who do not have all the required skills for a particular job.

Upgrade training also may be available for existing employees. A predetermined training period can range from 6 to 26 weeks based on the skill level of the participant(s) and the training occupation.

This program is designed to fulfill the employment needs of local employers by providing a trained workforce while increasing productivity and profits.

#### **OJT Goals**

- The ultimate goal of OJT is permanent employment upon successful completion of training.
- Position trainees in occupations that will enhance long-term employment.
- Build a skilled workforce for a growing Alabama economy.

Contact:     Name: Darrell Bailey  
                  Organization: ADECA  
                  Phone: (256) 734-2004 (ext. 224)  
                  Email: darrell.bailey@adeca.alabama.gov  
                  Website: www.alabamacareerlinks.org

### **WorkKeys:**

Many industry and business employers require a standard employability test called WorkKeys. This certification exam covers work skills mathematics, locating information, and reading for information. Free preparation classes and testing are offered through Wallace State Adult Education.

Contact:     Name: Kelley Blackwood  
                  Organization: Wallace State Community College  
                  Phone: 256-352-8077  
                  Email: kelley.blackwood@wallacestate.edu

# Resource Directory

## Alabama Career Center System - Cullman

1201 Katherine Street, N.W., Cullman, Alabama

### Adult Education

Instructors: **Carolyn Hendrix / Trina Walker**  
Organization: Wallace State Community College  
Phone: (256) 734-2004 (ext. 221)  
E-mail: carolyn.hendrix@wallacestate.edu  
Website: www.wallacestate.edu

### Career Link

Director: **Sandra Rhodes**  
Organization: ADECA  
Phone: (256) 734-2004 (ext. 219)  
E-mail: sandra.rhodes@adeca.alabama.gov  
Website: www.alabamacareerlinks.org

### State Employment Service

Manager: **Bruce Payne**  
Organization: Department of Industrial Relations  
Phone: (256) 734-4911 (ext. 216)  
E-mail: bruce.payne@dir.alabama.gov

Assistant Manager: **Don Willoughby**  
Organization: Department of Industrial Relations  
Phone: (256) 734-4911 (ext. 211)  
E-mail: donald.willoughby@dir.alabama.gov  
Office E-mail: cullman.eso@dir.alabama.gov  
Website: <https://joblink.alabama.gov/ada>

### Vocational Rehabilitation Service

Contact: **George Adams** (Employer Services)  
Organization: Alabama Department of Vocational Rehabilitation Service  
Phone: 1-800-671-6838 / 256-353-2754 TTY: 800-499-1816  
621 Cherry Street, N.E.  
Decatur, AL 35602  
Website: www.rehab.state.al.us

### Workforce Investment Act

Contact: **Darrell Bailey**  
Organization: Alabama Department of Economic and Community Affairs  
Phone: (256) 734-4911 (ext. 224)  
E-mail: darrell.bailey@adeca.alabama.gov  
Website: www.alabamacareerlinks.org

## Alabama Industrial Development Training – AIDT

Director: **Ed Castile**  
Phone: (334) 280-4411  
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Website: www.aidt.edu  
Voice Mail: (334) 242-4158

### **Cullman Area Career Center (Vocational School)**

Director: **Becky Eason**  
Phone: (256) 734-7741  
E-mail: [beason@ccboe.org](mailto:beason@ccboe.org)  
Website: [www.ccboe.org/cacc](http://www.ccboe.org/cacc)

### **Cullman Area Chamber of Commerce**

President: **Kirk R. Mancer**  
Phone: (256) 734-0454  
E-mail: [kmancer@cullmanchamber.org](mailto:kmancer@cullmanchamber.org)  
Website: [www.cullmanchamber.org](http://www.cullmanchamber.org)

### **Cullman Area Workforce Solutions**

Chair: **Judy Bradford**, Axsys Technologies  
Phone: (256) 737-5220  
E-mail: [jbradford@axsys.com](mailto:jbradford@axsys.com)  
Website: [www.cullmancareers.com](http://www.cullmancareers.com)

Vice-Chair: **Dan Plank**, Rehau  
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E-mail: [dan.plank@rehau.com](mailto:dan.plank@rehau.com)

### **Cullman County Economic Development**

Director: **Sammie Danford**  
Phone: (256) 775-4696  
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Website: [www.co.cullman.al.us](http://www.co.cullman.al.us)

### **Cullman Economic Development Agency**

Director: **Peggy S. Smith**  
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Assistant Director: **Dale Greer**  
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Cullman Area Industry/Education Alliance: **Susan Eller**  
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Phone: (256) 739-1891  
Website: [www.cullmaneda.org](http://www.cullmaneda.org)

### **Department of Human Resources**

Director: **Peggy Day**  
Phone: (256) 737-5300 / (256) 735-2000

### **NARCOG**

Executive Director: **Ronald Matthews**  
E-mail: [ronald.matthews@adss.alabama.gov](mailto:ronald.matthews@adss.alabama.gov)

Senior Services Coordinator: **Lona S. Johns**  
E-mail: [ljohns@adss.alabama.gov](mailto:ljohns@adss.alabama.gov)

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## **Wallace State Community College**

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Website: [www.wallacestate.edu](http://www.wallacestate.edu)

**President: Dr. Vicki Hawsey**

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**Barbara Atchley: Career Services**

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**Kelley Blackwood: Adult Education, Alabama's Career Readiness Certificate, English as a Second Language & WorkKeys**

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**Staci Bryan: Short-Term Skills Training and Continuing Education**

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**Melinda Edwards: Community Education**

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**Vanessa Ennis: Training for Existing Business and Industry, CARCAM, DOL – Community Based Job Training Initiative**

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**Dr. Jenny Folsom, Dean of Academic Affairs: 2-year Degree Programs**

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**Joe Hendrix: CARCAM**

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**Linda Lipsey: Adult Education**

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**Helen Marks: 4-year Degree Programs**

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**Dale Palmer: Fast Track Academy**

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**Perry Shields: Alabama Technology Network**

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