Overview
This eight-hour course is designed to provide an overview of the laws and regulations that govern contractor licensing and practice in Virginia. This class is required as pre-licensing education and approved as a remediation class by the Virginia Board of Contractors. Included is a study of those laws relating to the Board of Contractors, State Building Code, Underground Utilities, and the types of licenses and qualifications for contractors. Also presented will be the Standards of Practice, Prohibited Acts and how to avoid violations of the regulations, as well as an overview of employment law, worker’s compensation, taxes, and business structures. This course is recognized by the Commonwealth of Virginia, Dept. of Professional Regulation, and Board of Contractors.

To Register:
Please complete the non-credit application inside and return with payment of $195.00 to the address below. The $195.00 fee includes registration, tuition, and the required text bundle (NASCLA’s Contractors Guide to Business Law & Project Management). Make checks and money orders payable to “Wytheville Community College” or complete and return a separate credit card form. The credit card form can be found on the workforce website: http://www.wcc.vccs.edu/career-development

Due to limited seating, all registrations are final. Refunds cannot be issued.

Classes run from 8:00 a.m.—5:00 p.m.
2015 Schedule of Classes (Circle date and enter in the form on the back):
- January 17: WCC Main Campus
- March 21: Crossroads Institute
- May 16: Smyth County Education Center
- July 25: WCC Main Campus
- September 19: Crossroads Institute
- November 14: Smyth County Education Center

Class
Smyth County Education Center of Wytheville Community College is located in Atkins, Virginia just off I-81 Exit #50. From 81-South, turn left off the exit. Take a left on Gordondale Road (just after the interstate ramp). Follow about 1 mile—turn right into driveway just after Smyth County Machine & Welding.

WCC Main campus is located at 1000 East Main Street, Wytheville, Virginia approximately 1 mile off Interstate 81—Exit 73 on the right hand side of the road directly across from Hardees.

Wytheville Community College @ The Crossroads Institute is located at 1117 East Stuart Drive in Galax, Virginia. From the Interstate 81 corridor, take Exit 81 to Interstate 77 South towards Charlotte. From I-77 South, take Exit 14 (Galax-Hillsville) and follow Highway 58 West 12 miles to Galax, Virginia. The Crossroads Institute is located on your left across from the Cherry Hill / Wal-Mart Shopping Center as you enter the City of Galax.

Wytheville Community College does not discriminate on the basis of race, color, national origin, sex, age, political affiliation, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762.
Name ___________________________  Prefix: (Mr., Mrs.)  First  Middle  Last  Suffix: (Jr., Sr.)

Social Security Number: - -  See privacy statement, which may be obtained in the Admissions/Records Office.

Former Name ___________________________________________________________

First  Full Middle  Last

Date of Birth: _______ / _______ / _______  Have you received a GED since 6/30/09? Yes □  No □

(Month)  (Day)  (Year)

Have you previously attended, applied for admission to, or been employed by any Virginia Community College?  Yes □  No □

If yes and you know your Student ID/EMPL ID, please provide: ____________________________

What campus do you plan to attend (if known)? ____________________________

Primary Phone (include area code): (______) _______ - _______ Ext. _______

Mailing Address ___________________________________________________________

(Street Address)  (City)  (State)  (Zip)  (Country, if not USA)

Current residence: ____________________________  (City/County)  Provide what you consider to be your location of residence.

Have you lived in Virginia for the last 12 months? Yes □  No □  If no, where else did you live: ____________________________

VISA Type ____________________________  VISA Expiration Date ____________________________

Email Address ____________________________

Emergency Contact Information

First Name  Last Name  Relationship  Phone

Employer Name & Address ____________________________  Business Phone(______) _______ - _______ Ext. _______

Employer E-mail address ____________________________

Ethnicity

□ American Indian/Alaskan Native  □ Asian  □ Black/African American

□ Hispanic/Latino  □ White  □ Native Hawaiian/Other Pacific Island

Gender

□ Male  □ Female

U.S. Citizenship Status

□ Native (U.S. citizen at birth)  □ Naturalized (became U.S. citizen after birth)  □ Alien permanent

□ Alien temporary  □ Not living in the U.S. □ Not indicated

Primary Language

□ English  □ Other

Military Status

□ No Military Service  □ Spouse  □ Dependent

□ Inactive Reserves  □ Retired  □ Veteran/VA Ineligible  □ Veteran  □ Active Duty  □ Active Reserves

□ Branch ____________________________

Applicant’s Signature: ____________________________  Date: ____________________________

This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), handicap, national origin or other non-merit factors. For further information, contact the Title IX Coordinator in Smyth Hall – Room 110, (276) 223-4869.

Note: Employer, date of birth, sex, and race information are used for research, reporting, and management of student records.

CLASS REGISTRATION

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