

Scholarship Enrollment Guide

South Carolina Certified Logistics Technician (SCCLT) Certificate

Program Description: The South Carolina Certified Logistics Technician (SCCLT) program offers both entry-level and incumbent workers the opportunity to demonstrate that they have acquired the skills needed for jobs of the 21st century. The SCCLT training and credentialing system is based on the industry-defined, annually updated national standards for the core technical competencies from frontline material handling and distribution workers in production sites, warehouses, distribution centers and transporters. Individuals are assessed for two credentials: Certified Logistics Associate (CLA) Certificate and Certified Logistics Technician (CLT) Certification. CLA is a prerequisite for CLT. In addition, individuals will also be given the opportunity to earn their 10-hour OSHA card, Lean Six Sigma Yellow Belt, and a Forklift Operator Certificate. Students requesting a scholarship will be required to attend an online 12-hour Career Readiness Training course (at no cost) prior to starting the Logistics program. Details are on page 2. **Total course hours: 90**

Program Delivery: The majority of this program will be delivered in-person. Some components of the training are delivered online. Students will be required to complete the online training components to successfully complete the program. Participants will need a computer or laptop with reliable internet. Using a phone or tablet is not recommended. Access to CCTC computer labs can be made available to students, if needed.

Step 1: Basic requirements

- At least 18 years old
- High school diploma or GED
- WorkKeys or WIN silver level scores (see next page for additional information)
- Complete a Workforce Development registration form (see next page for additional information)

***Fees associated with meeting the basic requirements for a scholarship are the responsibility of the student and will not be reimbursed. Meeting basic requirements does not guarantee a scholarship.**

Step 2: Application / Interview

- Schedule an application appointment with Cliff Thomas (803-778-7862 or thomascl@cctech.edu)
- Bring the following to your appointment
 - Copy of high school diploma or GED
 - WorkKeys or WIN scores
 - Completed Workforce Development registration form

Step 3: Scholarship decision

- Scholarships are awarded on a first come, first served basis for students who meet all the scholarship requirements and successfully complete the Career Readiness Training.

Step 4: Materials and fees

- Scholarship covers: tuition, books, and testing fees (2 Assessments)
- If you want to re-test in any area, additional fees will apply

Step 5: Participation

- Attend all classes (if you miss more than 12 hours, you will be withdrawn from the program)

Central Carolina Technical College
Workforce Development Division

Advanced Manufacturing Technology Training Center
853 Broad St., Sumter, SC 29150
803-778-6656, <http://www.cctech.edu/training-continuing-ed>

Career Readiness Training

This 12-hour online program helps prepare students for the workforce. Students will prepare a resume, complete exercises, have a mock interview and assemble a portfolio. **Students will not be eligible for a scholarship until they have successfully completed the Career Readiness Training program.** Student success will be based on attendance, participation, and completion of assignments. Successful completion is ultimately determined by the instructor. There is no fee associated with the training.

WorkKeys / WIN Testing Information

If you do not have WorkKeys or WIN assessment scores you can take WIN assessments at the CCTC Testing Center (WorkKeys are no longer being administered). To be eligible for a scholarship you must score a Level 4 or higher on the following assessments:

- Location for Information
- Reading for Information
- Applied Math

Eligible participants may take each assessment for free, one time, through CCTC's Testing Center.

3 easy ways to register:

Online: <http://www.cctech.edu/resources/testing-center/testing-center-registration/>

Click: *Certification Exams (including CLEP, DANTES, CIC, MSSC, NALA)* Follow instructions for registration

Call: 803-774-3306

In-person: by the CCTC Main Campus in Sumter, in Building M100, Room M109.

Testing Center hours:

Monday - Thursday: 8:00 a.m. - 8:00 p.m. Friday: 8:00 a.m. - 4:30 p.m. Saturday: 8:00 a.m. - 1:00 p.m.

Workforce Development Registration Form

Visit <http://www.cctech.edu/training-continuing-ed/registration/> or stop by the AMTTC at 853 Broad St., Sumter (Monday-Friday: 8:00 a.m. – 4:30 p.m.)

Possible Certifications Earned with Successful Completion of Program:

- MSSC Certified Logistics Associate (CLA) (National Credential) – in-person
- MSSC Certified Logistics Technician (CLT) (National Credential) – in-person
- 10-hour OSHA General Industry / Hazardous Communication – in-person
- Forklift Certification – online & in-person
- Lean Six Sigma Yellow Belt - online

Tentative Course Dates:

Course dates are to be determined and may be adjusted depending on student availability & class enrollment.

Course Location: Courses may be offered in Sumter or Camden.