

## Scholarship Enrollment Guide Beginner's Forklift

**Program Description:** This hybrid course is designed for an individual with no experience in forklift operation. Students will learn to operate a stand-up and a sit-down forklift in a safe and professional manner. This program includes written evaluation, practical training and a demonstration of competency by the trainee on the forklifts. Forklift operators are required to take a refresher training course every three years for recertification. Certificates are awarded to participants who successfully complete this training.

**Total course hours: 8**

**Program Delivery:** The majority of this program (6 hours) will be 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. Once the online training is complete the student will schedule a time to come to campus and complete the hands-on portion of the course.

### **Step 1: Basic requirements**

- At least 18 years old
- Complete a Workforce Development registration form (see below)

**\*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: Registration**

- Complete a registration form and bring to CCTC's AMTTC at 853 Broad St., Sumter

### **Step 3: Scholarship decision**

- Scholarships are awarded on a first come, first served basis for students who meet all the scholarship requirements.

### **Step 5: Materials and fees**

- Scholarship covers: tuition and books
- Students are to dress appropriately for hands-on component (close-toe shoes, long pants, etc.)

### **Step 6: Participation**

- Students must successfully complete the classroom and hands-on portion of the training to be awarded a Certificate and pocket card

### **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>

### **Tentative Course Dates:**

Students can begin the training within 5-7 business days after they register.

### **Course Location:**

The hands-on training will be conducted at CCTC's **AMTTC at 853 Broad St., Sumter**

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