

# Gadsden State Community College

## Employee Handbook

Revised 2017

### Accreditation

Gadsden State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Gadsden State Community College.

**NOTICE: Academic courses taken at Ayers State Technical College prior to 1997 must be retaken due to lack of accreditation by the Southern Association of Colleges and Schools Commission on Colleges.**

In addition, each of the following GSCC instructional programs has received individual professional accreditation, approval or certification from the appropriate professional or academic organization:

**AIR CONDITIONING AND REFRIGERATION PROGRAM**—certified by the Partnership for Air Conditioning, Heating, Refrigeration Accreditation (PAHRA), 2111 Wilson Boulevard, Suite 500, Arlington, VA 22201-3001; telephone: 703.524.8800; [www.pahrahvacr.org](http://www.pahrahvacr.org)

**AUTO COLLISION REPAIR TECHNOLOGY**—certified by the National Automotive Technicians Education Foundation (NATEF), 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175; telephone: 703.669.6650; [www.natef.org](http://www.natef.org)

**AUTOMOTIVE SERVICE TECHNOLOGY**—certified by the National Automotive Technicians Education Foundation (NATEF), 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175; telephone: 703.669.6650; [www.natef.org](http://www.natef.org)

**CARPENTRY**—accredited by the National Center for Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, FL 32615; telephone: 386.518.6500; fax: 386.518.6255; website: [www.nccer.org](http://www.nccer.org).

**CHILD DEVELOPMENT**—accredited by the National Association for the Education of Young Children (NAEYC) Commission on Early Childhood Associate Degree Accreditation, 1313 L Street, NW., Suite 500, Washington DC 20005; telephone: 800.424.2460; fax: 202.350.8799; website: [www.naeyc.org](http://www.naeyc.org)

**CIVIL ENGINEERING TECHNOLOGY**—certified by the American Design Drafting Association (ADDA), 105 East Main Street, Newbern, TN 38059; telephone: 731.627.0802; fax: 731.627.9321; website: [www.adda.org](http://www.adda.org)

**DIESEL TECHNOLOGY**—certified by the National Automotive Technicians Education Foundation (NATEF), 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175; telephone: 703.669.6650; [www.natef.org](http://www.natef.org)

**DRAFTING AND DESIGN TECHNOLOGY**—certified by the American Design Drafting Association (ADDA), 105 East Main Street, Newbern, TN 38059; telephone: 731.627.0802; fax: 731.627.9321; website: [www.adda.org](http://www.adda.org)

**ELECTRICAL TECHNOLOGY**—accredited by the National Center for Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, FL 32615, telephone: 386.518.6500; fax: 386.518.6255; website: [www.nccer.org](http://www.nccer.org).

**ELECTRONICS ENGINEERING TECHNOLOGY**—approved by the Electronics Technicians Association International (ETA International), 5 Depot Street, Greencastle, IN 46135; telephone: 765.653.8262; fax: 765.653.4287; website: [www.eta-i.org](http://www.eta-i.org)

**EMERGENCY MEDICAL SERVICES**—accredited by the Committee on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; telephone: 727.210.2350; fax: 727.210.2354; website: [www.caahep.org](http://www.caahep.org) by recommendation from the Committee on Accreditation of Educational Programs for the EMS Profession of Allied Health Programs (CoAEMSP), 4101 Oaks Blvd., #305-599, Arlington, TX 76016; telephone: 817.330.0080; fax: 817.330.0089; website: [www.coaemsp.org](http://www.coaemsp.org) and by the State of Alabama Department of Public Health Emergency Medical Services Division (ADPH-EMSD), ADPH-EMS Division RSA Tower, 201 Monroe Street,

Suite 750, Montgomery, AL 36104; telephone: 334.206.5383; fax: 334.206.5260; [www.adph.org](http://www.adph.org)

**INDUSTRIAL AUTOMATION TECHNOLOGY**—accredited by the National Center for Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, FL 32615; telephone: 386.518.6500; fax: 386.518.6255; website: [www.nccer.org](http://www.nccer.org).

**MECHANICAL DESIGN TECHNOLOGY**—certified by the American Design Drafting Association (ADDA), 105 East Main Street, Newbern, TN 38059; telephone: 731.627.0802; fax: 731.627.9321; website: [www.adda.org](http://www.adda.org)

**MEDICAL LABORATORY TECHNOLOGY**—accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; telephone: 773.714.8880; fax: 773.714.8886; website: [www.naacls.org](http://www.naacls.org)

**NURSING EDUCATION**—The Associate Degree Registered Nursing Program is approved by the Alabama Board of Nursing, telephone: 334.293.5200; fax 334.293.5201; website: [www.abn.state.al.us](http://www.abn.state.al.us) and accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326; telephone: 404.975.5000; fax: 404.975.5020; website: [www.acenursing.org](http://www.acenursing.org). The Practical Nursing Program is approved by the Alabama Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc.

**PARALEGAL**—approved by the American Bar Association, 321 N. Clark Street, Chicago, IL 60654-7598; telephone: 312.988.5618; fax: 312.988.5483; website: [www.abaparalegals.org](http://www.abaparalegals.org)

**PRECISION MACHINING** —accredited by the National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 10, Fairfax, VA 22030; telephone: 703.352.4971; fax: 703.352.4991; website: [www.nims-skills.org](http://www.nims-skills.org)

**RADIOLOGIC TECHNOLOGY**—accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; telephone: 312.704.5300; fax: 312.704.5304; website: [www.jrcert.org](http://www.jrcert.org)

**REALTIME REPORTING**—certified by the National Court Reporters Association Council on Approved Student Education (NCRA/CASE), 12030 Sunrise Valley Drive, Suite 400, Reston, VA 20191; telephone: 703.556.6272; fax: 703.391.0629; website: [www.ncraonline.org](http://www.ncraonline.org)

**SALON AND SPA MANAGEMENT**—certified by the Alabama Board of Cosmetology (ABOC), 100 N. Union Street, Suite 324, Montgomery, AL 36130-1750; telephone: 334.242.1918; fax: 334.242.1926; website: [www.aboc.state.al.us](http://www.aboc.state.al.us)

**THERAPEUTIC MASSAGE**—approved by the State of Alabama Board of Massage Therapy (ALMTBD), 2777 Zelda Road, Montgomery, AL 36106; telephone: 334.420.7233; fax: 334.263.6115; website: [www.almtd.state.al.us](http://www.almtd.state.al.us) and accredited through Commission on Massage Therapy Accreditation (COMTA) 5335 Wisconsin Avenue NW, Suite 440, Washington, D.C. 20015; telephone: 202.888.6790; fax: 202.888.6787; website: [www.comta.org](http://www.comta.org)

**WELDING TECHNOLOGY**—accredited by the National Center for Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, FL 32615; telephone: 386.518.6500; fax: 386.518.6255; website: [www.nccer.org](http://www.nccer.org).

#### DISCLAIMER STATEMENT

Any policy in this handbook that is contrary to the language or intent of policies found in the current edition of the [Alabama Community College System Policy Manual](#) is null and void. Institutional policies and procedures not included or inadvertently omitted from this handbook are considered to be binding.