# Course Announcement: Quarter 1 & Quarter 2 2023 ICS Classes

Prince William County is offering the following ICS courses in Quarter 1 and Quarter 2 this year. Instructions for registering in the Commonwealth of Virginia Learning Center (COVLC) can be found starting on page 2.

January ICS 300
- Dates/Times: January 30 – February 1, 0800 – 1700
- Location: Prince William County EOC, 3 County Complex Court, Woodbridge
- Registration: COVLC

February ICS 400
- Dates/Times: February 27 – February 28, 0800-1700
- Location: Prince William County EOC, 3 County Complex Court, Woodbridge
- Registration: COVLC

April ICS 300 (WEEKEND COURSE)
- Dates/Times: Friday, April 14, 1800-2200, Saturday April 15 & Sunday April 16, 0800-1800
- Location: Prince William County Department of Fire & Rescue - Station 6, 13712 Dumfries Rd, Manassas, VA, 20112
- Registration: COVLC

May ICS 400 (WEEKEND COURSE)
- Dates/Times: Saturday May 6 & Sunday May 7, 0800-1700
- Location: Prince William County Department of Fire & Rescue - Station 6, 13712 Dumfries Rd, Manassas, VA, 20112
- Registration: COVLC

May G-191 (WEEKEND COURSE)
- Dates/Times: Saturday May 20, 0800-1700
- Location: Prince William County Department of Fire & Rescue - Station 6, 13712 Dumfries Rd, Manassas, VA, 20112
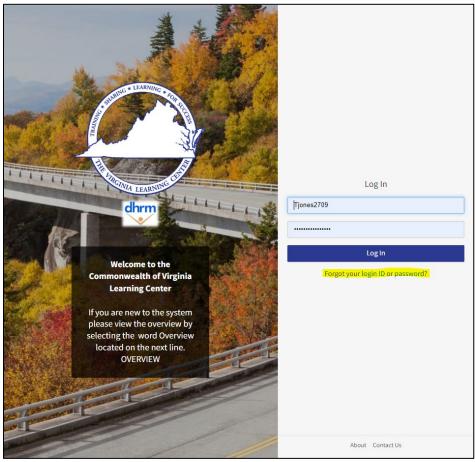- Registration: COVLC

# Commonwealth of Virginia Learning Center (COVLC): Registering for an Account/ Enrolling in a Course

## Registering for a COVLC Account

New COVLC accounts must be manually created by the VDEM support technicians. An account can be requested at https://arcg.is/TqWa0. It may take up to 5 days for the account to be created. The VDEM specific COVLC help desk can be reached at LMSHelp@vdem.virginia.gov.
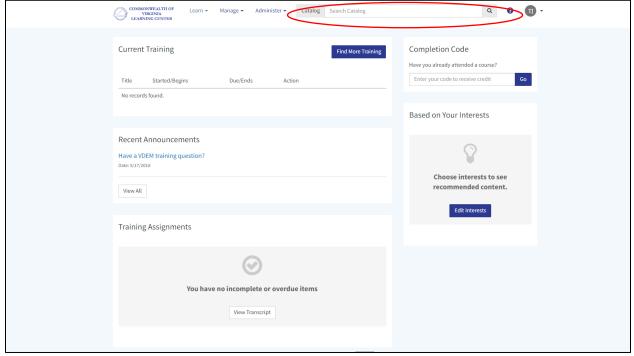
## Forgot Login ID or Password

If you have an existing COVLC account but have forgotten the Login ID or Password, those can be retrieved or reset using the "Forgot your login ID or password?" link on the login page.

## Enrolling in a Course

1. Once logged in, the search box is located on the upper right side of the home screen.



2. Type in the course title or number (i.e., ICS 300, 290, HSEEP) and options will appear in the drop down. Select the correct course from the list or click "See all results."
3. The course page will show a synopsis of the course. To see scheduled offerings, click "Schedule." Click "Enroll" to register for a specific offering of the course.