



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.
President

August 27, 2013

PEP Memorandum #12

RESPONSE DEADLINE: September 20, 2013

To: Prison Education Program (PEP) Point of Contact – Local College

From: Dr. Anthony Reggi, Education Services
Division of Adult Correction, NC Department of Public Safety

Tracy McPherson, Public Safety Training Programs
Workforce Continuing Education, NC Community College System

Subject: **Prison Education Program Validation Form - FY 2013-2014**

Attached is your Prison Education Program (PEP) State-Level Validation Form for the current fiscal year outlining the total funding available to pay tuition and fees for inmates taking community college classes in your local Division of Adult Correction (DAC) prison facility. **The attached form should be signed by college and prison management and returned to the System Office via mail by September 20, 2013.** The signatures confirm that the college and prison have jointly planned a schedule of courses for 2013-14 and that billing for these courses/CRC fees/GED testing will not exceed the attached allocation. Please note the following:

- **The form includes information on funding to cover GED batteries and scoring** for the time period of January 1 – June 30, 2014, when the Division of Adult Correction must start paying for GED testing. *Additional information on GED testing in the prison will be forthcoming.* Do not use the GED allocation to pay for any course tuition/fees or CRC assessment fees.
- The attached form identifies the specific course IDs that DAC has approved; however, **separate State Board of Community Colleges' approval is still necessary** to earn FTE on correctional education courses. Always confirm that such approval is on file prior to offering any course in a prison.
- **Detailed Joint Annual Plans do not have to be submitted to the System Office this year;** however, it is expected that colleges and prisons will jointly agree to a detailed plan locally to ensure that programming can be offered within the parameters of the attached Validation Form. Once the attached document is signed, please keep a copy for your use, and **mail the signed original to Tracy McPherson (NCCCS, 5003 Mail Service Center, Raleigh, NC 27699-5003) by September 20, 2013.** You may begin using the new form for billing purposes immediately once it is signed locally.
- If revisions need to be made to the attached course offerings list, please notify Tracy McPherson or Tony Reggi by email as soon as possible so that we may issue an updated validation form if necessary.

Feel free contact us if you have questions: Tony Reggi, Education Specialist, Division of Adult Corrections, at 919-838-3643 or Anthony.Reggi@ncdps.gov; or Tracy McPherson, Director of Public Safety Programs, NC Community College System, at 919-807-7117 or mcpherson@nccommunitycolleges.edu. All PEP Memos are archived at http://www.nccommunitycolleges.edu/Business_and_Industry/ConEd/PrisonEducationMemos.htm **Please distribute this information as appropriate on your campus and prison.** Thank you for your partnership in support of correctional education in North Carolina.

Attachment – PEP State-Level Validation Form for 2013-2014