



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Mr. George Fouts

Interim President

November 25, 2015

MEMORANDUM

TO: Chief Business Officers, Continuing Education Administrators, Instructional Administrators, Student Services Officers, Registrars

FROM: Jason W. Forlines, CFE, Director of Systems Accounting & Special Projects

RE: Tuition and Registration Fee Waiver Reference Guide – FY 2015-17 Edition

The *Tuition and Registration Fee Waiver Reference Guide* provides information on the statutorily authorized groups/organizations and the types of education and training eligible for state tuition waivers. This document was assembled in consultation with System Office programmatic staff to provide guidance on the appropriate application of tuition and registration fee waivers authorized by the General Assembly. **Colleges should consult this document to ensure that waivers are applied appropriately and reported consistently.**

This document is updated as legislative and State Board changes occur and as issues are identified that need further clarification. The FY 2015-16 legislative and State Board changes have been incorporated into the new version. We have added a “What’s New” section at the beginning of the document to detail the changes from the last version. I hope that you find this section to be useful.

Please direct any questions about Colleague functionality to the CIS Help Desk at cishelpdesk@nccommunitycolleges.edu. For answers to any policy-related questions about AR/discount codes or the application of waivers, please contact Jason Forlines at (919) 807-7071 or forlinesj@nccommunitycolleges.edu. If necessary, such questions will be referred to the appropriate programmatic contact. The *Tuition and Registration Fee Waiver Reference Guide* may be downloaded from www.nccommunitycolleges.edu/accountability-resources.

CC15-038
Email



TUITION AND REGISTRATION FEE WAIVER

REFERENCE GUIDE

Fiscal Year 2015-17 Edition

Revised November 2015

Issued Under Numbered Memo CC15-038, November 25, 2015

The purpose of this reference guide is to provide community college staff and other interested persons with an official, all-inclusive guidance document that contains statutory and other legal references related to the authorization of curriculum tuition and continuing education registration fee waivers. This document will be updated as needed when changes occur.

What's New

November 2015

In addition to stylistic updates, several modifications have been made to this document since the last version. Here is a summary:

- Updated State Board Code references to point to 1E SBCCC 800 Waivers.
- Updated the Rescue & Lifesaving, including Emergency Management, to incorporate the clarification on National Guard that was communicated through CC15-012.
- Updated the Human Resources Development Courses section to include numbered memo information for the latest federal poverty level rules.
- Updated the High School Students section for guidance about the applicability of the waiver for courses provided during the summer term.
- Updated the Eligible Survivor section for changes to the legislation as a result of Session Law 2015-296. Legal guardians and legal custodians have been added as qualifying relationships.
- Updated the Eligible Child of a Totally & Permanently Disabled Public Safety Officer section for changes to the legislation as a result of Session Law 2015-296. Legal guardians and legal custodians have been added as qualifying relationships.
- Updated Appendix A: Relevant General Statute Citations for Session Law 2015-296.
- Updated Appendix A: Relevant General Statute Citations to include historical text repealed by Session Law 2011-145.
- Updated Basic Skills Plus and Appendix A: Relevant General Statute Citations to include new Basic Skills Plus language in G.S. 115D-5(b)(15) as amended by S.L. 2015-241.
- Updated Appendix B: General guidance - NC Law Enforcement Agencies to remove Butner Public Safety from the list of state law enforcement agencies (it is now a municipal agency); update items related to the change of the Department of Environment and Natural Resources to the Department of Environmental Quality; and add Cape Fear Community College to the list of community colleges.
- Updated Appendix C: Relevant excerpts from interpretative rule.
- Added Appendix D: Specialized Training Course List for Waivers. The full copy of item FC-6 from the September 18, 2015, meeting of the State Board of Community Colleges has been added. This document has also been updated for changes that have been approved by Lisa Chapman and Jennifer Haygood and will be reported to the State Board of Community Colleges in accordance with the new approval process. Such items are footnoted.
- Added Appendix E: Public Safety Waiver Documentation. This information will assist colleges with understanding what documentation is acceptable for substantiating the authorization of waivers for public safety courses.
- Moved the document history to the end of the document as Appendix F and updated it.

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Policy Reference Guide

NC General Statutes – See Appendix A

G.S. 115B-2	Tuition Waiver Authorized
G.S. 115D-5(b)	Tuition Waiver

NC Administrative Code

1E SBCCC 100	Definitions
1E SBCCC 800	Waivers

Tuition Remission Discount/AR Codes

#	General Statute	Waiver Category	Tuition Remission Discount/AR Codes	
			CE	CU
1	G.S. 115D-5(b)(1)	Basic Skills Programs		
2	G.S. 115D-5(b)(15)	Basic Skills Plus	CEBSP	WBSKP
3	G.S. 115D-5(b)(2)a	Fire Departments (Volunteer)	CEVFR	
4	G.S. 115D-5(b)(2)b	Fire Departments (Municipal, County, or State)	CEPFR	
5	G.S. 115D-5(b)(2)c	EMS or Rescue and Lifesaving Departments (Volunteer)	CEVRS	
6	G.S. 115D-5(b)(2)d	EMS or Rescue and Lifesaving Departments (Municipal, County, or State)	CEPRS	
7	G.S. 115D-5(b)(2)d1	Law enforcement, fire, EMS, & rescue/lifesaving entities serving an eligible lake authority	CELPS	WLBLE
8	G.S. 115D-5(b)(2)e	Radio Emergency Associated Communications Teams	CERCT	
9	G.S. 115D-5(b)(2)f	Law Enforcement Agencies (Municipal, County, or State)	CEPLW	WBLET
10	G.S. 115D-5(b)(2)g	Division of Adult Corrections employees	CECOR	
11	G.S. 115D-5(b)(2)h	Division of Juvenile Justice employees	CEDJJ	
12	G.S. 115D-5(b)(2)i	Eastern Band of Cherokee law enforcement, fire, EMS, & rescue/lifesaving programs	CETPS	WTBLE
13	G.S. 115D-5(b)(4)	Customized Training Program Trainees		
14	G.S. 115D-5(b)(10)	Elementary and secondary school employees (First Aid/CPR Course)	CECPR	
15	G.S. 115D-5(b)(12)	High School Students (Career and College Promise)		WCCPP
16	G.S. 115D-5(b)(13)	Human Resources Development Program (Eligible Enrollees)	CEHRD	
17	G.S. 115B-2(a)(2)	Eligible Survivor - authorized under GS 115B-2	CESUR	WSURV
18	G.S. 115B-2(a)(3)	Eligible Spouse - authorized under GS 115B-2	CESPO	WSPOU
19	G.S. 115B-2(a)(4)	Eligible Child - authorized under GS 115B-2	CECHD	WCHLD
20	G.S. 115B-2(a)(5)	Ward of the State	CEWRD	WWARD

Purpose Statement

The State Board's policies regarding student tuition and fees, including waivers, are set forth in Chapter E of Title 1 of the State Board of Community Colleges Code (SBCCC). Title 1, Chapter E, Subchapter 100 (1E SBCCC 100) defines key terms and Subchapter 800 (1E SBCCC 800) establishes general and uniform regulations for the waiver of tuition and registration fees. This document provides additional interpretative guidance to colleges regarding the appropriate application of these policies and laws. This guide also sets forth procedures for coding of waivers to ensure consistent annual reporting required by 1E SBCCC 800.2(f).

State Board General and Uniform Regulations

CHAPTER E. STUDENT TUITION AND FEES, SUBCHAPTER 100. DEFINITIONS

1E SBCCC 100.1 Definitions

The following definitions apply to this Chapter:

- (a) "Enroll" – To become a student in a course section by registering for the course section and either making payment or receiving financial aid for that course section. For the purposes of this definition, a tuition or registration fee waiver is a form of financial aid.
- (b) "Local Fees" – A fee charged to a student for a good or service provided by the college other than instruction.
- (c) "Register" – To complete the procedure defined by the college to sign up for a course section.
- (d) "Registration Fee" – The amount charged to a student to enroll in a continuing education course that earns budget FTE as described in 1G SBCCC 100.99.
- (e) "Self-Supporting Fee" – A fee charged to a student to enroll in a course that is offered on a self-supporting basis, as provided by 1E SBCCC 600.
- (f) "Tuition" - The amount charged to a student to enroll in a curriculum course that earns budget FTE as described in 1G SBCCC 100.99.
- (g) "Waive" – To exempt a student from paying a charge that would otherwise be required and adjust the student's account accordingly. The amount waived represents revenue foregone by the entity that would have otherwise received the benefit of the revenue.

CHAPTER E. STUDENT TUITION AND FEES, SUBCHAPTER 800. WAIVERS

1E SBCCC 800.1 Definitions

The following definitions apply to this subchapter:

1. "Tuition and Registration Fee Waiver" - A waiver that exempts an individual from paying curriculum tuition or continuing education registration fees that would otherwise be required to enroll in a course and deposited with the State Treasurer. The amount waived represents revenue foregone by the State. A tuition and registration fee waiver shall not be construed to mean inclusion of any other fees or charges (i.e. local fees, textbooks/supplies, and insurance) that are required for enrolling in a course or program. The amount charged to students who qualify as a resident for tuition purposes pursuant to G.S. 115D-39 and G.S. 116-143 is not a tuition waiver for the purposes of this Subchapter.
2. "Authorized Group or Organization" - A category of students or organizations that are authorized by law to be granted a tuition or registration fee waiver.
3. "Eligible Training" - Training that the State Board of Community Colleges has approved that is eligible to be waived for a specific authorized group, consistent with law.

1E SBCCC 800.2 General Provisions

- (a) Authority to waive. Colleges shall waive tuition and registration fees for eligible training provided to members of groups and organizations that are expressly authorized by law. The waiver of local fees shall be governed by local boards of trustees.
- (b) Admission Requirements. Persons in an authorized group or organization must meet the same admission requirements as students that are not in an authorized group to enroll in courses for which the student is eligible for a waiver.
- (c) Proof of Eligibility. To obtain a waiver, individuals must establish proof of eligibility as a member of an authorized group or organization. To be eligible for a tuition or registration fee waiver, trainees enrolled in Basic Law Enforcement Training (BLET) courses must obtain a letter of sponsorship from a state, county, or municipal law enforcement agency prior to enrollment and uphold the terms of the sponsorship until completion of the BLET course. The college must maintain documentation of the sponsorship on file.
- (d) Reporting FTE: Unless otherwise prohibited by law, students eligible for an authorized waiver shall be counted in the computation of enrollment for funding purposes (BFTE) in a manner consistent with non-waived students, assuming all applicable reporting requirements are met.
- (e) Self-Supporting Courses: Community colleges shall not grant tuition and registration fee waivers to students enrolled in self-supporting courses. The community college shall charge the student the self-supporting fee or use institutional funds to pay for the self-supporting fee on the student's behalf.
- (a) Annual Reporting Requirement. As directed by the System Office, the college shall report the amount of tuition and registration fees waived by the college on behalf of individuals who are members of authorized groups or organizations on an annual basis to the System Office.

General Coding Information

Definitions:

1. **Discount Code:** The code used within CIS (Colleague) that is associated with the appropriate general ledger account that accounts for the amount of continuing education registration fees that are waived.
2. **AR Code:** The code used within CIS (Colleague) that is associated with the appropriate general ledger account that accounts for the amount of curriculum tuition that is waived.

Individuals Who Are Members of More than One Authorized Group/Organization: When a course section serves individuals that are members of more than one authorized group/organization, the college should set up the section so that all relevant discount/AR codes are listed in the Section Billing Screen (SECT -- SECB). If the relevant discount codes include CEVFR and/or CEVRS, this discount code(s) should be listed prior to any other discount/AR codes. Additionally, the student's Additional Student Profile (ASPR) should also include discount/AR codes for all the authorized groups/organizations of which the student is a member. It does not matter what order the codes are listed in on this screen.

Authorized Group
Basic Skills Program - Enrollees

Definition:	Students enrolled in Basic Skills programs as defined by 1D SBCCC 200.
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115D-5(b)(1). See Appendix A for statutory reference.
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Adult Basic Education (ABE), Adult Secondary Education (ASE), English as a Second Language (ESL).
Proof of Eligibility of Waiver:	Because there is no registration fee charged to students enrolled in Basic Skills programs, there is no need to document eligibility of waiver. Colleges, however, do need to ensure that they maintain documentation that students are enrolled in Basic Skills programs consistent with the law of North Carolina and State Board policies.
Tuition Remission Report Discount/AR Code:	Because there is no registration fee charged to students enrolled in Basic Skills programs, colleges are exempt from tracking waivers on the Tuition Remission Report for this authorized group.

Additional Information:

- None at this time.

Authorized Group**Basic Skills Plus**

Definition:	Students enrolled in a State Board-approved Basic Skills Plus program. Basic Skills Plus is a program that provides employability skills, job-specific occupational and technical skills, and developmental education instruction to certain students concurrently enrolled in an eligible community college literacy course, consistent with the Basic Skills Plus Policies & Procedures .
Agency Affiliation(s):	N/A
General Statute(s):	G.S. 115D-5(b)(15)
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Students may only be waived for occupational extension and/or curriculum courses that are part of a State-Board-approved Basic Skills Plus program. Waivers associated with a Basic Skills Plus program may not exceed 12 credit hours for curriculum courses, or 96 hours for continuing education courses, or a single CE course that is longer than 96 hours.
Documentation:	Colleges are responsible for ensuring that students are enrolled in Basic Skills Plus programs consistent with the Basic Skills Plus Policies & Procedures .
Tuition Remission Report Discount/AR Code:	Continuing Education: CEBSP – Basic Skills Plus students Curriculum: WBSKP – Basic Skills Plus students

Additional Information:

- Colleges must obtain approval from the State Board to offer a Basic Skills Plus program and must operate that program consistent with the [Basic Skills Plus Policies & Procedures](#).

Authorized Organization**Fire Departments****(Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)**

Job Classification(s): <i>Persons authorized for eligible training</i>	<ul style="list-style-type: none"> ▪ Individuals on a current roster with a fire or fire/rescue department whose responsibilities include fire prevention, fire inspection, fire investigation, and/or the protection of life and property through firefighting. This includes Junior Members/Firefighters/Explorers who are affiliated on a roster with an authorized fire department and who meet college admissions/enrollment requirements including those outlined in 1D SBCCC 300.99 Education Services to Minors. ▪ Fire marshal, deputy fire marshal, and assistant fire marshal. ▪ Municipal, county or state public safety dispatchers/telecommunicators.
Agency Affiliation(s):	<ul style="list-style-type: none"> ▪ Volunteer, municipal, county or State fire or fire/rescue departments (including non-profits) as identified by the NC Office of State Fire Marshal (OSFM). Note: This does not include federal entities, including military. ▪ NC Department of Agriculture and Consumer Services - NC Forest Service ▪ Fire department(s) serving a lake authority that was created by a county board of commissioners prior to July 1, 2012 (i.e. Person Caswell Lake Authority) ▪ Eastern Band of Cherokee Fire & Rescue
General Statute(s):	<p>G.S. 115D-5(b)(2) a. Volunteer G.S. 115D-5(b)(2) b. Municipal, County, or State G.S. 115D-5(b)(2) d1. Entities serving certain lake authorities G.S. 115D-5(b)(2) i. Eastern Band of Cherokee See Appendix A for statutory references.</p>
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	<p>Specialized courses as approved by the State Board, as required by G.S. 115D-5(b)(2). See Appendix A.</p> <p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with an FIP, EPT, WLF, HAZ, or OSH course prefix. • Courses with an SAF prefix related to first aid/CPR training. • Courses with an EMS or CJC prefix and courses with a COD prefix related to Law and Administration or Fire Inspection when such training is for firefighters whose duties within the department necessitate such training. <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
Proof of Eligibility of Waiver:	<p>It is the responsibility of the individual to establish proof of eligibility. See Appendix E for required documentation elements.</p>
Tuition Remission Report Discount/AR Code:	<p>Continuing Education:</p> <p>CEVFR – Fire Departments (Volunteer) CEPFR – Fire Departments (Municipal, County, or State) CELPS – Eligible Lake Authority Fire Departments CETPS – Eastern Band of Cherokee Fire Departments</p>

	<p><i>Note that which discount code one uses is based on whether the <u>organization</u> with which the student is affiliated is “Municipal, County, or State” or historically considered “Volunteer”. Whether the individual is paid or unpaid is <u>not</u> the determining factor.</i></p> <p>Please see General Coding Information for guidance on treatment of students that are members of more than one authorized group/organization.</p>
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Additional Information:

- The NC Fire and Rescue Commission manages the state’s voluntary fire and rescue certification program. The Office of State Fire Marshal (OSFM), within the NC Department of Insurance, serves as staff to the Commission. Additional information can be found on the following website: <http://www.ncdoi.com/OSFM/>
- The General Statutes do not include federal fire departments (including military) among the organizations authorized to receive tuition and fee waivers. Federal firefighters shall be charged regular continuing education registration fee rates for training. G.S. 115D-39 provides that federal firefighters whose permanent duty station is within North Carolina shall be eligible for the in-state (resident) tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges. At this time, the State Board has not approved any curriculum courses to support federal fire department training needs.

Authorized Organization**EMS - Emergency Medical Services****(Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)**

Job Classification(s): <i>Persons authorized for eligible training</i>	<ul style="list-style-type: none"> ▪ Individuals credentialed as a Medical Responder, Emergency Medical Dispatcher, EMT-Basic, EMT-Intermediate, and/or EMT-Paramedic. ▪ Members of State Medical Assistance Teams (SMATs). ▪ Municipal, county or State public safety dispatcher/telecommunicator.
Agency Affiliation(s):	<p>Volunteer, municipal, county, or state Emergency Medical Services (EMS) departments (including non-profits). Note: This does not include federal entities, including military.</p> <p>Entities approved by the NC Office of Emergency Medical Services (OEMS) to be primarily dispatched to emergency scenes as a result of 911 calls to a county's EMS System, excluding those dispatched only for disaster situations or specialty requests.</p> <p>Eastern Band of Cherokee Fire & Rescue and EMS department(s) serving a lake authority that was created by a county board of commissioners prior to July 1, 2012 (i.e. Person Caswell Lake Authority).</p>
General Statute(s):	<p>G.S. 115D-5(b)(2)c. - Volunteer EMS or Rescue and Lifesaving Departments</p> <p>G.S. 115D-5(b)(2)d. - Municipal, County, or State EMS or Rescue and Lifesaving Departments</p> <p>G.S. 115D-5(b)(2)d1. Entities serving certain lake authorities</p> <p>G.S. 115D-5(b)(2)i. Eastern Band of Cherokee</p> <p>See Appendix A for statutory references.</p>
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	<p>Specialized courses as approved by the State Board, as required by G.S. 115D-5(b)(2). See Appendix A.</p> <p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with EMS, EPT, or OSH course prefixes • Courses with an SAF prefix related to first aid/CPR training. • MED-3200 Critical Care Transport and courses with an FIP or CJC prefix when such training is for authorized persons whose duties within the EMS department necessitate such training. • SMAT team training is limited to EMS-4000 for initial training or continuing education training. SMAT continuing education course content in EMS-4000 is limited to specific topics verified by the SMAT Lead Representative as being part of the SMAT's approved training plan. <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
Proof of Eligibility of Waiver:	<p>It is the responsibility of the individual to establish proof of eligibility. See Appendix E for required documentation elements.</p>

Tuition Remission Report Discount/AR Code:	<p>Continuing Education:</p> <p>CEVRS - EMS or Rescue and Lifesaving Departments (Volunteer)</p> <p>CEPRS- EMS or Rescue and Lifesaving Departments (Municipal, County or State)</p> <p>CELPS – Eligible Lake Authority EMS or Rescue and Lifesaving Departments</p> <p>CETPS – Eastern Band of Cherokee EMS or Rescue and Lifesaving Departments</p> <p><i>Note: The same Tuition Remission codes are used for Emergency Management (EM). Also note that which discount code one uses is based on whether the <u>organization</u> with which the student is affiliated is “Municipal, County, or State” or historically considered “Volunteer”. Whether the individual is paid or unpaid is <u>not</u> the determining factor.</i></p> <p>Please see General Coding Information for guidance on treatment of students that are members of more than one authorized group/organization.</p>
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Additional Information:

- The credentialing agency for Emergency Medical Services is the NC Department of Health and Human Services – Office of Emergency Medical Services (OEMS), within the NC Division of Health Service Regulation. Additional information can be found on their website: <http://www2.ncdhhs.gov/dhsr/EMS/ems.htm>.
- The General Statutes do not include federal EMS, rescue, or lifesaving departments (including military) among the organizations authorized to receive tuition and fee waivers. Federal EMS, rescue, and lifesaving personnel shall be charged regular continuing education registration fee rates for training. [G.S. §115D-39](#) provides that federal EMS, rescue, and lifesaving personnel whose permanent duty station is within North Carolina shall be eligible for the in-state (resident) tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges. At this time, the State Board has not approved any curriculum courses to support federal EMS, rescue, and lifesaving personnel training needs.

Authorized Organization

Rescue and Lifesaving Departments, including Emergency Management

<p>Job Classification(s):</p> <p><i>Persons authorized for eligible training</i></p>	<p>Volunteer, municipal, county, and state rescue squad members, and search and rescue team members.</p> <p>Volunteer, municipal, county, and state Emergency Management personnel.</p> <p>Persons identified in municipal, county, or state Emergency Operations Plans (EOPs).</p> <p>Telecommunicators/dispatchers employed by municipal or county government or local emergency management</p>
<p>Agency Affiliation(s):</p>	<p>Volunteer, municipal, county, and state rescue squads, and search and rescue teams. Note: This does not include federal entities, including military.</p> <p>Department of Public Safety's-Division of Emergency Management and local Emergency Management Offices charged with managing Emergency Operations Plans.</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2) c - Volunteer EMS or Rescue and Life Saving Departments G.S. 115D-5(b)(2) d - Municipal, County, or State EMS or Rescue and Life Saving Departments G.S. 115D-5(b) (2) d1. Entities serving certain lake authorities G.S. 115D-5(b) (2) i. Eastern Band of Cherokee See Appendix A for statutory references.</p>
<p>SBCC Code(s):</p>	<p>1E SBCCC 800 Waivers</p>
<p>Eligible Training:</p>	<p>Specialized courses as approved by the State Board, as required by G.S. 115D-5(b)(2). See Appendix A.</p> <p>Continuing Education:</p> <p>For Volunteer, Municipal, County, or State Rescue Squad Members, and Search and Rescue Team Members:</p> <ul style="list-style-type: none"> • Courses with an EPT course prefix • Courses with an SAF prefix related to first aid/CPR • Courses with an EMS or FIP course prefix when such training is for authorized persons whose duties within the rescue squad necessitate such training. • Courses with an SAF prefix related to first aid/CPR <p>For Municipal, County, or State Emergency Management Personnel:</p> <ul style="list-style-type: none"> • Courses with an EPT course prefix • Courses with an SAF prefix related to first aid/CPR • Courses with an HAZ or FIP prefix that are related to Hazardous Materials <p><i>Other courses may be added to this list if approved by the Division of Emergency Management as meeting the agency's training needs</i></p> <p>For Volunteer Emergency Management Personnel:</p>

	<ul style="list-style-type: none"> EPT-5202 is waived for members of the state’s Community Emergency Response Teams (CERTs), all of which are comprised of private citizen volunteers. CERT members may also be eligible for other EPT courses if the CERT is part of a local or state EOP. <p>For Members of the North Carolina National Guard:</p> <ul style="list-style-type: none"> Courses with an EPT prefix <p>For other individuals identified in Emergency Operations Plans (EOPs):</p> <ul style="list-style-type: none"> Courses with an EPT prefix <p>Note: Individuals authorized for a waiver under this provision should be coded as CEPRS.</p> <p>Curriculum:</p> <ul style="list-style-type: none"> None. (Curriculum AR Code not available.)
<p>Proof of Eligibility of Waiver:</p>	<p>It is the responsibility of the individual to establish proof of eligibility. See Appendix E for required documentation elements.</p>
<p>Tuition Remission Report Discount/AR Code:</p>	<p>Continuing Education: Note: Use the following “EMS or Rescue and Lifesaving” codes for all authorized groups specified in the section above. The same codes are also used for Emergency Medical Services (EMS). CEVRS - EMS or Rescue and Lifesaving Departments (Volunteer) CEPRS- EMS or Rescue and Lifesaving Departments (Municipal, County or State) CELPS – Eligible Lake Authority EMS or Rescue and Lifesaving Departments CETPS – Eastern Band of Cherokee EMS or Rescue and Lifesaving Departments <i>Note: Which discount code one uses is based on whether the <u>organization</u> with which the student is affiliated is “Municipal, County, or State” or historically considered “Volunteer”. Whether the individual is paid or unpaid is <u>not</u> the determining factor.</i></p> <p>Please see General Coding Information for guidance on treatment of students that are members of more than one authorized group/organization.</p>

Additional Information:

- The waiver previously provided for individuals “engaged in civil preparedness” is no longer available; instead, colleges should use the references above for authorizing waivers for Emergency Management. Historical notes on this issue may be found in System Office Numbered Memos CC11-016 and CC11-034.
- Information on the Division of Emergency Management, within the Department of Public Safety, can be found at <http://www.nccrimecontrol.org/Index2.cfm?a=000003,000010>.
- The General Statutes do not include federal EMS, rescue, or lifesaving departments (including military) among the organizations authorized to receive tuition and fee waivers. Federal EMS,

rescue, and lifesaving personnel shall be charged regular continuing education registration fee rates for training. [G.S. 115D-39](#) provides that federal EMS, rescue, and lifesaving personnel whose permanent duty station is within North Carolina shall be eligible for the in-state (resident) tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges.

Authorized Organization**Radio Emergency Associated Communications Team (REACT)**

Job Classification(s): <i>Persons authorized for eligible training</i>	Radio Emergency Associated Communication Team (REACT) member
Agency Affiliation(s):	REACT organization under contract to a county as an emergency response agency.
General Statute(s):	G.S. 115D-5(b)(2)e - Radio Emergency Associated Citizens Teams (REACT) See Appendix A for statutory reference.
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Specialized courses as approved by the State Board, as required by G.S. 115D-5(b)(2). See Appendix A. Continuing Education: <ul style="list-style-type: none"> • Courses related to conditions stated in local contract. Curriculum: None. (Curriculum AR Code not available.)
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility. See Appendix E for required documentation elements.
Tuition Remission Report Discount/AR Code:	Continuing Education: CERCT - Radio Emergency Associated Citizens Teams

Additional Information:

- Information on REACT International can be found at <http://www.reactintl.org/>

Authorized Organization**Law Enforcement Agencies****(Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)**

Job Classification(s): <i>Persons authorized for eligible training</i>	<ul style="list-style-type: none"> ▪ Individuals who are Criminal Justice or Justice Officers, as defined in G.S. 17C-2 (3) and G.S. 17E-2 (3), with titles to include law enforcement officer, deputy sheriff, detention officer, and (sheriffs') telecommunicator. Also, the Sheriff and Reserve Officers. ▪ Municipal, county, or state public safety dispatcher/telecommunicator.
Agency Affiliation(s):	<p>Municipal, county, or State law enforcement agencies as identified by the Department of Justice's Criminal Justice or Sheriffs' Standards divisions. Note: This does not include federal entities, including military.</p> <p><i>A reference list of agencies is provided in Appendix B of this document.</i></p>
General Statute(s):	<p>G.S. 115D-5(b)(2)f. Municipal, county, or State law enforcement agencies G.S. 115D-5(b)(2)d1. Entities serving certain lake authorities G.S. 115D-5(b)(2)i. Eastern Band of Cherokee See Appendix A for statutory references.</p>
SBCC Code(s):	<p>1E SBCCC 800 Waivers</p>
Eligible Training:	<p>Specialized courses as approved by the State Board, as required by G.S. 115D-5(b)(2). See Appendix A.</p> <p>Note: Colleges may adopt admissions requirements for Commission-mandated courses that limit course enrollments to law enforcement under conditions found in 1D SBCCC 400.2(c) referenced on next page.</p> <p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with a CJC, EPT, HAZ, or OSH course prefix. • Basic Law Enforcement Training with sponsorship letter from an authorized organization. See sponsorship references on next page. • Courses with SAF prefix related to first aid/CPR training. • Courses with an FIP or EMS prefix, when such training is for authorized persons whose duties within the agency necessitate such training. <p>Curriculum: Basic Law Enforcement Training with sponsorship letter from an authorized organization. See sponsorship references on next page.</p>
Proof of Eligibility of Waiver:	<p>It is the responsibility of the individual to establish proof of eligibility. See Appendix E for required documentation elements. Trainees are exempt from BLET class tuition/registration fees if a letter of sponsorship from a state, county, or municipal law enforcement agency is on file at the college.</p>
Tuition Remission Report Discount/AR Code:	<p>Continuing Education: CEPLW – Law Enforcement Agencies (Municipal, County, or State) CELPS – Eligible Lake Authority Law Enforcement Agencies CETPS – Eastern Band of Cherokee Law Enforcement Agencies</p>

	<p>Curriculum: <i>These codes are specific to/limited to Curriculum BLET sponsorship (CE BLET codes are found above)</i></p> <p>WBLET – Law Enforcement Agencies (Municipal, County, or State) WLBLE– Eligible Lake Authority Law Enforcement Agencies WTBLE – Eastern Band of Cherokee Law Enforcement Agencies</p>
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Additional Information

- Information on law enforcement certification can be found on the Department of Justice webpage: <http://www.ncdoj.com/About-DOJ/Law-Enforcement-Training-and-Standards.aspx>
- The General Statutes do not include federal law enforcement departments (including military) among the organizations authorized to receive tuition and fee waivers. Federal enforcement officers shall be charged regular continuing education registration fee rates for training. G.S. 115D-39 provides that federal enforcement officers whose permanent duty station is within North Carolina shall be eligible for the in-state (resident) tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges. In-state tuition may be charged to federal law enforcement officers whose permanent duty station is in North Carolina for BLET courses.
- Colleges may adopt admissions requirements consistent with 1D SBCCC 400.2(c): “Boards of trustees may adopt policies regulating admission and graduation of students enrolled in courses mandated under G.S. 17C, North Carolina Criminal Justice Education and Training Standards Commission, or G.S. 17E, North Carolina Sheriffs' Education and Training Standards Commission. These policies may limit enrollment to law enforcement officers or persons sponsored by law enforcement agencies and may require a student to maintain sponsorship by a law enforcement agency until completion of the program. Policies adopted pursuant to this Paragraph shall be published and made available to students and prospective students.” (Applies to Continuing Education and Curriculum BLET Programs.)
- BLET Sponsorship: Per 1E SBCCC 800.2(c), “to be eligible for a tuition or registration fee waiver, trainees enrolled in Basic Law Enforcement Training (BLET) courses must obtain a letter of sponsorship from a state, county, or municipal law enforcement agency prior to **enrollment and uphold the terms of the sponsorship until completion of the BLET course**. The college must maintain documentation of the sponsorship on file.” (Applies to Continuing Education and Curriculum BLET Programs.)

Definitions

- **From General Statute 17 C – Criminal Justice Education and Training Standards Commission**
 — **G.S. 17C-2 (3)** – “Criminal justice officers. ...sworn law-enforcement officers, both State and local, with the power of arrest ...”

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- **From General Statute 17 E – NC Sheriffs’ Education and Training Standards Commission**
 - **G.S. 17E-2 (3)- “Justice officer”** means:
 - (a) A person who, through the special trust and confidence of the sheriff, has taken the oath of office prescribed by Chapter 11 of the General Statutes as a peace officer in the office of the sheriff. This term includes "deputy sheriffs", "reserve deputy sheriffs", and "special deputy sheriffs", but does not include clerical and support personnel not required to take an oath. The term "special deputy" means a person who, through appointment by the sheriff, becomes an unpaid criminal justice officer to perform a specific act directed by the sheriff; or
 - (b) A person who, through the special trust and confidence of the sheriff, has been appointed as a detention officer by the sheriff; or
 - (c) A person who is either the administrator or other custodial personnel of district confinement facilities as defined in G.S. 153A-219; however, nothing in this Chapter transfers any supervisory or administrative control over employees of district confinement facilities to the office of the sheriff; or
 - (d) A person who, through the special trust and confidence of the sheriff, is under the direct supervision and control of the sheriff and serves as a telecommunicator, or who is presented to the Commission for appointment as a telecommunicator by an employing entity other than the sheriff for the purpose of obtaining certification from the Commission as a telecommunicator.

Authorized Organization

Division of Adult Correction of the Department of Public Safety, and The Division's Section of Community Corrections

Job Classification(s): <i>Persons authorized for eligible training</i>	<ul style="list-style-type: none"> ▪ Full-time custodial employees of the Division of Adult Correction of the Department of Public Safety.* ▪ Employees of the Section of Community Corrections of the Division of Adult Correction required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice Education and Training Standards Commission.* <p><i>*For specific job titles, see Interpretive Rule found in Appendix C.</i></p>
Agency Affiliation(s):	Division of Adult Correction of the Department of Public Safety and the Division's Section of Community Correction
General Statute(s):	G.S. 115D-5(b)(2)g Division of Adult Correction and the Division's Section of Community Corrections
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	<p>Specialized courses as approved by the State Board, as required by G.S. 115D-5(b)(2). See Appendix A.</p> <p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with a CJC course prefix. • Courses with an SAF prefix related to first aid/CPR • FIP-4711 Self-Contained Breathing Apparatus (SCBA) for eligible employees identified by the Division of Adult Corrections as needing this training. <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility. See Appendix E for required documentation elements.
Tuition Remission Report Discount/AR Code:	Continuing Education: CECOR - Division of Adult Correction and Section of Community Corrections

Additional Information:

- None at this time.

Authorized Organization**Division of Juvenile Justice of the Department of Public Safety**

Job Classification(s): <i>Persons authorized for eligible training</i>	<ul style="list-style-type: none"> ▪ Employees of the Division of Juvenile Justice required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice Education and Training Standards Commission.* *For specific job titles, see <i>Interpretive Rule found in Appendix C.</i>
Agency Affiliation(s):	Division of Juvenile Justice of the Department of Public Safety
General Statute(s):	G.S. 115D-5(b)(2)h Division of Juvenile Justice
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	<p>Specialized courses as approved by the State Board, as required by G.S. 115D-5(b)(2). See Appendix A.</p> <p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with a CJC course prefix. • Courses with an SAF prefix related to first aid/CPR <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility. See Appendix E for required documentation elements.
Tuition Remission Report Discount/AR Code:	Continuing Education CEDJJ - Division of Juvenile Justice

Additional Information:

- None at this time.

Authorized Group**Trainees – Customized Training Program**

Definition:	Trainees enrolled in courses conducted under the Customized Training Program
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115D-5(b)(4), G.S. 115D-5.1
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Workforce continuing education courses provided through the Customized Training Program, as provided by G.S. 115D-5.1.
Proof of Eligibility of Waiver:	Because there is no registration fee charged to students enrolled in courses provided through the Customized Training Program, there is no need to document eligibility of waiver. Colleges, however, are responsible for ensuring that Customized Training programs comply with the currently approved State Board's Customized Training Program Guidelines.
Tuition Remission Report Discount/AR Code:	Because there is no registration fee charged to students enrolled in courses provided through the Customized Training Program, colleges are exempt from tracking waivers on the Tuition Remission Report for this authorized group.

Additional Information:

- None at this time.

Authorized Group**Elementary and Secondary School Employees – CPR/First Aid Courses**

Definition:	Elementary and Secondary School Employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR).
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115D-5(b)(10)
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Continuing Education: <ul style="list-style-type: none"> • Courses with SAF prefix related to first aid/CPR training.
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility.
Tuition Remission Report Discount/AR Code:	Continuing Education: CECPR – Elementary and Secondary School Employees

Additional Information:

- None at this time.

Authorized Group**Students – Human Resources Development Courses**

Definition:	Students enrolled in Human Resources Development courses that meet at least one of the following criteria: <ol style="list-style-type: none"> 1. Is unemployed; 2. Has received notification of a pending layoff; 3. Is working and is eligible for the Federal Earned Income Tax Credit (FEITC); or 4. Is working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.
Agency Affiliation(s):	Not applicable
General Statute(s):	G.S. 115D-5(b)(13)
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Continuing Education: <ul style="list-style-type: none"> • Courses with an HRD course prefix.
Proof of Eligibility of Waiver:	Students must sign a form verifying under which of the eligibility criteria they qualify.
Tuition Remission Report Discount/AR Code:	Continuing Education: CEHRD – Human Resources Development (HRD)

Additional Information:

- See Numbered Memo CC15-007 for the federal poverty guidelines that are current as of the date of this publication. Please consult the NCCCS Numbered Memos for the most current information, as the HRD guidelines are updated at the beginning of each calendar year.

Authorized Group
High School Students – Curriculum Courses

Definition:	All <u>curriculum</u> courses taken by high school students at community colleges, in accordance with G.S. 115D-20(4).
Agency Affiliation(s):	Not applicable
General Statute(s):	G.S. 115D-5(b)(12)
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	<u>Curriculum</u> courses provided through a State Board-approved Career and College Promise (CCP) pathway. Colleges must obtain approval and operate CCP programs consistent with the State Board’s Career and College Promise Operating Procedures. (Note that Early College and Middle College High Schools are approved under the Cooperative and Innovative High School Program Act, which is one of the CCP pathways.)
Proof of Eligibility of Waiver:	Colleges are responsible for ensuring that students are appropriately enrolled in Career & College Promise pathways consistent with the State Board’s Career and College Promise Operating Procedures.
Tuition Remission Report Discount/AR Code:	Curriculum: WCCPP – High school students taking curriculum courses through Career and College Promise

Additional Information:

- The waiver authorized by G.S. 115D-5(b)(12) only applies to curriculum tuition. It does not extend to optional student fees. The waiver of optional fees is governed by local policy.
- The waiver authorized by G.S. 115D-5(b)(12) does not apply to high school student enrolling in noncredit courses authorized by G.S. 115D-20(4). If a high school student enrolling in a noncredit course meets the eligibility criteria under another waiver (i.e. fire, HRD, etc.), then the student may be waived using the discount code for that other waiver.
- Colleges are authorized to provide courses in approved Career and College Promise Pathways during the summer term. If a course is provided using college funds (i.e. the course section is not self-supporting), high school students must be waived consistent with G.S. 115D-5(b)(12). If a course is provided on a self-supporting basis, the college must charge the student the self-supporting fee or use institutional funds to pay for the fee on the student’s behalf.
- For additional information on Career and College Promise, see Section 14 “Career and College Promise” of the *NCCCS Curriculum Procedures Reference Manual*.
<http://www.ncccommunitycolleges.edu/academic-programs/curriculum-procedures-reference-manual-cprm>

Authorized Group**Eligible Survivor of Public Safety Officer Killed in the Line of Duty**

Definition:	Any person whose parent, legal guardian, legal custodian, or spouse was: <ol style="list-style-type: none"> 1. a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker; 2. killed while in active service or training for active service or died as a result of a service-connected disability; and 3. at the time of active service or training was a North Carolina resident.
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115B-2(a)(2)
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Curriculum and/or Continuing Education courses. Eligible survivors must meet admission and other standards considered appropriate by the educational institution.
Proof of Eligibility of Waiver:	<ul style="list-style-type: none"> • The parent-child relationship shall be verified by a birth certificate, legal adoption papers, or other documentary evidence deemed appropriate by the institution. • The legal guardian-child relationship shall be verified by an order from a court proceeding that established the legal guardianship. • The legal custodian-child relationship shall be verified by an order from a court proceeding that established the legal custodianship. • The marital relationship shall be verified by a marriage certificate or other documentary evidence deemed appropriate by the institution. • The cause of death of the law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker shall be verified by certification from the records of the Department of State Treasurer, the appropriate city or county law enforcement agency that employed the deceased, the administrative agency for the fire department or fire protection district recognized for funding under the Office of the State Auditor, or the administrative agency having jurisdiction over any paid firefighters of all counties and cities.
Tuition Remission Report Discount/AR Code:	Continuing Education: CESUR – Eligible Survivor Curriculum: WSURV – Eligible Survivor

Additional Information:**G.S. 115B-1 sets out the following definitions that apply to this waiver:**

- Employer – The State of North Carolina and its departments, agencies, and institutions; or a county, city, town, or other political subdivision of the State.
- Firefighter or volunteer firefighter – The same as provided in G.S. 58-86-25 for "eligible firemen". <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-25>.
- Law enforcement officer – An employee or volunteer of an employer who possesses the power of arrest, who has taken the law enforcement oath administered under the authority of the State as prescribed by G.S. 11-11, and who is certified as a law enforcement officer under the provisions of Chapter 17C of the General Statutes or certified as a deputy sheriff under the provisions of Chapter 17E of the General Statutes. "Law enforcement officer" also means the sheriff of the county.
- Rescue squad worker – The same as provided in G.S. 58-86-30 for "eligible rescue squad worker". <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-30>
- Survivor – Any person whose parent, legal guardian, legal custodian, or spouse: (i) was a law enforcement officer, a firefighter, a volunteer firefighter, or a rescue squad worker, (ii) was killed while in active service or training for active service or died as a result of a service-connected disability, and (iii) at the time of active service or training was a North Carolina resident. The term does not include the widow or widower of a law enforcement officer, firefighter, volunteer firefighter, or a rescue squad worker if the widow or widower has remarried.
- Per G.S. 115B-5.1, if a person obtains a tuition waiver under this authorization and the person also receives a cash scholarship paid or payable to the institution, from whatever source, the amount of the scholarship shall be applied to the credit of the person in the payment of incidental expenses of the person's attendance at the institution, and any balance, if the terms of the scholarship permit, shall be returned to the student.

Authorized Group**Eligible Spouse of a Totally & Permanently Disabled Public Safety Officer**

Definition:	Spouse of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty.
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115B-2(a)(3)
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Curriculum and/or Continuing Education courses. Eligible spouses must meet admission and other standards considered appropriate by the educational institution.
Proof of Eligibility of Waiver:	<ul style="list-style-type: none"> • The marital relationship shall be verified by a marriage certificate or other documentary evidence deemed appropriate by the institution. • The permanent and total disability shall be verified by documentation deemed necessary by the institution from the North Carolina Industrial Commission.
Tuition Remission Report Discount/AR Code:	Continuing Education: CESPO – Eligible Spouse Curriculum: WSPOU – Eligible Spouse

Additional Information:**G.S. 115B-1 sets out the following definitions that apply to this waiver:**

- Employer – The State of North Carolina and its departments, agencies, and institutions; or a county, city, town, or other political subdivision of the State.
- Firefighter or volunteer firefighter – The same as provided in G.S. 58-86-25 for "eligible firemen".
<http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-25>.

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- Law enforcement officer – An employee or volunteer of an employer who possesses the power of arrest, who has taken the law enforcement oath administered under the authority of the State as prescribed by G.S. 11-11, and who is certified as a law enforcement officer under the provisions of Chapter 17C of the General Statutes or certified as a deputy sheriff under the provisions of Chapter 17E of the General Statutes. "Law enforcement officer" also means the sheriff of the county. (See Law Enforcement waiver for more detail.)
 - Rescue squad worker – The same as provided in G.S. 58-86-30 for "eligible rescue squad worker". <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-30>
 - Permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. – A person: (i) who as a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker suffered a disabling injury while in active service or training for active service, (ii) who at the time of active service or training was a North Carolina resident, and (iii) who has been determined to be permanently and totally disabled for compensation purposes by the North Carolina Industrial Commission.
 - Per G.S. 115B-5.1, if a person obtains a tuition waiver under this authorization and the person also receives a cash scholarship paid or payable to the institution, from whatever source, the amount of the scholarship shall be applied to the credit of the person in the payment of incidental expenses of the person's attendance at the institution, and any balance, if the terms of the scholarship permit, shall be returned to the student.

Authorized Group

Eligible Child of a Totally & Permanently Disabled Public Safety Officer

Definition:	A person at least 17 years of age but not yet 24 whose parent, legal guardian, or legal custodian is a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of a traumatic injury in the line of duty. Eligibility shall not exceed 54 months if seeking a baccalaureate degree or the number of months required to complete a non-baccalaureate program to which the child is applying.
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115B-2(a)(4)
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Curriculum and/or Continuing Education courses. Eligible children must meet admission and other standards considered appropriate by the educational institution.
Proof of Eligibility of Waiver:	<ul style="list-style-type: none"> • The parent-child relationship shall be verified by a birth certificate, legal adoption papers, or other documentary evidence deemed appropriate by the institution. • The legal guardian-child relationship shall be verified by an order from a court proceeding that established the legal guardianship. • The legal custodian-child relationship shall be verified by an order from a court proceeding that established the legal custodianship. • The permanent and total disability shall be verified by documentation deemed necessary by the institution from the North Carolina Industrial Commission.
Tuition Remission Report Discount/AR Code:	Continuing Education: CECHD – Eligible Child Curriculum: WCHLD – Eligible Child

Additional Information:**G.S. 115B-1 sets out the following definitions that apply to this waiver:**

- Employer – The State of North Carolina and its departments, agencies, and institutions; or a county, city, town, or other political subdivision of the State.
- Firefighter or volunteer firefighter – The same as provided in G.S. 58-86-25 for "eligible firemen".
<http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-25>.

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- Law enforcement officer – An employee or volunteer of an employer who possesses the power of arrest, who has taken the law enforcement oath administered under the authority of the State as prescribed by G.S. 11-11, and who is certified as a law enforcement officer under the provisions of Chapter 17C of the General Statutes or certified as a deputy sheriff under the provisions of Chapter 17E of the General Statutes. "Law enforcement officer" also means the sheriff of the county. (See Law Enforcement waiver for more detail.)
 - Rescue squad worker – The same as provided in G.S. 58-86-30 for "eligible rescue squad worker". <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-30>
 - Permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. – A person: (i) who as a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker suffered a disabling injury while in active service or training for active service, (ii) who at the time of active service or training was a North Carolina resident, and (iii) who has been determined to be permanently and totally disabled for compensation purposes by the North Carolina Industrial Commission.
 - Per G.S. 115B-5.1, if a person obtains a tuition waiver under this authorization and the person also receives a cash scholarship paid or payable to the institution, from whatever source, the amount of the scholarship shall be applied to the credit of the person in the payment of incidental expenses of the person's attendance at the institution, and any balance, if the terms of the scholarship permit, shall be returned to the student.

Authorized Group**Wards of the State**

Definition:	Any child, if the child (i) is at least 17 years old but not yet 24 years old, (ii) is a ward of North Carolina or was a ward of the State at the time the child reached the age of 18, (iii) is a resident of the State; and (iv) is eligible for services under the Chaffee Education and Training Vouchers Program. (See related note below.)
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115B-2(a)(5)
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Curriculum and/or Continuing Education courses. Eligible wards of the State must meet admission and other standards considered appropriate by the educational institution.
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility.
Tuition Remission Report Discount/AR Code:	Continuing Education: CEWRD – Ward of the State Curriculum: WWARD – Ward of the State

Additional Information:

- Per G.S. 115B-2, the waiver **shall only be to the extent** that there is any tuition still payable after receipt of other financial aid received by the student.

Appendix A: Relevant General Statute Citations

Chapter 115B. Tuition and Fee Waivers

§ 115B-1. Definitions.

The following definitions apply in this Chapter:

- (1) Employer. – The State of North Carolina and its departments, agencies, and institutions; or a county, city, town, or other political subdivision of the State.
- (2) Firefighter or volunteer firefighter. – The same as provided in G.S. 58-86-25 for "eligible firemen".
- (3) Law enforcement officer. – An employee or volunteer of an employer who possesses the power of arrest, who has taken the law enforcement oath administered under the authority of the State as prescribed by G.S. 11-11, and who is certified as a law enforcement officer under the provisions of Chapter 17C of the General Statutes or certified as a deputy sheriff under the provisions of Chapter 17E of the General Statutes. "Law enforcement officer" also means the sheriff of the county.
- (4) Permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. – A person: (i) who as a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker suffered a disabling injury while in active service or training for active service, (ii) who at the time of active service or training was a North Carolina resident, and (iii) who has been determined to be permanently and totally disabled for compensation purposes by the North Carolina Industrial Commission.
- (5) Rescue squad worker. – The same as provided in G.S. 58-86-30 for "eligible rescue squad worker".
- (6) Survivor. – Any person whose parent, legal guardian, legal custodian, or spouse: (i) was a law enforcement officer, a firefighter, a volunteer firefighter, or a rescue squad worker, (ii) was killed while in active service or training for active service or died as a result of a service-connected disability, and (iii) at the time of active service or training was a North Carolina resident. The term does not include the widow or widower of a law enforcement officer, firefighter, volunteer firefighter, or a rescue squad worker if the widow or widower has remarried.
- (7) Tuition. – The amount charged for registering for a credit hour of instruction and shall not be construed to mean any other fees or charges or costs of textbooks. (1975, c. 606, s. 1; 1977, c. 981, s. 1; 1997-505, s. 2; 2003-230, s. 1.)

§ 115B-2. Tuition waiver authorized.

(a) The constituent institutions of The University of North Carolina and the community colleges as defined in G.S. 115D-2(2) shall permit the following persons to attend classes for credit or noncredit purposes without the required payment of tuition:

- (1) Repealed by Session Laws 2009-451, s. 8.11(a), effective July 1, 2009.
- (2) Any person who is the survivor of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed as a direct result of a traumatic injury sustained in the line of duty.
- (3) The spouse of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty.
- (4) Any child, if the child is at least 17 years old but not yet 24 years old, whose parent, legal guardian, or legal custodian is a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. However, a child's eligibility for a waiver of tuition under this Chapter shall not exceed: (i) 54 months, if the child is seeking a baccalaureate degree, or (ii) if the child is not seeking a baccalaureate degree, the number of months required to complete the educational program to which the child is applying.
- (5) Any child, if the child (i) is at least 17 years old but not yet 24 years old, (ii) is a ward of North Carolina or was a ward of the State at the time the child reached the age of 18, (iii) is a resident of the State; and (iv) is eligible for services under the Chaffee Education and Training Vouchers Program; but the waiver shall only be to the extent that there is any tuition still payable after receipt of other financial aid received by the student.
- (6) Any child enrolled in a regional school established pursuant to Part 10 of Article 16 of Chapter 115C of the General Statutes who enrolls in classes at a constituent institution or community college which has a written agreement with the regional school.

(b) Persons eligible for the tuition waiver under subsection (a) of this section must meet admission and other standards considered appropriate by the educational institution. In addition, the constituent institutions of The University of North Carolina shall accept these persons only on a space available basis. (1975, c. 606, s. 2; 1977, c. 981, s. 2; 1997-505, s. 3; 2003-230, ss. 1, 2; 2005-276, s. 9.30(a); 2009-451, s. 8.11(a); 2010-31, s. 9.26; 2011-241, s. 3.)

§ 115B-2.1: Repealed by Session Laws 2009-451, s. 8.11(b), effective July 1, 2009.

§ 115B-3. Rules.

The Board of Governors of The University of North Carolina and the State Board of Community Colleges shall each, with respect to the institutions governed by it, promulgate rules necessary for the implementation of this Chapter. (1975, c. 606, s. 3; 1977, c. 981, s. 3; 2003-230, s. 3.)

§ 115B-4. Enrollment computation for funding purposes.

Persons attending classes under the provisions of this Chapter, without payment of tuition, shall be counted in the computation of enrollment for funding purposes. (1975, c. 606, s. 4; 1977, c. 981, s. 4.)

§ 115B-5. Proof of eligibility.

- (a) Repealed by Session Laws 2009-451, s. 8.11(c), effective July 1, 2009.
- (b) The officials of the institutions charged with administration of this Chapter shall require the following proof to insure that a person applying to the institution and who requests a tuition waiver under G.S. 115B-2(2), (3), or (4) is eligible for the benefits provided by this Chapter.
- (1) The parent-child relationship shall be verified by a birth certificate, legal adoption papers, or other documentary evidence deemed appropriate by the institution.
 - (1a) The legal guardian-child relationship shall be verified by an order from a court proceeding that established the legal guardianship.
 - (1b) The legal custodian-child relationship shall be verified by an order from a court proceeding that established the legal custodianship.
 - (2) The marital relationship shall be verified by a marriage certificate or other documentary evidence deemed appropriate by the institution.
 - (3) The cause of death of the law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker shall be verified by certification from the records of the Department of State Treasurer, the appropriate city or county law enforcement agency that employed the deceased, the administrative agency for the fire department or fire protection district recognized for funding under the Department of State Auditor, or the administrative agency having jurisdiction over any paid firefighters of all counties and cities.
 - (4) The permanent and total disability shall be verified by documentation deemed necessary by the institution from the North Carolina Industrial Commission.
- (c) The officials of the institutions charged with administration of this Chapter may require proof to verify that a person applying to the institution under G.S. 115B-2(5) is eligible for the benefits provided by this Chapter. (1975, c. 606, s. 5; 1977, c. 981, s. 5; 1997-505, s. 4; 2003-230, s. 1; 2005-276, s. 9.30(b); 2009-451, s. 8.11(c).)

§ 115B-5.1. Student to be credited for scholarship value.

If a person obtains a tuition waiver under G.S. 115B-2(2), (3), or (4) and the person also receives a cash scholarship paid or payable to the institution, from whatever source, the amount of the scholarship shall be applied to the credit of the person in the payment of incidental expenses of the person's attendance at the institution, and any balance, if the terms of the scholarship permit, shall be returned to the student. (1997-505, s. 5; 2003-230, s. 1; 2009-570, s. 13.)

§ 115B-5A: Recodified as G. S. 115B-5.1 by Session Laws 2009-570, s. 13, effective August 28, 2009.

§ 115B-6. Misrepresentation of eligibility.

Any applicant who willfully misrepresents his eligibility for the tuition benefits provided under this Chapter, or any person who knowingly aids or abets such applicant in misrepresenting his eligibility for such benefits, shall be deemed guilty of a Class 3 misdemeanor. (1975, c. 606, s. 6; 1977, c. 981, s. 6; 1993, c. 539, s. 879; 1994, Ex. Sess., c. 24, s. 14(c).)

Relevant excerpt from G.S. 115D-5

- (b) In order to make instruction as accessible as possible to all citizens, the teaching of curricular courses and of noncurricular extension courses at convenient locations away from institution campuses as well as on campuses is authorized and shall be encouraged. A pro rata portion of the established regular tuition rate charged a full-time student shall be charged a part-time student taking any curriculum course. In lieu of any tuition charge, the State Board of Community Colleges shall establish a uniform registration fee, or a schedule of uniform registration fees, to be charged students enrolling in extension courses for which instruction is financed primarily from State funds. The State Board of Community Colleges may provide by general and uniform regulations for waiver of tuition and registration fees for the following:
- (1) Persons not enrolled in elementary or secondary schools taking courses leading to a high school diploma or equivalent certificate.
 - (2) Courses requested by the following entities that support the organizations' training needs and are on a specialized course list approved by the State Board of Community Colleges:
 - a. Volunteer fire departments.
 - b. Municipal, county, or State fire departments.
 - c. Volunteer EMS or rescue and lifesaving departments.
 - d. Municipal, county, or State EMS or rescue and lifesaving departments.
 - d1. Law enforcement, fire, EMS or rescue and lifesaving entities serving a lake authority that was created by a county board of commissioners prior to July 1, 2012.
 - e. Radio Emergency Associated Communications Teams (REACT) under contract to a county as an emergency response agency.
 - f. Municipal, county, or State law enforcement agencies.
 - g. The Division of Adult Correction of the Department of Public Safety for the training of full-time custodial employees and employees of the Division's Section of Community Corrections of the Division of Adult Correction required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.
 - h. The Division of Juvenile Justice of the Department of Public Safety for the training of employees required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.
 - i. The Eastern Band of Cherokee Indians law enforcement, fire, EMS or rescue and lifesaving tribal government departments or programs.
 - (3) ~~Patients in State alcoholic rehabilitation centers.~~ Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
 - (4) Trainees enrolled in courses conducted under the Customized Training Program.
 - (5) ~~Clients of sheltered workshops;~~ Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
 - (6) ~~Clients of adult developmental activity programs;~~ Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
 - (7) ~~Students in Health and Human Services Development Programs;~~ Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
 - (8) ~~Juveniles of any age committed to the Department of Juvenile Justice and Delinquency Prevention by a court of competent jurisdiction;~~ Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
 - (9) ~~Members of the North Carolina State Defense Militia as defined in G.S. 127A-5 and as administered under Article 5 of Chapter 127A of the General Statutes;~~ Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.

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- (10) Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR).
 - (11) ~~Up to six hours of credit instruction and one course of noncredit instruction per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina.~~ Repealed by Session Law 2013-360 s. 10.6, effective August 15, 2013
 - (12) All curriculum courses taken by high school students at community colleges, in accordance with G.S. 115D-20(4) and this section.
 - (13) Human resources development courses for any individual who (i) is unemployed; (ii) has received notification of a pending layoff; (iii) is working and is eligible for the Federal Earned Income Tax Credit (FEITC); or (iv) is working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.
 - (14) Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
 - (15) Courses providing employability skills, job-specific occupational or technical skills, or developmental education instruction to certain students who are concurrently enrolled in an eligible community college literacy course, in accordance with rules adopted by the State Board of Community Colleges.

The State Board of Community Colleges shall not waive tuition and registration fees for other individuals.

- (b1) The State Board of Community Colleges shall not waive tuition and registration fees for community college faculty or staff members. Community colleges may, however, use State or local funds to pay tuition and registration fees for one course per semester for full-time community college faculty or staff members employed for a nine-, ten-, eleven-, or twelve-month term. Community colleges may also use State and local funds to pay tuition and registration fees for professional development courses and for other courses consistent with the academic assistance program authorized by the State Human Resources Commission.

Appendix B: General Guidance - NC Law Enforcement (LE) Agencies

The following is offered as general guidance on municipal, county, or State law enforcement agencies as identified by the Department of Justice's Criminal Justice or Sheriffs' Standards divisions. **Please note that not all employees of these agencies are eligible for waivers.** Waivers apply only to those criminal justice officers specifically authorized in the *Law Enforcement Agencies* section of this document who are affiliated with local and state governmental entities, Eastern Band of Cherokee, and Person-Caswell Lake Authority. The primary purpose of this list is to help identify public entities beyond local police departments and sheriffs' offices that may employ one or more criminal justice officers as defined in this document. Sworn law enforcement officers affiliated with federal/military or private companies or institutions are not eligible for a waiver.

Additions or corrections should be submitted to Tracy McPherson, Director of Public Safety Training, NC Community College System Office, at mcpersont@nccommunitycolleges.edu. Inclusion on the list is contingent upon documentation that the agency meets the requirements of the General Statutes related to waivers.

Municipal/County/Other – LE Agencies

Local Police Departments
Local Sheriffs' Departments
Eastern Band of Cherokee

Charlotte/Douglas Int'l Airport
Piedmont Triad Int'l Airport
Raleigh/Durham Airport
Wilmington Intl Airport

State - Agencies

Dept of Agriculture and Consumer Services

- State Fair Police
 - Division of Forest Resources - Forest Protection Section

Dept of Commerce - Industrial Commission - Criminal Investigation Unit

Dept of Correction – Division of Community Corrections

Dept of Correction – Division of Prison (Correctional Officers)

Dept of Crime Control and Public Safety

- Alcohol Law Enforcement
- State Capitol Police
- State Highway Patrol

Dept of Environmental Quality (formerly Environment and Natural Resources)

- Division of Marine Fisheries

Dept. of Natural and Cultural Resources

- Division of Parks & Recreation

Dept of Health and Human Services

- Black Mountain ADATC
- Broughton Hospital
- Cherry & O'Berry treatment centers
- Longleaf Neuro-Medical Treatment Center

Dept of Insurance - Investigation Division

Dept of Justice - State Bureau of Investigation

Dept of Juvenile Justice and Delinquency Prevention

Dept of Revenue - Tax Enforcement Division

Dept of Secretary of State

- Securities, Notary, Trademark, and Lobbying Divisions

Dept of Transportation - Division of Motor Vehicles

NC Arboretum Police Department

NC General Assembly Police Department

NC Supreme Court Police Department

NC Wildlife Resources Commission - Division of Enforcement

Municipal/County/State – Other

High Point Parks & Recreation Dept
Lake Norman Marine Commission
NC Port Authorities
Piedmont Triad Regional Water Authority
Person-Caswell Lake Authority
UNC Hospitals Police

Municipal/County– Public Schools

Charlotte/Mecklenburg
Moore County
Graham County
Yancey County
Cherokee County
Lee County Schools
Richmond County Schools

State – Public Community Colleges

Asheville-Buncombe TCC
Beaufort County CC
Brunswick CC
Cape Fear CC
Durham TCC
Forsyth TCC
Gaston College
Guilford TCC
Nash CC
Pitt CC
Sandhills CC
Southeastern CC
Surry CC
Vance-Granville CC
Wake TCC
Wayne CC
Wilson CC

Municipal/County - Airport Authorities

Albert J. Ellis Airport
Asheville Regional Airport

State – Public Universities

Appalachian State University
East Carolina University
Elizabeth City State University
Fayetteville State University
NC A&T State University
NC Central University
NC State University
UNC-Asheville

UNC-Chapel Hill
UNC-Charlotte
UNC-Greensboro
UNC-Pembroke
UNC-Wilmington
UNC School of the Arts
Western Carolina University
Winston-Salem State University

Appendix C: Relevant Excerpts from Interpretative Rule

(Note: This interpretive rule is associated with the waiver of authorized personnel within the Department of Public Safety.)

**STATE OF NORTH CAROLINA
 COUNTY OF WAKE**

**NORTH CAROLINA CRIMINAL JUSTICE
 EDUCATION AND TRAINING
 STANDARDS COMMISSION**

INTERPRETIVE RULE - *excerpts*

NOW COMES the North Carolina Criminal Justice Education and Training Standards Commission pursuant to N.C. General Statute 17C-6 in a public meeting on August 24, 2015, hereby makes the following interpretive rule. G.S. 17C-2(3) sets out a definition for "Criminal Justice Officer(s)." The Commission hereby interprets the above to include and be limited to the following:

...

STATE CORRECTIONAL OFFICER POSITIONS:

- | | |
|--|--|
| Correctional Officer | Associate Warden for Operations |
| Correctional Officer Trn | Associate Warden for Programs |
| Lead Correctional Officer | Deputy Prison Warden I |
| Correctional Sergeant | Deputy Prison Warden II |
| Correctional Lieutenant | Prison Warden I |
| Correctional Unit Manager | Prison Warden II |
| Correctional Assistant Unit Manager | Correctional Programs Supervisor |
| Correctional Captain | Correctional Case Manager |
| Assistant Correctional Superintendent | Correction Food Service Officer |
| Assistant Correctional Supt. Cust. & Opera. I, II, III | Correction Food Service Officer Trn |
| Assistant Correctional Supt. Programs I, II | Correctional Food Serv. Manager I, II, III, IV |
| Correctional Superintendent I, II, III, IV | Chief of Security |
| Correctional Administrator I | Assistant Chief of Security (DOP) |

STATE PROBATION/PAROLE OFFICER POSITIONS:

- | | |
|------------------------------|---|
| Probation/Parole Officer Trn | Probation/Parole Officer II Trn |
| Probation/Parole Officer | Probation/Parole Officer II |
| Probation/Parole Associate | Chief Probation/Parole Officer |
| Probation/Parole Officer I | Probation/Parole Officer Field Specialist |

STATE PROBATION/PAROLE OFFICER-SURVEILLANCE POSITION:

- Probation/Parole Officer-Surveillance

...

STATE JUVENILE JUSTICE OFFICER POSITIONS:***CLINICAL***

Clinical Chaplain II
Nurse Supervisor
Professional Nurse
Staff Psychologist
Social Worker III
Social Work Supervisor II
Clinical Social Worker

HUMAN SERVICES

Youth Program/Education Assistant II
Youth Services Behavior Specialist
Housing Unit Supervisor
Youth Counselor Technician

Youth Counselor
Youth Counselor Supervisor

MANAGERIAL

Human Services Coordinator I
Training School Unit Administrator
Training School Program Manager
Training School Assistant Unit Administrator
Youth Services Facility Director
Detention Director
Youth Center Supervisor
Psychological Program Manager

CHIEF COURT COUNSELOR/JUVENILE COURT COUNSELOR POSITIONS:

Chief Court Counselor I
Chief Court Counselor II
Juvenile Court Counselor I
Juvenile Court Counselor II
Juvenile Court Counselor Supervisor

Appendix D: Specialized Training Course List for Waivers

(Approved September 18, 2015)

STATE BOARD OF COMMUNITY COLLEGES

Specialized Training Course List for Waivers Authorized Under G.S. 115D-5(b)(2)

Summary: The State Board is asked to approve the attached specialized course list to provide guidance on the training course tuition and registration fees that may be waived by colleges for eligible employees and volunteers affiliated with public safety entities outlined in G.S. 115D-5(b)(2). The State Board is also asked to approve a process for making revisions to this specialized list.

Rationale: Consistent with G.S. 115B-2 and G.S. 115D-5(b), the State Board has the authority to grant waivers of tuition and registration fees for eligible groups, with waivers for public safety entities being granted based on a specialized course list approved by the State Board.

Request: The State Board is asked to approve the attached **Specialized Course List for Public Safety Waivers** to be maintained by the Finance and Operations Division of the NC Community College System Office (System Office) and documented for reference as part of the *Tuition and Registration Fee Waiver Reference Guide*.

Further, the State Board is asked to approve the following process for making revisions to the list:

- A committee consisting of System Office staff will review all requests for revisions to the Specialized Course List for Public Safety Waivers and make recommendations to the Executive Vice President and Chief Financial Officer and the Senior Vice President and Chief Academic Officer.
- The two Vice Presidents will jointly make a recommendation to the NC Community College System (NCCCS) President who will make the final decision based on authority granted by the State Board through approval of this process.
- If approved by the NCCCS President, the revision will be documented in the *Tuition and Registration Fee Waiver Reference Guide*.
- An updated specialized course list will be presented to the State Board on an annual basis.

It is anticipated that the specialized course list and waiver reference guide will require updating as legislative and State Board changes occur and when emerging or changing training needs are identified by colleges as they respond to workforce training requests of local and state public safety agencies.

Contacts:

Jennifer Haygood, Executive Vice President and Chief Financial Officer
Tracy McPherson, Director of Public Safety Training Programs



Specialized Course List for Public Safety Waivers

The original list was approved by the State Board on September 18, 2015. Revisions made since then were vetted through the standardized approval process and are underscored.

Relevant excerpt from G.S. 115D-5(b): "...The State Board of Community Colleges may provide by general and uniform regulations for waiver of tuition and registration fees for the following: (2) Courses requested by the following entities that support the organizations' training needs and are on a specialized course list approved by the State Board of Community Colleges:

Organizations	Eligible Training
<p>Fire Departments (Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)</p>	<p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with an FIP, EPT, WLF, HAZ, or OSH course prefix. • Courses with an SAF prefix related to first aid/CPR training. • Courses with an EMS or CJC prefix and courses with a COD prefix related to Law and Administration or Fire Inspection when such training is for firefighters whose duties within the department necessitate such training. <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
<p>EMS - Emergency Medical Services (Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)</p>	<p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with EMS, EPT, or OSH course prefixes. • Courses with an SAF prefix related to first aid/CPR training. • MED-3200 Critical Care Transport and courses with an FIP or CJC prefix when such training is for authorized persons whose duties within the EMS department necessitate such training. • SMAT team training is limited to EMS-4000 for initial training or continuing education training. SMAT continuing education course content in EMS-4000 is limited to specific topics verified by the SMAT Lead Representative as being part of the SMAT's approved training plan. <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
<p>Rescue and Lifesaving Departments, including Emergency Management (Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, &</p>	<p>Continuing Education: For Volunteer, Municipal, County, or State Rescue Squad Members <u>and Search and Rescue Team Members:</u></p> <ul style="list-style-type: none"> • <u>Courses with an EPT course prefix.</u> • <u>Courses with an SAF prefix related to first aid/CPR.</u>

<p>Municipal, County, or State)</p>	<ul style="list-style-type: none"> • Courses with an EMS or FIP course prefix when such training is for authorized persons whose duties within the rescue squad necessitate such training. • Courses with an SAF prefix related to first aid/CPR <p>For Municipal, County, or State Emergency Management Personnel:</p> <ul style="list-style-type: none"> • Courses with an EPT course prefix. • Courses with an SAF prefix related to first aid/CPR. • Courses with an HAZ or FIP prefix that are related to Hazardous Materials. • <i>Other courses may be added to this list if approved by the Division of Emergency Management as meeting the agency's training needs.</i> <p><u>For Volunteer Emergency Management Personnel:</u></p> <ul style="list-style-type: none"> • <u>EPT-5202 is waived for members of the state's Community Emergency Response Teams (CERTs), all of which are comprised of private citizen volunteers. CERT members may also be eligible for other EPT courses if the CERT is part of a local or state EOP.</u> <p>For members of the North Carolina National Guard:</p> <ul style="list-style-type: none"> • Courses with an EPT prefix. <p>For other individuals identified in Emergency Operations Plans (EOPs):</p> <ul style="list-style-type: none"> • Courses with an EPT prefix. (Note: Individuals authorized for a waiver under this provision should be coded as CEPRS.) <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
<p>Law Enforcement Agencies (Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)</p>	<p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with a CJC, EPT, HAZ, or OSH course prefix. • Basic Law Enforcement Training with sponsorship letter from an authorized organization. • Courses with SAF prefix related to first aid/CPR training. • Courses with an FIP or EMS prefix, when such training is for authorized persons whose duties within the agency necessitate such training. <p>Curriculum:</p> <ul style="list-style-type: none"> • Basic Law Enforcement Training with sponsorship letter from an authorized organization.
<p>Division of Adult Correction of the Department of Public Safety, and</p>	<p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with a CJC course prefix. • Courses with an SAF prefix related to first aid/CPR. • FIP-4711 Self-Contained Breathing Apparatus for eligible employees identified by the Division of Adult Corrections as needing this training.

The Division's Section of Community Corrections	Curriculum: <ul style="list-style-type: none">• None. (Curriculum AR Code not available.)
Division of Juvenile Justice of the Department of Public Safety	Continuing Education: <ul style="list-style-type: none">• Courses with a CJC course prefix.• Courses with an SAF prefix related to first aid/CPR. Curriculum: <ul style="list-style-type: none">• None. (Curriculum AR Code not available.)

Appendix E: Public Safety Waiver Compliance Elements (CC15-037)

Waiver Eligibility Factors	Required Compliance Data Elements
Student Identity	<ul style="list-style-type: none"> • Name (printed) • Signature that attests to agency affiliation and job classification <i>This may be the same signature provided for the Student Attestation/ Proof of Eligibility requirement below.</i>
Authorized Group or Organization	<ul style="list-style-type: none"> • Name of Public Safety Agency/Department/Team that the student is employed by/affiliated with that meets waiver requirements. <i>If agency is abbreviated, college must provide key for compliance review.</i> • Job Classification associated with each student's waiver eligibility. <i>Job classification data may be captured in broad categories, such as the <u>examples</u> listed below (except for NCDPS):</i> <ul style="list-style-type: none"> <input type="checkbox"/> Firefighter (Vol Agency); <input type="checkbox"/> Firefighter (County/State/Municipal Agency) <input type="checkbox"/> EMS Responder (Vol Agency); <input type="checkbox"/> EMS Responder (County/State/Municipal Agency) <input type="checkbox"/> Emergency Mgt. Personnel; <input type="checkbox"/> Named in EOP <input type="checkbox"/> Telecommunicator/Dispatcher <input type="checkbox"/> LE Officer; <input type="checkbox"/> Detention Officer <input type="checkbox"/> Sponsored BLET <input type="checkbox"/> DACJJ Certified Officer (Note: Student must indicate specific title for DACJJ; See Appendix in Waiver Reference Guide for eligible Corrections/JJ job titles.) <input type="checkbox"/> Other: _____
Eligible Training	<ul style="list-style-type: none"> • Course ID Number (ex. CJC-xxxx) and Local Course Title
Student Attestation/Proof of Eligibility	<ul style="list-style-type: none"> • Signed confirmation/attestation of eligibility by student <i>Signature should acknowledge/confirm a statement such as the following:</i> <u>Sample Statement:</u> "My signature attests that I am actively affiliated with the public safety agency listed and that I hold the job classification indicated." • BLET Sponsorship Letter, where applicable

Appendix F: Document Revision History

Version	Date Published	Description
1.0	06/05/2012	Original document communicated to colleges through Memo CC12-016
1.1	07/18/2012 (Memo CC12-020)	Waivers for public safety entities serving the Eastern Band of Cherokee and eligible lake authorities added. CE discount code for Basic Skills Plus changed to CEBSP. Guidance on how to handle individuals who are members of more than one authorized group/organization added. Eligible training list for Department of Public Safety, Division of Adult Corrections modified. Clarifications added regarding the AR/discount codes for high school students and public safety personnel. Updates to Appendices A & B.
1.2	12/20/2012 (Memo CC12-030)	Revised Basic Skills Plus to conform to revised guidelines adopted by the State Board of 11/15/2012. Removed Administrative Office of the Courts (AOC) from the State-Agencies list in Appendix B. The AOC does not employ individuals who are Criminal Justice Officers or Justice Officers as defined in G.S. 17C-2 (3) or G.S. 17E-2 (3). Rescue and Lifesaving Departments was revised to specifically include references to rescue squads.
2.0	08/16/2013 (Memo CC13-020)	Eliminated the Senior Citizens references in response to Section 10.6 of Session Law 2013-360 that eliminated the waiver of tuition for up to six hours of credit instruction and one course of noncredit instruction per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina that was previously allowed in G.S. 115D-5(b)(11). Clarified that the waiver related to State Medical Assistance Team (SMAT) training found in the EMS Section includes initial and continuing education (CE) training under course code EMS-4000 and specifies the parameters for CE training. Updated Appendix C to the most recent version of the <i>Interpretive Rule</i> that defines job titles of Criminal Justice Officers for the Correction and Juvenile Justice divisions.
3.0	11/25/2015 (Memo CC15-038)	In addition to stylistic updates, several modifications have been made to this document since the last version. Here is a summary: <ul style="list-style-type: none"> • Updated State Board Code references to point to 1E SBCCC 800 Waivers. • Updated the Rescue & Lifesaving, including Emergency Management, to incorporate the clarification on National Guard that was communicated through CC15-012. • Updated the Human Resources Development Courses section to include numbered memo information for the latest federal poverty level rules. • Updated the High School Students section for guidance about the applicability of the waiver for courses provided during the summer term. • Updated the Eligible Survivor section for changes to the legislation as a result of Session Law 2015-296. Legal

		<p>guardians and legal custodians have been added as qualifying relationships.</p> <ul style="list-style-type: none"> • Updated the Eligible Child of a Totally & Permanently Disabled Public Safety Officer section for changes to the legislation as a result of Session Law 2015-296. Legal guardians and legal custodians have been added as qualifying relationships. • Updated Appendix A: Relevant General Statute Citations for Session Law 2015-296. • Updated Appendix A: Relevant General Statute Citations to include historical text repealed by Session Law 2011-145. • Updated Basic Skills Plus and Appendix A: Relevant General Statute Citations to include new Basic Skills Plus language in G.S. 115D-5(b)(15) as amended by S.L. 2015-241. • Updated Appendix B: General guidance - NC Law Enforcement Agencies to remove Butner Public Safety from the list of state law enforcement agencies (it is now a municipal agency); update items related to the change of the Department of Environment and Natural Resources to the Department of Environmental Quality; and add Cape Fear Community College to the list of community colleges. • Updated Appendix C: Relevant excerpts from interpretative rule updated. • Added Appendix D: Specialized Training Course List for Waivers. The full copy of item FC-6 from the September 18, 2015, meeting of the State Board of Community Colleges has been added. • Added Appendix E: Public Safety Waiver Documentation. This information will assist colleges with understanding what documentation is acceptable for substantiating the authorization of waivers for public safety courses. • Moved the document history to the end of the document as Appendix F and updated it.
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