



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Dr. James C. Williamson*

*President*

February 22, 2017

**MEMORANDUM**

TO: Senior Continuing Education Administrators

FROM: Margaret Roberton,  
Associate Vice-President, Workforce Continuing Education

RE: State Board Course Approvals – February 17, 2017

At the February 17, 2017 meeting, the State Board approved the following Continuing Education courses for placement or modification in the Combined Course Library. Attached is the detail information for each course.

**New Course**

Course Start Date	Course Id	Course Title	Recommended Hours	Tier Level
May 16, 2017	INS-3121	Life Insurance	48	3
May 16, 2017	INS-3122	Accident and Health/Sickness Insurance	48	3
May 16, 2017	INS-3127	Claims Adjusting	48	3
May 16, 2017	INS-3128	Medicare Supplement/Long-Term Care/Estate Planning	48	3
July 1, 2017	FIP-3650	Mobile Water Supply	16	3
July 1, 2017	FIP-6512	TR Emergency Medical Care	12	3
July 1, 2017	FIP-3630	Pumps Introduction	15	3
July 1, 2017	FIP-3631	Pumps Basic Operations	24	3
July 1, 2017	FIP-3632	Pumps Maintenance & Testing	24	3
July 1, 2017	FIP-3633	Pumps, Sprinklers & Standpipes	15	3
July 1, 2017	FIP-3634	Pumps Hydraulics	15	3
July 1, 2017	FIP-3635	Pumps Water Supply	15	3
July 1, 2017	FIP-3640	Aerial Introduction	15	3
July 1, 2017	FIP-3641	Aerial Basic Operations	15	3
July 1, 2017	FIP-3642	Aerial Maintenance & Testing	30	3

If you have any questions concerning these courses, see the contact person listed on the attachment. If you have questions regarding the process for adding a new course or making a modification to an existing course to the CCL, contact me at [robertonm@nccommunitycolleges.edu](mailto:robertonm@nccommunitycolleges.edu) or call at 919-807-7159.

CC: Continuing Education Registrars

**CC17-008**  
**Email Copy**

## Combined Course Library (CCL) Updates Workforce Continuing Education

### New Courses

State Board Approval Date	Course Id	Course Title	Description	Recommended Hours	Program Area	Tier Level	Contact Person
02/17/2017	INS-3121	Life Insurance	This course is designed for instructional areas related to life insurance topics to meet the pre-licensing education requirements for insurance agents as prescribed by the North Carolina Department of Insurance – Agent Services Division. Program must be approved by the NC DOI and provide information on qualified instructors. Topics include annuities, whole, term and life insurance. The course intent is to prepare students to take the NC Department of Insurance – Life Insurance license exam. <i>This course is designed to align with the NCCCCS Curriculum Course INS 121</i>	48	F25-Business	3	Margaret Robertson
02/17/2017	INS-3122	Accident and Health/Sickness Insurance	This course is designed for instructional areas related to accident and health insurance topics to meet the pre-licensing education requirements for insurance agents as prescribed by the North Carolina Department of Insurance – Agent Services Division. Topics include health, accidental death & dismemberment, HMO, personal accident, major medical, critical illness and disability. Programs must be approved by the NC DOI and provide information on qualified instructors. The course intent is to prepare students to take the NC Department of Insurance – Accident and Health Insurance license exams. <i>This course is designed to align with the NCCCS Curriculum Course INS 122.</i>	48	F25-Business	3	Margaret Robertson
02/17/2017	INS-3127	Claims Adjusting	This course is designed for instructional areas related to adjusters insurance topics to meet the pre-licensing education requirements for insurance agents as prescribed by the North Carolina Department of Insurance – Agent Services Division. Programs must be approved by the NC Department of Insurance and provide information on qualified instructors. Topics include property & casualty, crops, worker’s compensation and public lines. Programs must be approved by the NC Department of Insurance and provide information on qualified instructors. The course intent is to prepare students to take the NC Department of Insurance – Adjustor license exam. <i>This course is designed to align with NCCCS Curriculum Course INS 127.</i>	48	F25-Business	3	Margaret Robertson

## Combined Course Library (CCL) Updates Workforce Continuing Education

State Board Approval Date	Course Id	Course Title	Description	Recommended Hours	Program Area	Tier Level	Contact Person
02/17/2017	INS-3128	Medicare Supplement/Long-Term Care/Estate Planning	This course is designed for instructional areas related to Medicare Supplement and Long-Term Care insurance topics to meet the pre-licensing education requirements for insurance agents as prescribed by the North Carolina Department of Insurance – Agent Services Division. Programs must be approved by the NC Department of Insurance and provide information on qualified instructors. Topics include Medicare supplements, advantage plan, Plan D, and long term care. The course intent is to prepare students to take the NC Department of Insurance – Medicare Supplement/Long-Term Care and Estate Planning Insurance license exams. <i>This course is designed to align with NCCCS Curriculum Course INS 128.</i>	48	F25-Business	3	Margaret Robertson

**Contact Information**

Margaret Robertson      919-807-7159      [robertonm@nccommunitycolleges.edu](mailto:robertonm@nccommunitycolleges.edu)

State Board Approval Date	Course Id	Course Title	Description	Recommended Hours	Program Area	Tier Level	Contact Person
02/17/2017	FIP-3650	Mobile Water Supply	This certification-related course is designed to educate fire apparatus drivers who are responsible for operating apparatus designed primarily for picking up, transporting and delivering water to fire emergency scenes. This Mobile Water Supply (Chapter 10) course presents general principles of operating apparatus equipped with various water dumping systems, with application of those principles. This course includes an overview of safe maneuvering, accident prevention, fill site and dump site operations, as well as relay operation procedures. This is a NC Fire and Rescue Commission certification course approved for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.	16	R30 – Fire & Rescue Services	3	Tracy McPherson
02/17/2017	FIP-6512	TR Emergency Medical Care*	This certification-related course is designed to give the candidate a basic understanding of emergency medical care procedures. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Reference: NFPA 1006 Chapters Five and Six. This course is part of the Technical Rescuer (TR) Certification Program approved by the NC Fire and Rescue Commission for offering as of July 1, 2017.	12	R30 – Fire & Rescue Services	3	Tracy McPherson

## Combined Course Library (CCL) Updates

# Workforce Continuing Education

State Board Approval Date	Course Id	Course Title	Description	Recommended Hours	Program Area	Tier Level	Contact Person
02/17/2017	FIP-3630	Pumps Introduction	This certification-related course will explain and identify job or individual requirements for pump operators and will detail safe operation of the vehicle. It will also detail the safe operation as well as the basic aspects of positive displacement and centrifugal pumps. This Pumps Introduction (Chapter 05) course is part of the Pumps Certification Program approved by the NC Fire and Rescue Commission for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.	15	R30 – Fire & Rescue Services	3	Tracy McPherson
02/17/2017	FIP-3631	Pumps Basic Operations	This certification-related course will review and explain basic elements of pump operations including priming, lift, drafting, pumping from a hydrant, setting engine pressure and calculating friction loss. This Pumps Basic Operations (Chapter 05) course is part of the Pumps Certification Program approved by the NC Fire and Rescue Commission for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.	24	R30 – Fire & Rescue Services	3	Tracy McPherson
02/17/2017	FIP-3632	Pumps Maintenance & Testing	This certification-related course is designed to educate driver/operators responsible for the operation of fire department pumping apparatus. Concepts covered include; inspection of engine, chassis, pump, and drive systems, preventive maintenance, operational testing, and annual service testing procedures. The course also includes an overview of methods used for documentation of preventive maintenance and testing. This Pumps Maintenance & Testing (Chapter 05) course is part of the Pumps Certification Program approved by the NC Fire and Rescue Commission for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.	24	R30 – Fire & Rescue Services	3	Tracy McPherson
02/17/2017	FIP-3633	Pumps Sprinklers & Standpipes	This certification-related course will discuss and detail operations regarding set up and supply operations for pump operators for sprinkler systems and wet and dry standpipe systems. It will include a review of control valves, pressure settings and operations procedures. This Pumps Sprinklers & Standpipes (Chapter 05) course is part of the Pumps Certification Program approved by the NC Fire and Rescue Commission for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.	15	R30 – Fire & Rescue Services	3	Tracy McPherson

## Combined Course Library (CCL) Updates Workforce Continuing Education

State Board Approval Date	Course Id	Course Title	Description	Recommended Hours	Program Area	Tier Level	Contact Person
02/17/2017	FIP-3634	Pumps Hydraulics	This certification-related course will detail vacuum pressure, normal operating pressure, residual, head and static pressure as it relates to the operation of a fire pumper during an emergency operation. It will describe factors related to friction loss and detail measures to reduce friction loss. It will also review nozzle reaction force and show methods to calculate this force. Finally, a review of mathematical calculations utilized in fire service hydraulics will be reviewed and discussed. This Pumps Hydraulics (Chapter 05) course is part of the Pumps Certification Program approved by the NC Fire and Rescue Commission for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.	15	R30 – Fire & Rescue Services	3	Tracy McPherson
02/17/2017	FIP-3635	Pumps Water Supply	This certification-related course will review and discuss the methods by which water supply is obtained and maintained during an emergency operation. It will detail water main systems and will describe how to identify and determine flow in such systems. It will also detail mobile water supply systems and how they operate. It will describe and explain quick dump mobile water supply operations and detail methods for relaying water to a pumper. This Pumps Water Supply (Chapter 05) course is part of the Pumps Certification Program approved by the NC Fire and Rescue Commission for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.	15	R30 – Fire & Rescue Services	3	Tracy McPherson
02/17/2017	FIP-3640	Aerial Introduction	This certification-related course is designed to introduce personnel to various types of aerial fire apparatus and their applications to emergency operations. It will include job and individual performance issues; how to identify various types of aerial apparatus, features of the design and application of aerials and elevating platforms. It will also review unsafe acts as it relates to weather and terrain in placement and use of aerials. It will also review unsafe acts as it relates to driver operator errors. This is a NC Fire and Rescue Commission certification course. This Aerial Introduction (Chapter 06) course is part of the Aerials Certification Program approved by the NC Fire and Rescue Commission for offering as of July 1, 2017.	15	R30 – Fire & Rescue Services	3	Tracy McPherson
02/17/2017	FIP-3641	Aerial Basic Operations	This certification-related course will review the application and use of various types of aerials including articulating booms, telescoping booms, elevated platforms, and aerial ladders. It will detail tip loads and uses of master streams from aerial devices. This is a NC Fire and Rescue Commission certification course. This Aerial Basic Operations (Chapter 06) course is part of the Aerials Certification Program approved by the NC Fire and Rescue Commission for offering as of July 1, 2017.	15	R30 – Fire & Rescue Services	3	Tracy McPherson

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State Board Approval Date	Course Id	Course Title	Description	Recommended Hours	Program Area	Tier Level	Contact Person
02/17/2017	FIP-3642	Aerial Maintenance & Testing	This certification-related course is designed to educate driver/operators responsible for the operation of aerial apparatus. Concepts covered include; inspection and preventative maintenance of aerial device components, identification of malfunction, documentation and record keeping, required tests and testing procedures for aerial devices. This is a NC Fire and Rescue Commission certification course. This Aerial Maintenance & Testing (Chapter 06) course is part of the Aerials Certification Program approved by the NC Fire and Rescue Commission for offering as of July 1, 2017.	30	R30 – Fire & Rescue Services	3	Tracy McPherson

**Contact Information**

Tracy McPherson

919-807-7117

[mcpersont@nccommunitycolleges.edu](mailto:mcpersont@nccommunitycolleges.edu)