



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

October 29, 2018

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 – October 29, 2018, Revision

The attached *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. **Colleges should consult this document to ensure that waivers are applied appropriately and reported consistently.**

Changes incorporated into this edition include information about the Criminal Justice Fellows Program waivers, which were authorized by Session Law 2018-97, as well as a notification to readers that an updated Specialized Course List was approved by the State Board of Community Colleges at their October 19th meeting.

In addition to these revisions, a few other clarifications of waiver eligibility have been noted in the “What’s New” section of this updated version of the document. Please be sure to visit this section for more information.

The revised *Tuition and Registration Fee Waiver Reference Guide* is attached, and it may also be downloaded from the Numbered Memo section of our website at <http://www.nccommunitycolleges.edu/numbered-memos>.

Attachment

CC18-053
Email



TUITION AND REGISTRATION FEE WAIVER

REFERENCE GUIDE

Revised Effective October 29, 2018

Issued Under Numbered Memo CC18-053

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

In addition to some basic revisions for style, there are several noteworthy changes. Please see the individual sections for more information.

October 2018

Criminal Justice Fellows Program

Added the Criminal Justice Standards Division of the North Carolina Department of Justice as an eligible organization for the specific purpose of the administration of the new Criminal Justice Fellows Program (CJFP) that was authorized by the Legislature in Section 17.1(c) of Session Law 2018-5 as amended in Section 5.1 of Session Law 2018-97. This new law included the rewrite of G.S. 115D-5(b) to add subsection G.S. 115D-5(b)(2)j that authorized this waiver.

Fire Departments – North Carolina Parks

Clarified that firefighters affiliated with the North Carolina Natural and Cultural Resources Division of Parks and Recreation (North Carolina State Parks) are included in the group eligible for fire/rescue waivers, along with firefighters affiliated with the North Carolina Department of Agriculture and Consumer Services Forest Service.

Emergency Medical Services (EMS) – Primary or Other Service

Removed the word “primary” from the sentence regarding EMS agencies that are recognized by OEMS as having a service of “rescue” or “providing 911 response” with or without transport to clarify that the OEMS designation does not have to be the primary service but may be secondary/other.

FIP-7000 Traffic Incident Management for Public Safety Responders

To encourage participation in FIP-7000 Traffic Incident Management training, this section was updated to clarify that FIP-7000 is and has been waivable for eligible persons from the following organizations: Emergency Medical Services; rescue and lifesaving departments, including Emergency Management; and law enforcement agencies.

Community Emergency Response Teams

Added “courses with an SAF prefix related to first aid or CPR” to the list of eligible training for the members of the state’s community emergency response teams (CERTs) that are listed under rescue and lifesaving departments, including Emergency Management.

Appendix C: Relevant Excerpts from Interpretative Rule

Updated Appendix C to the version approved on August 15, 2018 (no substantive changes; titles aligned with newest human resources titles).

Appendix D: Specialized Course List for Public Safety Waivers

Updated Appendix D to notify readers that an updated Specialized Course List for public safety waivers was approved by the State Board of Community Colleges on October 19, 2018.

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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

State Board of Community Colleges 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, or rescue and 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, or rescue and lifesaving tribal departments	CETPS	WTBLE
13	G.S. 115D-5(b)(2)j	Criminal Justice Standards Division – Criminal Justice Fellows Program (CJFP)	CECJF	WCJFP
14	G.S. 115D-5(b)(2)a	Fire, EMS, or rescue and lifesaving personnel whose duty station is on a NC military installation	CEPSM	
15	G.S. 115D-5(b)(4)	Customized Training Program Trainees		
16	G.S. 115D-5(b)(10)	Elementary and secondary school employees (First Aid or CPR Courses)	CECPR	
17	G.S. 115D-5(b)(12)	High School Students (Career and College Promise)	CECCP	WCCPP
18	G.S. 115D-5(b)(13)	Human Resources Development Program (Eligible Enrollees)	CEHRD	
19	G.S. 115D-5(b)(16)	Youth Apprenticeship	CEAPP	WYAPP
20	G.S. 115B-2(a)(2)	Eligible Survivor - authorized under GS 115B-2	CESUR	WSURV
21	G.S. 115B-2(a)(3)	Eligible Spouse - authorized under GS 115B-2	CESPO	WSPOU
22	G.S. 115B-2(a)(4)	Eligible Child - authorized under GS 115B-2	CECHD	WCHLD

23	G.S. 115B-2(a)(5)	Ward of the State	CEWRD	WWARD
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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):

- 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

TITLE 1 - [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.
- (h) "Audit" – Shall have the same meaning as in 1D SBCCC 700.1(a)

TITLE 1 - [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) **Proof of Eligibility.** To obtain a waiver for a curriculum course section that begins at any point during an academic term, an individual must establish proof that he or she is a member of an authorized group or organization as of the first day of the applicable academic term to meet the criteria provided in 1G SBCCC 200.93. To obtain a waiver for a continuing education course, an individual must establish proof that he or she is a member of an authorized group or organization as of the first day of the course section to meet the criteria provided in 1G SBCCC 200.94.
(a1) Notwithstanding subsection (a), trainees enrolled in Basic Law Enforcement Training (BLET) courses must obtain a letter of sponsorship from a state, county, or municipal law enforcement agency that is effective as of the first day of the course section to be eligible for a tuition or registration fee waiver and meet the criteria provided in 1G SBCCC 200.93 or 1G SBCCC 200.94. The college must maintain documentation of the sponsorship on file. A sponsorship letter shall remain effective for one year from the date of issuance unless the law enforcement agency rescinds its sponsorship earlier. If the law enforcement agency rescinds its sponsorship prior to the student completing the course section, the student shall be in class membership if he or she otherwise meets the criteria for class membership provided in 1G SBCCC Subchapter 200 and any applicable local policies adopted pursuant to 1D SBCCC 400.2(c). The student must pay the applicable tuition or registration fees to remain enrolled in the course section.
- 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.
- f) **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:

1. When a course section serves individuals that are affiliated with 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).
2. If the relevant discount codes include CEVFR and/or CEVRS, these discount code(s) should be listed prior to any other discount/AR codes.
3. Additionally, the student's Additional Student Profile (ASPR) should also include discount/AR codes for all the authorized group/organization 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](#).
- For more information on Basic Skills Plus, consult the associated webpage at <http://www.nccommunitycolleges.edu/college-and-career-readiness/basic-skills-plus>.

Authorized Organization

Fire Departments

(Military*, Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)

**Note: Authorized military waivers are specific to firefighters whose duty station is on a NC military installation.*

<p>Job Classification(s):</p> <p><i>Persons authorized for eligible training</i></p>	<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 300.4 (c) Services to Minors. ▪ Fire marshal, deputy fire marshal, and assistant fire marshal. ▪ Municipal, county or state public safety dispatchers/telecommunicators. ▪ Firefighters whose duty station is on a NC military installation.
<p>Agency Affiliation(s):</p>	<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). ▪ NC Department of Agriculture and Consumer Services - NC Forest Service; and NC Natural and Cultural Resources – Division of Parks and Recreation (NC State Parks). ▪ 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 ▪ Fire or fire/rescue departments located on NC military installations, including NC National Guard. <p>(Note: Waivers are not authorized for firefighters associated with any other federal entity.)</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2) a. Volunteer Departments G.S. 115D-5(b)(2) b. Municipal, County, or State Departments G.S. 115D-5(b)(2) d1. Entities serving certain lake authorities G.S. 115D-5(b)(2) i. Eastern Band of Cherokee Departments G.S. 115D-5(b)(2a) Firefighters whose duty station is on a NC military installation</p> <p>See Appendix A for statutory references.</p>
<p>SBCC Code(s):</p>	<p>1E SBCCC 800 Waivers</p>
<p>Eligible Training*:</p> <p><i>*Documentation of State Board of Community Colleges approval may be found in Appendix D.</i></p>	<p>Specialized courses, approved by the State Board of Community Colleges as required by G.S. 115D-5(b)(2), are listed below:</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 or CPR training. • Courses with an EMS or CJC prefix; EME-3500 Emergency Dispatch; and courses with a COD prefix related to Law and Administration or Fire Inspection when such training is for firefighters or

	<p>dispatchers/telecommunicators whose duties within the department necessitate such training.</p> <p>Curriculum:</p> <ul style="list-style-type: none"> • None.
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:	<p>Continuing Education:</p> <p>CEVFR – Fire Departments (Volunteer)</p> <p>CEPFR – Fire Departments (Municipal, County, or State)</p> <p>CELPS – Eligible Lake Authority Fire Departments</p> <p>CETPS – Eastern Band of Cherokee Fire Departments</p> <p>CEPSM – Firefighters whose duty station is on a NC military installation, including NC National Guard (see definition of “military” below)</p> <p><i>The tuition remission code one uses is based on the type of group/organization with which the student is affiliated. 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 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/>
- “Military” is defined as “United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the North Carolina National Guard; and any reserve component of the foregoing.” This definition is consistent with the definition of “Armed Forces” in G.S. 116-143.3.
- Federal firefighters whose duty stations are not on a military installation in North Carolina shall be charged regular continuing education registration fee rates for training; no waivers are authorized.

Authorized Organization

EMS - Emergency Medical Services

(Military*, Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)

**Note: Authorized military waivers are specific to EMS personnel whose duty station is on a NC military installation.*

<p>Job Classification(s):</p> <p><i>Persons authorized for eligible training</i></p>	<ul style="list-style-type: none"> ▪ Individuals seeking credentials as an Emergency Medical Responder, Emergency Medical Dispatcher, Emergency Medical Technician (EMT), Advanced EMT and/or Paramedic. ▪ Members of State Medical Assistance Teams (SMATs). ▪ Municipal, county or State public safety dispatcher/telecommunicator. ▪ EMS personnel whose duty station is on a NC military installation.
<p>Agency Affiliation(s):</p>	<p>Volunteer, municipal, county, or state Emergency Medical Services (EMS) departments (including non-profits).</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. Specifically, this means entities must be the Lead Agency for the local EMS System as recognized by OEMS or be categorized by OEMS as having a service of “rescue” or “providing 911 response” with or without transport.</p> <p>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> <p>Eastern Band of Cherokee EMS.</p> <p>EMS departments located on NC military installations, including NC National Guard. (Note: Waivers are not authorized for EMS personnel associated with any other federal entity.)</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2)c. Volunteer Departments G.S. 115D-5(b)(2)d. Municipal, County, or State Departments G.S. 115D-5(b)(2)d1. Entities serving certain lake authorities G.S. 115D-5(b)(2)i. Eastern Band of Cherokee Departments G.S. 115D-5(b)(2a) EMS personnel whose duty station is on a NC military installation</p> <p>See Appendix A for statutory references.</p>
<p>SBCC Code(s):</p>	<p>1E SBCCC 800 Waivers</p>
<p>Eligible Training*:</p> <p><i>*Documentation of State Board of Community Colleges approval may be found in Appendix D.</i></p>	<p>Specialized courses, approved by the State Board of Community Colleges as required by G.S. 115D-5(b)(2), are listed below:</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 <u>or</u> CPR training.

	<ul style="list-style-type: none"> • MED-3200 Critical Care Transport; EME-3500 Emergency Dispatch; FIP-7000 Traffic Incident Management; 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. Individual SMAT members are eligible for fee waivers for courses with an EPT prefix since the SMAT is part of the state Emergency Operations Plan (EOP). <p>Curriculum:</p> <ul style="list-style-type: none"> • None.
<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:</p> <p>CEVRS - EMS Departments (Volunteer) CEPRS - EMS Departments (Municipal, County or State) CELPS – Eligible Lake Authority EMS Departments CETPS – Eastern Band of Cherokee EMS Departments CEPSM – EMS personnel whose duty station is on a NC military installation, including NC National Guard (see definition of “military” below)</p> <p>[Note: the same Tuition Remission codes are used for both the <i>EMS-Emergency Medical Services</i> waiver and the <i>Rescue and Lifesaving, Including Emergency Management</i> waiver, as these two categories are listed together in the waiver legislation.]</p> <p>Which code one uses is based on the type of group/organization with which the student is affiliated. Whether the individual is paid or unpaid is <u>not</u> the determining factor.</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 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>.
- “Military” is defined as “United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the North Carolina National Guard; and any reserve component of the foregoing.” This definition is consistent with the definition of “Armed Forces” in G.S. 116-143.3.

- Federal EMS personnel whose duty stations are not on a military installation in North Carolina shall be charged regular continuing education registration fee rates for training; no waivers are authorized.

Authorized Organization

Rescue and Lifesaving Departments, including Emergency Management

(Military*, Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)

**Note: Authorized military waivers are specific to rescue and lifesaving personnel whose duty station is on a NC military installation.*

<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>Dispatchers/telecommunicators employed by municipal, county, or state government or local emergency management.</p> <p>Rescue and lifesaving personnel whose duty station is on a North Carolina military installation, including NC National Guard.</p>
<p>Agency Affiliation(s):</p>	<p>NC Department of Public Safety’s-Division of Emergency Management and local Emergency Management Offices charged with managing Emergency Operations Plans.</p> <p>Volunteer, municipal, county, and state rescue squads, and search and rescue teams.</p> <p>Rescue and lifesaving departments located on NC military installations. (Note: Waivers are not authorized for rescue and lifesaving personnel associated with any other federal entity.)</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2) c Volunteer Departments G.S. 115D-5(b)(2) d Municipal, County, or State Departments G.S. 115D-5(b) (2) d1. Entities serving certain lake authorities G.S. 115D-5(b) (2) i. Eastern Band of Cherokee G.S. 115D-5(b)(2a) Rescue and lifesaving personnel whose duty station is on a NC military installation</p> <p>See Appendix A for statutory references.</p>
<p>SBCC Code(s):</p>	<p>1E SBCCC 800 Waivers</p>
<p>Eligible Training*:</p> <p><i>*Documentation of State Board of Community Colleges approval may be found in Appendix D.</i></p>	<p>Specialized courses, approved by the State Board of Community Colleges as required by G.S. 115D-5(b)(2), are listed below:</p> <p>Continuing Education: 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 or CPR • FIP-7000 Traffic Incident Management, and other courses with an EMS or FIP course prefix when such training is for authorized persons whose duties within the rescue squad necessitate such training.

	<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 or CPR • Courses with an HAZ or FIP prefix that are related to Hazardous Materials. • FIP-7000 Traffic Incident Management. <p><i>Other courses may be added to this list if approved by North Carolina 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, FIP-7000 Traffic Incident Management, and courses with an SAF prefix related to first aid or CPR 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>Rescue and lifesaving personnel whose duty station is on a North Carolina military installation, including the NC National Guard:</p> <ul style="list-style-type: none"> • Courses with an EPT prefix and FIP-7000 Traffic Incident Management. <p>Note: Individuals authorized for a waiver under this provision should be coded as CEPSM.</p> <p>For other individuals identified in local or state Emergency Operations Plans (EOPs):</p> <ul style="list-style-type: none"> • Courses with an EPT prefix and FIP-7000 Traffic Incident Management. <p><i>Notes: Individuals authorized for a waiver under this provision should be coded as CEPRS. No federal employees, even if listed in an EOP, are authorized for a waiver, except for Fire, EMS, or rescue and lifesaving personnel whose duty station is on a North Carolina military installation as authorized in G.S. 115D-5(b)(2a).</i></p> <p>For dispatchers/telecommunicators employed by municipal, county or state government or local emergency management:</p> <ul style="list-style-type: none"> • Courses with a CJC, EMS, EPT, FIP course prefix; courses with an SAF prefix related to first aid or CPR; EME-3500 Emergency Dispatch; and FIP-7000 Traffic Incident Management. <p>Curriculum:</p> <ul style="list-style-type: none"> • None.
<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: 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</p>

CEPSM – Rescue and lifesaving personnel whose duty station is on a NC military installation, including NC National Guard (see definition of “military” below)

[Note: the same Tuition Remission codes are used for both the *EMS-Emergency Medical Services* waiver and the *Rescue and Lifesaving, Including Emergency Management* waiver, as these two categories are listed together in the waiver legislation.]

Which code one uses is based on the type of group/organization with which the student is affiliated. Whether the individual is paid or unpaid is not the determining factor.

Please see General Coding Information for guidance on treatment of students that are members of more than one authorized group/organization.

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 North Carolina Emergency Management, within the Department of Public Safety, can be found at <https://www.ncdps.gov/Our-Organization/Emergency-Management>
- “Military” is defined as “United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the North Carolina National Guard; and any reserve component of the foregoing.” This definition is consistent with the definition of “Armed Forces” in G.S. 116-143.3.
- Federal rescue and lifesaving personnel whose duty stations are not on a military installation in North Carolina shall be charged regular continuing education registration fee rates for training; no waivers are authorized, even if listed on an Emergency Operations Plan (EOP).

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.</p> <p>Note: This does not include federal entities, including military; authorization of waivers for law enforcement officers whose duty stations are located on NC military bases is <u>not</u> included in the language of G.S. 115D-5(2a).</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</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):	<p>1E SBCCC 800 Waivers</p>
Eligible Training*: <i>*Documentation of State Board of Community Colleges approval may be found in Appendix D.</i>	<p>Specialized courses, approved by the State Board of Community Colleges as required by G.S. 115D-5(b)(2), are listed below:</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 (BLET) with sponsorship letter from an authorized organization. See sponsorship references on next page. • Courses with an SAF prefix related to first aid or CPR training. • FIP-7000 Traffic Incident Management and other courses with an FIP or EMS prefix and EME-3500 Emergency Dispatch, when such training is for authorized persons whose duties within the agency necessitate such training. <p>Curriculum:</p> <p>Basic Law Enforcement Training (BLET) 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 curriculum tuition or continuing education registration fees if a letter of sponsorship from a state, county, or municipal law enforcement agency is on</p>

	file at the college. Note: Sponsorship from federal law enforcement agencies is not authorized.
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 Note: Do not use code CEPSM for law enforcement whose duty station is on a NC military installation; there is no legislatively authorized waiver for this group.</p> <p>Curriculum: <i>These codes are specific to/limited to Curriculum BLET sponsorship (CE BLET codes are found above)</i> WBLET – Law Enforcement Agencies (Municipal, County, or State) WLBLE– Eligible Lake Authority Law Enforcement Agencies WTBLE – Eastern Band of Cherokee Law Enforcement Agencies</p>

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. General Statute 115D-39 provides that federal law 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.

BLET Sponsorship References (Applies to Continuing Education and Curriculum BLET Programs)

- 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.”
- BLET Sponsorship guidelines per **1E SBCCC 800.2**:
 (a1) Notwithstanding subsection (a), trainees enrolled in Basic Law Enforcement Training (BLET) courses must obtain a letter of sponsorship from a state, county, or municipal law enforcement agency that is effective as of the first day of the course section to be eligible for a tuition or registration fee waiver and meet the criteria provided in 1G SBCCC 200.93 or 1G SBCCC 200.94. The college must maintain documentation of the sponsorship on file. A sponsorship letter shall remain

effective for one year from the date of issuance unless the law enforcement agency rescinds its sponsorship earlier. If the law enforcement agency rescinds its sponsorship prior to the student completing the course section, the student shall be in class membership if he or she otherwise meets the criteria for class membership provided in 1G SBCCC Subchapter 200 and any applicable local policies adopted pursuant to 1D SBCCC 400.2(c). The student must pay the applicable tuition or registration fees to remain enrolled in the course section.

(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.

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 ...”**

- **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**

<p>Job Classification(s):</p> <p><i>Persons authorized for eligible training</i></p>	<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>
<p>Agency Affiliation(s):</p>	<p>Division of Adult Correction of the Department of Public Safety and the Division's Section of Community Correction</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2)g Division of Adult Correction and the Division's Section of Community Corrections</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> <ul style="list-style-type: none"> • Courses with a CJC course prefix. • Courses with an SAF prefix related to first aid or 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.
<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: CECOR - Division of Adult Correction and Section of Community Corrections</p>

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 or CPR <p>Curriculum:</p> <ul style="list-style-type: none"> • None.
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 CEJJD - Division of Juvenile Justice

Additional Information:

- None at this time.

Authorized Organization**Criminal Justice Fellows Program****CJ Standards Division of the NC Department of Justice**

(Further guidance will be forthcoming; see note in "Additional Guidance" section below.)

Job Classification(s): <i>Persons authorized for eligible training</i>	<ul style="list-style-type: none"> ▪ North Carolina Criminal Justice Fellows Program (CJFP) participants and recent graduates, as identified by the Criminal Justice Standards Division (CJ Standards) of the North Carolina Department of Justice.
Agency Affiliation(s):	The Criminal Justice Standards Division of the North Carolina Department of Justice, specifically related to the administration of the North Carolina Criminal Justice Fellows Program.
General Statute(s):	G.S. 115D-5(b)(2)j. Criminal Justice Standards Division – Criminal Justice Fellows Program See Appendix A for statutory references.
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training*: <i>*Documentation of State Board of Community Colleges approval may be found in Appendix D.</i>	Specialized courses, approved by the State Board of Community Colleges as required by G.S. 115D-5(b)(2), are listed below. Continuing Education: <ul style="list-style-type: none"> • Courses with a CJC prefix that align with the provisions of Senate Bill 99/ Session Law 2018-5, Appropriations Act of 2018, Section 17.1.(c). and are identified by the Criminal Justice Standards Division of the North Carolina Department of Justice as meeting this purpose. Curriculum: <ul style="list-style-type: none"> • Basic Law Enforcement Training (BLET)
Proof of Eligibility of Waiver:	Proof of eligibility must be confirmed by the Criminal Justice Standards Division of the NC Department of Justice. <i>For information on the confirmation process, email publicsafetytraining@nccommunitycolleges.edu and use email subject line: "CJ Fellows Program".</i> 1E SBCCC 800.2(c) states: "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..." For purposes of BLET sponsorship as outlined in 1E SBCCC 800.2(c), the Criminal Justice Standards Division of the NC Department of Justice is recognized as a state law enforcement agency for the specific and sole purpose of sponsoring eligible CJFP participants and recent graduates.

Tuition Remission Report Discount/AR Code:	Continuing Education: CECJF - Criminal Justice Standards Division – Criminal Justice Fellows Program Curriculum: WCJFP - Criminal Justice Standards Division – Criminal Justice Fellows Program
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Additional Information

Information about the Criminal Justice Fellows Program (CJFP) can be found on the website for the Department of Justice: <http://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Criminal-Justice-Fellows-Program.aspx>

The CJ Fellows Forgivable Loan Program

The CJ Fellows Program, as defined by North Carolina General Statute, is a forgivable educational loan program designed to fund an Associate in Applied Science Degree in Criminal Justice Technology or other CJFP Committee-approved field of study for eligible high-school graduates who agree to enter a criminal justice profession in North Carolina and abide by the requirements of the Fellows program. *Reference:* Session Law 2018-5 (Senate Bill 99), page 148; and General Statute 17C-20 through 23.

The CJFP loan forgiveness program is administered by the NC Department of Justice and is not considered a tuition/registration fee waiver. Colleges will receive additional guidance on appropriately receiving and administering the forgivable loan funds from the CJ Fellows Program; these details are currently being worked out by the finance offices of DOJ and the NC Community College System Office.

The CJ Fellows Tuition/Registration Fee Waiver

A secondary component of the Criminal Justice Fellows Program is eligibility for tuition and registration fee waivers for courses leading to certifications for “eligible criminal justice professions” defined in G.S. 17C-20(6) as follows: “State and local sworn law enforcement officers, state correctional officers, other correctional officers maintained by local governments and juvenile justice agencies, sworn sheriffs and deputy sheriffs, detention officers, and telecommunicators under the direct supervision of a law enforcement agency.”

This component of the CJFP is administered at North Carolina community colleges as a tuition and registration fee waiver per the law and guidance outlined in this document.

Additional Guidance

The first CJ Fellows will not be named and enrolled in related curriculum courses covered by the forgivable loan program until fall term of 2019. CJFP participants and recent graduates are not expected to be eligible to take courses covered by this tuition and registration fee waiver until subsequent terms. Additional information will be forthcoming.

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 – First Aid or CPR 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 or cardiopulmonary resuscitation (CPR).
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
High School Students – Career and College Promise

Definition:	All 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:	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 Workforce Continuing Education: CECCP – High school students taking workforce continuing education courses through Career and College Promise

Additional Information:

- The waiver authorized by G.S. 115D-5(b)(12) only applies to tuition and registration fees. It does not extend to local student fees. The waiver of local fees is governed by local policy.
- 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* found at <http://www.ncccommunitycolleges.edu/academic-programs/curriculum-procedures-reference-manual-cprm>

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

Definition:	Students enrolled in Human Resources Development (HRD) 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 CC18-05 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

Youth Apprenticeship

Definition:	<p>Courses provided to students who are participating in an apprenticeship program or pre-apprenticeship program that meets all of the following criteria:</p> <ul style="list-style-type: none"> • Meets one of the following: <ul style="list-style-type: none"> • Is a registered apprenticeship program recognized by the United States Department of Labor • Is a pre-apprenticeship program recognized and approved by the State agency administering the statewide apprenticeship program; • Has a documented plan of study with courses relating to a job-specific occupational or technical skill; and • Requires the participants in the program to be North Carolina high school students when entering the program.
Agency Affiliation(s):	Not applicable
General Statute(s):	G.S. 115D-5(b)(16)
SBCC Code(s):	1E SBCCC 800 Waivers
Eligible Training:	Colleges must obtain and keep on file a copy of proof of student registration in an active official pre-apprenticeship or apprenticeship and a structured plan of study. This should be documented through an <i>Apprenticeship Agreement</i> , a <i>Request for Action of Apprentice/Trainee Agreement</i> , and a <i>Schedule of Related Instruction</i> (see examples in Appendix F).
Proof of Eligibility of Waiver:	Colleges must obtain a copy of the active plan of study and the proof of registration, as explained above.
Tuition Remission Report Discount/AR Code:	<p>Continuing Education: CEAPP – Youth Apprenticeship Program</p> <p>Curriculum: WYAPP – Youth Apprenticeship Program</p>

Additional Information:

- The waiver authorized by G.S. 115D-5(b)(12) only applies to curriculum tuition and continuing education registration fees. It does not extend to local student fees. The waiver of local fees is governed by local policy.
- If a student qualifies as a College and Career Promise (CCP) student and for the Youth Apprenticeship Program, please code the student to CCP for all qualifying courses.
- Colleges are authorized to provide courses in approved youth apprenticeship programs 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)(16). 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.

- Qualifying pre-apprenticeship programs (recognized and approved by the State agency administering the statewide apprenticeship program) allow high school students to gain education and/or experience in a program similar to a full apprenticeship program. Unlike apprenticeship, pre-apprenticeship gives participants the choice of either learning in the classroom, gaining on-the-job experience, or pursuing both at the same time. Participants also earn credit that can carry over to apprenticeship training in the same field. Such pre-apprenticeship programs qualify participants for this waiver if the student is in an active pre-apprenticeship program while in high school and enrolls in a qualifying apprenticeship program within one hundred twenty (120) days of graduating from high school.
- This waiver is available for course sections beginning on or after August 15, 2016.

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>.
- 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>.
 - 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.
 - j. The Division of Criminal Justice Education and Training Standards of the Department of Justice for the training of criminal justice professionals, as defined in G.S. 17C-20(6), who are required to be certified under (i) Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission or (ii) Chapter 17E of the General Statutes and the rules of the North Carolina Sheriffs' Education and Training Standards Commission." (See *Criminal Justice Fellows Program* page.)
 - (2a) Firefighters, EMS personnel, and rescue and lifesaving personnel whose duty station is located on a military installation within North Carolina for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges. *Note: This was added per Session Law 2016-94, Section 10.4, and it was specified as "beginning with the 2016 fall academic term,"* which was August 15, 2016.
 - (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.
- (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. *Note: This was amended per Session Law 2017-57, Section 9.10.(a).*
- (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.
- (16) Courses provided to students who are participating in an apprenticeship program that meets all of the following criteria: a. Is a registered apprenticeship program recognized by the United States Department of Labor. b. Has a documented plan of study with courses relating to a job-specific occupational or technical skill. c. Requires the participants in the program to be high school students when entering the program. *Note: This was added per Session Law 2016-94, Section 10.3, and it was specified as "beginning with the 2016 fall academic term," which was August 15, 2016.*

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.

Relevant excerpt from G.S. 115D-39

(a1) In addition, federal law enforcement officers, firefighters, EMS personnel, and rescue and lifesaving personnel whose permanent duty station is within North Carolina and who do not otherwise qualify for tuition waivers under G.S. 115D-5(b)(2a) shall also be eligible for the State resident community college tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges.

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 or other persons 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 mcpthersont@ncccommunitycolleges.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

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 Public Safety

- Adult Correction and Juvenile Justice
- State Bureau of Investigation
- 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 – Criminal Justice Standards-CJ Fellows Program

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 - Airport Authorities

Albert J. Ellis Airport

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

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

Alamance Community College
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

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 NC Department of Public Safety.)

**STATE OF NORTH CAROLINA
COUNTY OF WAKE**

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

INTERPRETIVE RULE – *excerpts pertaining to NCDPS Division of Adult Correction and Juvenile Justice*

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 15, 2018, 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 I, II, III | Associate Warden for Programs |
| Correctional Sergeant I, II, III | Correctional Deputy Prison Warden |
| Correctional Lieutenant I, II, III | Correctional Prison Warden |
| Correctional Housing Unit Manager I, II, III | Correctional Programs Supervisor |
| Correctional Captain I, II, III | Correctional Case Manager |
| Correctional Asst. Superintendent I - V | Correction Food Service Officer I, II, III |
| Asst. Correctional Superintendent Programs I, II | Correctional Food Service Supervisor I, II, III |
| Assistant Correctional Supt. Programs I, II | Correctional Food Service Manager I, II, III |
| Correctional Facility Superintendent I, II, III | Chief of Security |
| Correctional Facility Administrator | Assistant Chief of Security (DOP) |
| Correctional Associate Warden for Operations | |

STATE PROBATION/PAROLE OFFICER POSITIONS:

- | | |
|----------------------------|---|
| Probation/Parole Officer | Chief Probation/Parole Officer |
| Probation/Parole Associate | Probation/Parole Officer Field Specialist |

STATE JUVENILE JUSTICE OFFICER POSITIONS:

CLINICAL

- | | |
|-------------------------------------|----------------------------|
| Clinical Chaplain | Youth Counselor Technician |
| Nurse Supervisor II, III | Youth Counselor |
| Registered Nurse | Youth Counselor Supervisor |
| Psychologist | |
| Social Worker | |
| Social Work Supervisor | |
| Social Worker Clinical | |
| Substance Abuse Counselor, Clinical | |

MANAGERIAL

- Casework Associate II Youth Development Center
- Program Manager Youth Development Center
- Assistant Unit Administrator
- Youth Development Center Director
- Juvenile Detention Center Director
- Juvenile Detention Center Supervisor
- Psychological Program Manager

HUMAN SERVICES

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

CHIEF COURT COUNSELOR/JUVENILE COURT COUNSELOR POSITIONS:

- Juvenile Court Counselor Chief Juvenile Court Counselor Juvenile Court Services Field Specialist Juvenile Court Counselor Supervisor

Appendix D: Specialized Course List for Public Safety Waivers

(The information below was approved by the State Board of Community Colleges on 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. (*Current titles are Vice President/Chief Financial Officer and Senior Vice President/ 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.

*The *Specialized Course List* that was attached and originally approved by the State Board of Community Colleges on September 18, 2015, may be found in the State Board archives at <http://www.nccommunitycolleges.edu/state-board-community-colleges/meetings>. Action since that time has been incorporated into this Guide and is documented on the next page.

Appendix D: Specialized Course List for Public Safety Waivers (continued)

Approval History – Annual Updates

The *Specialized Course List for Public Safety Waivers* was first approved by the State Board of Community Colleges on September 18, 2015, and that list and all subsequent revisions have been incorporated into appropriate versions of this *Tuition and Registration Fee Waiver Reference Guide*.

A history of the annual updates/revisions may be found in the State Board of Community Colleges (SBCC) minutes for the following meeting dates:

- September 16, 2016
- September 15, 2017
- October 19, 2018

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



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

George Fouts

Interim President

November 24, 2015

MEMORANDUM

TO: CC Chief Academic Officers
CC Continuing Education Officers
CC Continuing Education Registrars
CC Registrars

FROM: Bryan Jenkins
Executive Director of Accountability and State Board Affairs

Elizabeth C. Self
Director of Compliance Training

RE: **Public Safety Waivers: Compliance Elements for Proof of Eligibility**

The reinvention of our System's accountability function is based on the guiding principles of integrity, fairness, and consistency. To that end, we endeavor to provide colleges on an on-going basis clearer information about documentation expectations related to FTE reporting and the charging and waiving of tuition. The purpose of this memo is to provide information on the appropriate issuance of public safety training waivers and to specify documentation that colleges should maintain on file to ensure compliance.

Specifically, this memo does the following:

- 1) Identifies relevant laws, policies, and resources that provide guidance for making public safety waiver determinations; and
- 2) Defines the specific data elements that colleges need to maintain on file for compliance reviews.

CC15-037
E-mail Copy

Public Safety Waiver Compliance
November 24, 2015

Relevant Waiver Guidance

G.S. 115D-5(b)(2) authorizes the State Board of Community Colleges to provide identified public safety entities a waiver of tuition and registration fees for courses that “support the organizations’ training needs” and “are on a specialized course list” approved by the State Board.

In addition to the General Statute referenced above, the following guidance is relevant when making student waiver-eligibility determinations for public safety training:

- **SBCC Code 1E SBCCC 800 Waivers** that specifies State Board rules related to waivers;
- The **Specialized Course List**, as approved by State Board action on September 18, 2015 and subsequently amended;
- The **NCCCS Tuition and Registration Fee Waiver Reference Guide**, which incorporates the information above, and includes additional information such as appropriate Discount and AR Codes (see Numbered Memo CC15-038 for a copy of most current guide).

Colleges have asked for further clarification on the specific documentation they need to keep on file for compliance review as it relates to public safety training waivers. The following list of compliance data elements is provided to define what is required to establish “proof of eligibility”.

Proof of Eligibility Compliance Data Elements

To document public safety training waiver eligibility, the following must be on file for compliance review:

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)

Public Safety Waiver Compliance
November 24, 2015

	<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> <i>Sample Statement:</i> "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

Local Work Flow/Business Practices

The information above is merely a list of the required data elements and examples of acceptable wording. There is **no requirement that colleges use a particular form or format**, and there is no expectation that colleges will change local business practices/college workflow if accountability measures already in place capture these data elements. Likewise, this guidance does not change a college's authority to require the collection of additional, locally-identified data elements, if it so desires.

This guidance supersedes any previous guidance provided by the System Office on this issue. For example, colleges **are not required by the System Office** to review public safety agency rosters or letters of affiliation for each student. This guidance is designed to clearly communicate Compliance Services documentation expectations and assist staff in **appropriately balancing compliance and customer service** when issuing fee waivers related to public safety training. If, however, there is ever evidence of the fraudulent documentation at an individual college, the documentation requirements for **that specific college** may be amended for a defined period of time because of the increased risk of non-compliance.

The training that your college provides for this important workforce sector ensures that local and state public safety responders are ready to work and ready to respond. We hope this guidance helps make meeting this mission a little easier. Thank you.

CC: Ms. Jennifer Haygood, NCCCS
 Dr. Lisa Chapman, NCCCS
 Ms. Barbara Boyce, NCCCS
 Mr. Wesley Beddard, NCCCS

***Update, effective August 15, 2016:**

Session Law 2016-94, Section 10.4, authorized a waiver for "firefighters, EMS personnel, and rescue and lifesaving personnel whose duty station is located on a military installation within North Carolina for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges." **For the purposes of Public Safety Waiver Compliance, colleges should ask students to specify/attest to their authorized occupation/job classification** (i.e., firefighter, EMS personnel, or

rescue and lifesaving personnel) **and the affiliated NC military duty station** (i.e., United States Air Force, Army, Coast Guard, Marine Corps, or Navy military base located in NC; or NC National Guard). This should be accomplished by obtaining the following from the student:

- **Eligible Job Classification:** *Firefighter, EMS Responder, EOP (Emergency Operations Plan)*
- **Name of Public Safety Agency/Department/Team:** *NC military installation duty station*
Examples: Firefighter-Ft. Bragg; EMS Responder-NC National Guard; EOP-NC National Guard

Appendix F: Youth Apprenticeship Documentation Templates



North Carolina Department of Commerce
NCWorks Apprenticeship
4316 Mail Service Center
Raleigh, NC 27699
P - (919) 814-0303 F - (919) 662-4557
apprenticeshipmail@nccommerce.com

Apprenticeship Agreement

The program sponsor and the apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this agreement. The sponsor will afford the apprentice equal opportunity in employment and training without discrimination because of race, color, religion, national origin, disability, or sex. Terms of agreement are on reverse side.					
Sponsor:			Emp/Sch:		
Address:			Address:		
Phone Number:			Phone Number:		
Program #:					
Supervisor of Program:					
Apprentice: Last Name		First Name		Middle Name	
Apprentice ID Number		Date of Birth			
Address:			Phone Number:		
Race:		Educational Background:		Veteran Status	
Occupation Title:				Sex	
				Apply for VA Benefit:	
				Date Training Began:	
				D.O.T. Code	
Probationary Period		Date Training Begins		Expected Date of Completion	
				Attachments? <small>(required if previous credit is given)</small>	
OJT/Hours Required			RI/Hours Required		
OJT/Credit for Previous Work Experience			RI/Credit for Previous Work Experience		
OJT/Hours Remaining			RI/Hours Remaining		
			Wages Paid During Training?		
This agreement is made under the sponsor's approved and registered Standards of Apprenticeship (and revisions to those standards). The Standards of Apprenticeship and approved revisions are adopted by reference. That, after the probationary period, the agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the registration agency of the final action taken. The sponsor will: * Abide by the Standards of Apprenticeship, including approved and registered revisions to those standards. * Keep a copy of standards available for the apprentice's review during usual business hours where the standards are kept.					
Signature of Apprentice:		Signature of Sponsor or Representative:		Signature of Apprentice Consultant:	
(Parent/Guardian, if a minor)		Title:		Signature of School Representative:	
Date:		Date:		Date:	

Director's Approval: Kathryn Castellones Wage Rate Information for this apprentice is attached

Previous Credit Waiver Date: _____



**Request for Action of
Apprentice/Trainee Agreement**

North Carolina Department of Commerce
Apprenticeship and Training Bureau
313 Chapanoke Rd. Suite 210, MSC 4316
Raleigh, NC 27699-4316
Phone - (919) 814-0303 Fax - (919) 662-4557
apprenticeshipmail@ncccommerce.com

Program # **County #**
Sponsor Name: **Date:**
Street: **City:** **State:** **Zip:**
Action Requested:
Apprentice: **Apprentice ID:**
Trade: **DOT:**

Complete appropriate information and obtain appropriate signatures:

Amendment Request:	
Amendment Info:	
Reason for amendment:	
Length: months	New Completion Date:

Cancellation Request:
Reason for Cancellation:
Effective Date of cancellation:

Completion Request:	Federal Certificate Requested. AIMS#:
Completion Date:	Wage rate upon completion: per hour
<p>We do hereby recommend issuance of an apprenticeship or on-the-job training certificate. We do further certify that the above referenced person has completed training in the trade listed above under the terms of our registered apprenticeship, master craftsman or on-the-job training program. As of the date of completion, the apprentice/trainee has completed all terms of the apprenticeship/OJT and will be paid journeyman's wages effective the date of completion.</p>	

Recognition Certificate Request:
We certify that the above referenced person is recognized for participation in an apprenticeship/training program in the occupation listed above.
Completed Hours of On the Job Training:
If High School, please indicate plans after graduation:

Signature of Apprentice:	Signature of Sponsor:	Signature of Apprenticeship Consultant:
Date:	Date:	Date:

Director's Approval: _____ Date: _____

(Sample Pages - Youth Apprenticeship - Plan of Study/Schedule of Related Instruction)



North Carolina Department of Commerce
 NCWorks Apprenticeship
 313 Chapanoke Rd. Suite 210, MSC 4316
 Raleigh, NC 27699-4316
 Phone - (919) 814-0303 Fax - (919) 662-4557
 apprenticeshipmail@nccommerce.com

Schedule of Related Instruction

Program	28647		
Occupation:	49-303100	Diesel Mechanic	
	Course Description		Hours
	I. Fuel Technician		16
	1.	Basic Mathematics	
	2.	Applied Physics	
	3.	Reading Comprehension	
	4.	Shop Safety	
	A.	Safe use of Jacks	
	B.	Safety Equipment	
	C.	Personal Protective Equipment (Hand Injuries)	
	D.	Ladders & Harnesses	
	E.	Global Harmonization	
	5.	DOT Regulations	
	II. Tire Technician		40
	1.	TIA	
	III. Trailer Technician		112
	1.	Welding-Theory	
	A.	Stick	
	B.	Wire	
	2.	Basic Hydraulics	
	3.	Computers	
	A.	Basic Computers	
	B.	Diagnostic Systems	
	C.	Microsoft Office	
	4.	Air Brakes	
	A.	Theory of Operations	
	B.	Relay Valves	
	C.	Air Transmission Times	
	D.	Anti-Lock Brake System & Theory of Operations	
	IV. Diesel C		230
	1.	Fuel Systems	
	*	Exhaust after treatment systems	
	2.	HVAC -Air Condition Theory of Operations	
	3.	Steering Systems	
	*	Theory & Geometry of same	
	V. Diesel B		184
	1.	Basic Electrical Principles & Theory	



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apprenticeshipmail@nccommerce.com

Schedule of Related Instruction

Program	28623		
Occupation:	51-403500	CNC Machinist	
	Course Description		Hours
	(1.) ISC 112/ Industrial Safety		32
	This course introduces the principles of industrial safety. Emphasis is placed on industrial safety OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of safe working environment and OSHA compliance.		
	(2.) MAC 141/Machining Applications I		128
	This course provides an introduction to a variety of material- working processes that are common to the machining industry. Topics include safety process specific machining equipment, measurement devices set-up, layout instruments, and common shop practices. Upon completion students should be able to safely demonstrate basic machining operations accurately measure components and effectively use layout instruments		
	(3.) BPR 111/Blue Print Reading		32
	This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimension methods and notes. Upon completion students should be able to interpret basic blueprints and visualize the features of a part		
	(4.) MAC 151/Machining Calculations		48
	This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.		
	(5.) MAC 160/Coordinate Measuring Machining		64
	This course introduces methods in the set-up and operation of coordinate measuring machines. Emphasis is placed on the programming of coordinate measuring machines and the measurement of complex parts. Upon completion, students should be able to demonstrate skills in programming operation, and set-up of coordinate measuring machines.		
	(6.) MEC 145/Manufacturing Materials I		80
	This course introduces a variety of manufacturing materials and common		

Appendix G: Document Revision History

Date Published	Description
06/05/2012	Original document communicated to colleges through Memo CC12-016
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.
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.
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.
11/25/2015 (Memo CC15-038)	<p>In addition to stylistic updates, several modifications have been made to this document since the last version. Here is a summary:</p> <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 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.

	<ul style="list-style-type: none"> • 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.
<p>08/09/2016</p> <p>(Memo CC16-032)</p> <p><i>Revision Effective Date: August 15, 2016</i></p>	<p>This document was updated for Session Law 2016-94 to include the new youth apprenticeship waivers, as well as waivers for fire, EMS, and rescue and lifesaving personnel whose duty station is on a North Carolina military installation. The changes have an <u>effective date of August 15, 2016</u> and are summarized below:</p> <ul style="list-style-type: none"> • Updated the tuition remission waiver/discount codes table to include these new codes. • Updated the <i>Fire Departments</i> section to include firefighters whose duty station is on a North Carolina military installation. • Updated the <i>EMS – Emergency Medical Services</i> section to include EMS personnel whose duty station is on a North Carolina military installation. • Updated the <i>Rescue and Lifesaving Departments, including Emergency Management</i> detail page for rescue and lifesaving personnel whose duty station is on a North Carolina military installation. • Updated the <i>Fire Departments, EMS – Emergency Medical Services, and Rescue and Lifesaving Departments, including Emergency Management</i> sections to include the definition of “military” to be consistent with the definition of “Armed Forces” in G.S. 116-143.3: “United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the North Carolina National Guard; and any reserve component of the foregoing.” • Added a <i>Youth Apprenticeship</i> section and a related documentation section (<i>Appendix F: Youth Apprenticeship Documentation Templates</i>). • Updated <i>Appendix A: Relevant General Statute Citations</i> to reflect these changes. • Updated <i>Appendix E: Public Safety Waiver Compliance Elements (CC15-037)</i> to include guidance on documenting “firefighters, EMS personnel, and

	<p>rescue and lifesaving personnel whose duty station is located on a military installation within North Carolina.”</p> <p>In addition, the following updates were made, also with an effective date of August 15, 2016:</p> <ul style="list-style-type: none"> • Updated <i>Appendix C: Relevant Excerpts from Interpretative Rule</i> to the May 16, 2016, version. There were no substantive changes; NCDPS merely revised some titles slightly. • Updated the <i>Fire Departments, EMS – Emergency Medical Services, Rescue and Lifesaving Departments, including Emergency Management, and Law Enforcement Agencies</i> sections to add EME-3500 Emergency Dispatch to the list of eligible training for dispatchers/ telecommunicators. • Updated <i>Appendix D: Specialized Training Course List for Waivers</i> to reflect the changes listed above that were vetted through the State Board-approved process. • Moved the document history to the end of the document as Appendix G and updated it.
<p>10/07/2016</p> <p>(Memo CC16-040)</p> <p><i>Revision Effective Date: October 7, 2016</i></p>	<p>This document was updated to clarify that qualifying pre-apprenticeship participants are eligible for the new youth apprenticeship waiver.</p>
<p>9/18/2017</p> <p>(Memo CC17-044)</p> <p><i>Revision Effective Date: September 18, 2017</i></p>	<p>State Board General and Uniform Regulations This section was updated to reflect the changes to 1E SBCCC 800.2 General Provisions.</p> <p>Youth Apprenticeship Session Law 2017-57 amended NCGS §115D-5(b)(16) to clarify that qualifying pre-apprenticeship participants are eligible for the new youth apprenticeship waiver if the student is in an active pre-apprenticeship program while in high school and enrolls in a qualifying apprenticeship program within one hundred twenty (120) days of graduating from high school. It was further clarified that a high school student must be a North Carolina high school student upon entering the program.</p> <p>Workforce Continuing Education – Career and College Promise (CCP) Session Law 2017-57 amended NCGS §115D-5(b)(12) to expand waiver eligibility from curriculum courses to all courses taken by high school students at community colleges in accordance with NCGS §115D-20(4). The tuition remission discount/AR codes chart has been updated to include the new discount code of CECCP.</p>

	<p>EMS – Emergency Medical Services EMS credential titles were updated to match current state and national standards. A statement was added to specify what it means for an EMS entity to fit under the agency affiliation category of “primarily dispatched to emergency scenes as a result of 911 calls to a county’s EMS System.” Further, it was clarified that individual SMAT members are eligible for fee waivers for courses with an EPT prefix.</p> <p>Law Enforcement Agencies – BLET Sponsorship BLET sponsorship information was updated to include the revised State Board of Community Colleges rule 1E SBCCC 800.2(c) that was amended, effective August 1, 2017 (see also Numbered Memo CC17-028).</p> <p>Appendix D Appendix D was updated to match the latest <i>Specialized Course List for Public Safety Waivers</i>, approved by the State Board of Community Colleges on September 15, 2017.</p>
<p>10/29/2018 (Memo CC18- XXX) <i>Revision Effective Date: October 29, 2018</i></p>	<p>Criminal Justice Fellows Program Added the Criminal Justice Standards Division of the North Carolina Department of Justice as an eligible organization for the specific purpose of the administration of the new Criminal Justice Fellows Program (CJFP) that was authorized by the Legislature in Section 17.1(c) of Session Law 2018-5 as amended in Section 5.1 of Session Law 2018-97. This new law included the rewrite of G.S. 115D-5(b) to add subsection G.S. 115D-5(b)(2)j that authorized this waiver.</p> <p>Fire Departments – North Carolina Parks Clarified that firefighters affiliated with the North Carolina Natural and Cultural Resources Division of Parks and Recreation (North Carolina State Parks) are included in the group eligible for fire/rescue waivers, along with firefighters affiliated with the North Carolina Department of Agriculture and Consumer Services Forest Service.</p> <p>Emergency Medical Services (EMS) – Primary or Other Service Removed the word “primary” from the sentence regarding EMS agencies that are recognized by OEMS as having a service of “rescue” or “providing 911 response” with or without transport to clarify that the OEMS designation does not have to be the primary service but may be secondary/other.</p> <p>FIP-7000 Traffic Incident Management for Public Safety Responders To encourage participation in FIP-7000 Traffic Incident Management training, this section was updated to clarify that FIP-7000 is and has been waivable for eligible persons from the following organizations: Emergency Medical Services; rescue and lifesaving departments, including Emergency Management; and law enforcement agencies.</p>

Community Emergency Response Teams

Added “courses with an SAF prefix related to first aid or CPR” to the list of eligible training for the members of the state’s community emergency response teams (CERTs) that are listed under rescue and lifesaving departments, including Emergency Management.

Appendix C: Relevant Excerpts from Interpretative Rule

Updated Appendix C to the version approved on August 15, 2018 (no substantive changes; titles aligned with newest human resources titles).

Appendix D: Specialized Course List for Public Safety Waivers

Updated Appendix D to notify readers that an updated Specialized Course List for public safety waivers was approved by the State Board of Community Colleges on October 19, 2018.