



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

August 29, 2019

**MEMORANDUM**

TO: Senior Continuing Education Administrators

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

RE: State Board Course Approvals – August 16, 2019

At the August 16, 2019 meeting, the State Board approved the following Continuing Education courses for addition in the Combined Course Library. Attached is the detailed information for each course.

**New Course Requests**

Course ID	Course Title	Recommended Hours	Tier Level
HRD 4001	Career Exploration: Corrections	48	3
CJC 5034	Basic Correctional Officer	221	2

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

CC: Continuing Education Registrars

CC19-045

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

### New Courses

**Requesting College or Agency: NC Department of Public Safety (NCDPS) / System Office**

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
HRD 4001	Career Exploration: Corrections	48	B20 – Human Resources Development	3

**Description:** This course covers skills and strategies designed to provide employability skills training and career exploration for positions within the Division of Adult Correction and Juvenile Justice (DACJJ) of the North Carolina Department of Public Safety (NCDPS). Colleges should use the Corrections Pre-Employment Training (CPET) modules and program management guidelines approved by NCDPS.

**Contact Information**

Andrea Hyson      919-291-2756      [hysona@nccommunitycolleges.edu](mailto:hysona@nccommunitycolleges.edu)

**Requesting College or Agency: NC Department of Public Safety (NCDPS) / System Office**

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
CJC 5034	Basic Correctional Officer	221	R20 – Criminal Justice	2

**Description:** This certification-related course is the initial training required for all Correctional Officers employed by the NC Department of Public Safety (NCDPS). Colleges must have prior approval from the NCDPS Office of Staff Development and Training (OSDT) for each offering of this course and must adhere to all NCDPS requirements for curriculum content, student testing, instructor qualifications, and overall program management.

**Contact Information**

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