



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Thomas A. Stith, III
President

NUMBERED MEMO CC22-022

TO: Senior Continuing Education Administrators

FROM: Nate Humphrey
Associate Vice President, Workforce and Continuing Education Programs

SUBJECT: State Board Course Approvals – March 2022

DATE: March 25, 2022

The State Board has approved the below Workforce Continuing Education course for modification in the Combined Course Library. Attached is the detailed information for the course.

Colleges are reminded that new and modified courses must be downloaded to the local course library (XUIC) and applied to local course copies (XULU). These processes are a mandatory workflow following all State Board changes to the Combined Course Library. Staff requiring assistance on the course download/update process should access the “Curriculum Management for Continuing Education User Guide” ([KB0010403](#)) in [ServiceNow](#) for a step-by-step guide.

Course ID	Course Title	Recommended Hours	Program Area	Tier Level
INS 3127	Claims Adjusting	64 <i>(Modified from 48)</i>	F25 Business	3

If you have questions concerning these courses, see the contact person listed on the attachment. In addition, if you have questions regarding the process for adding a new course or making a modification to an existing course in the CCL, contact Nate Humphrey at humphreyn@nccommunitycolleges.edu or call (919) 807-7159.

- CC: Chief Academic Officers
- CC: Continuing Education Registrars
- CC: Registrars
- CC: Planners

Workforce and Continuing Education & College and Career Readiness New Course Approvals, Modifications, and Tier Designations

Request for Modification: 1 of 1

Requesting College or Agency: System Office

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
INS 3127	Claims Adjusting	64 <i>(Modification)</i>	F25 Business	3

Description: This course is designed for instructional areas related to adjusters' insurance topics to meet the pre-licensing educational requirement for insurance agent as prescribed by the North Carolina Department of Insurance-Agents Services Division. Programs must be approved by the NC Department of Insurance and provide information on qualified instructors. Topics included Property & Casualty, crops, worker's compensation, and public lines. The course intent is to prepare students to take the NC Department of Insurance Adjustor license exam. This course is designed to align with NCCCS Curriculum Course INS 127.

Rationale: This course is being modified to adjust the hours to properly cross walk to the curriculum course INS-127.

Contact(s): Karen Tikkanen
Director, Workforce Continuing Education