NC | Workforce
COMMUNITY COLLEGES | Continuing Education

Colleague Credential Request Form

The NC Community College System Office maintains an agency credential lists that ties credentials to Workforce Continuing Education course sections. Colleges may request new credentials be added by submitting this form to WCERequests@nccommunitycolleges.edu.

I. Requestor Information

College:

Contact Name:

Contact Phone:

Contact Email:

II. Credential Information

Credential Type
(Mark One)   _____ Industry   _____ State   _____ National   _____ Workforce Sector

Credential Name:

Credentialling Agency Name:

Credential Description:

Skills Outcomes (3-6):

Criteria for Awarding the Credential:

Occupations Aligned to the Credential:

Website Link (if available)

Note: If the credential type is **Workforce Sector**, provide and/or attach the following information.
- o Advisory Group membership
- o Meeting minutes outlining industry need
- o Labor market outlook for impacted positions
- o Curriculum outline validated through appropriate advisory group/employers

III. Course Information

Course ID: (xxx-xxxx)

Program Area Code and Title:

Projected Scheduled Hours:

IV.   If applicable, attach additional information, comments, or resources relevant to your submission.