

NUMBERED MEMO CC24-021

TO: Chief Business Officers, Continuing Education Administrators, Student Services Officers, Registrars

FROM: Dr. Andrew Gardner
Associate Vice President, Workforce Strategies

SUBJECT: Tuition and Registration Fee Waiver Reference Guide – May 13, 2024 Revision

DATE: May 13, 2024

The enclosed 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.

CC: Chief Business Officers
Chief Academic Officers
Student Service Officers
Senior Continuing Education Administrators
Continuing Education Registrars
Registrar



TUITION AND REGISTRATION FEE WAIVER

REFERENCE GUIDE

Revised Effective May 13, 2024

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.

May 13, 2024**Fire Departments**

- Clarified eligibility of fire marshal office personnel.
- Clarified that for employees of the NC Forest Service or NC State Parks who have dual job functions in fire/rescue and EMS, either waiver code is appropriate.
- Clarified that SAF-3011 Mental Health First Aid is included in the definition of courses related to first aid.
- Added information on Continuing Education Fire Training Courses Approved for 15-Year-Old Firefighters.
- Clarified the definition of “rescue and lifesaving department,” “rescue squad,” and “search and rescue team.”

Emergency Medical Services Agencies

- Clarified that for employees of the NC Forest Service or NC State Parks who have dual job functions in fire/rescue and EMS, either waiver code is appropriate.
- Clarified that SAF-3011 Mental Health First Aid is included in the definition of courses related to first aid.
- Removed MED-3200 Critical Care Transport from the list because it has become EMS-4600 Critical Care Transport, which is an eligible course due to its EMS prefix.
- Clarified the definition of “rescue and lifesaving department,” “rescue squad,” and “search and rescue team.”

Rescue and Lifesaving Departments, including Emergency Management

- Revised the subheading “For Volunteer Emergency Management Personnel” to read “Community Emergency Response Teams (CERTs),” as found in the minutes of the October 16, 2020, State Board of Community Colleges meeting.
- Updated the course list for Municipal, County, and State Emergency Management Personnel to include courses with the CJC prefix, as found in the minutes of the October 15, 2021, State Board of Community Colleges meeting.
- Clarified that SAF-3011 Mental Health First Aid is included in the definition of courses related to first aid.
- Clarified the definition of “rescue and lifesaving department,” “rescue squad,” and “search and rescue team.”
- Provided an historical note about the federal military and state emergency management roles (dual mission) of the NC National Guard.

Law Enforcement Agencies (See also changes noted for Appendix B)

- Clarified that SAF-3011 Mental Health First Aid is included in the definition of courses related to first aid.
- Incorporated information on the waiver for law enforcement of private institutions of higher education that are certified by the Attorney General pursuant to Chapter 74G of the General Statutes.

Adult Correction and Juvenile Justice

- Updated language to reflect the reorganization of the two separate state agencies managing Adult Correction and Juvenile Justice.
- Clarified that SAF-3011 Mental Health First Aid is considered a course with an SAF prefix related to first aid.
- Clarified that courses with an EMS prefix may be waived for Division employees designated to function as state-credentialed Emergency Medical Technicians (EMTs) within the agency, as found in the minutes of the October 15, 2021, State Board of Community Colleges meeting.
- Clarified that courses with an EPT prefix may be waived for Division employees due to their inclusion in the North Carolina State Emergency Operations Plan (EOP).

Elementary and Secondary School Employees – First Aid and CPR Courses

- Clarified that SAF-3011 Mental Health First Aid is considered a course with an SAF prefix related to first aid.
- Clarified that this waiver is not limited to public school employees.

Appendix A: Relevant General Statute Citations

- Updated G.S. 115D-5 references to the current version.
- Added a reference to G.S. 115D-5 (b2) related to legislatively mandated reports on waivers.
- Updated G.S. 115B to include references to correctional officer, per Session Law 2019-235, that became effective with the 2019-2020 academic year, per CC20-001.

Appendix B: North Carolina Law Enforcement Agencies

- Updated the list, including the addition of the names of private institutions of higher education certified by the Attorney General's Office pursuant to G.S. 74G and clarification of agencies covered under G.S. 116-40.5 UNC teaching hospital law enforcement.

Appendix C: Adult Correction and Juvenile Justice Employees

- Updated Interpretive Rule defining employees required to be certified.
- Added clarification on defining "full-time custodial" employees and the need for additional documentation from the Division to confirm waiver status of these employees.

Appendix G: SBCC-Approved Course List for 15-Year-Old Firefighters

- Added this new appendix to document the first *SBCC-Approved Course List for 15-Year-Old Firefighters*.

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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 and Eligible Private College/University)	CEPLW	WBLET
10	G.S. 115D-5(b)(2)g	Division of Prisons of the Department of Adult Correction	CECOR	
11	G.S. 115D-5(b)(2)g	Division of Juvenile Justice of the Department of Public Safety	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)(2a)	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

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:

- “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.
- “Local Fees” – A fee charged to a student for a good or service provided by the college other than instruction.
- “Register” – To complete the procedure defined by the college to sign up for a course section.
- “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.

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- (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 are eligible for waivers only in occupational extension and/or curriculum courses. Basic Skills Plus Waivers should not exceed 12 credit hours for curriculum courses or a single qualifying Continuing Education (CE) course. A qualifying CE course is one that aligns with an industry or state recognized credential.
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.

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 I Program Management. ▪ Municipal, county, or state fire marshal, deputy fire marshal, assistant fire marshal, and employees of the Office of State Fire Marshal (OSFM) who manage or oversee fire/rescue training, certification, or risk-reduction functions. ▪ 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) and municipal, county or state fire marshals' offices, 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). If an eligible employee serves both fire and EMS functions, either waiver code (state Fire Department or state EMS agency) is appropriate. ▪ 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. (Note: Waivers are not authorized for firefighters associated with any other federal entity.)
<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</p>

	<p>G.S. 115D-5(b)(2a) Firefighters whose duty station is on a NC military installation 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, including SAF-3011 Mental Health First Aid. • 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 dispatchers/telecommunicators whose duties within the department necessitate such training. <p>Continuing Education Fire Training Courses Approved for 15-Year-Old Firefighters :</p> <p>See Appendix G for approved list for 15-Year-Old Firefighters.</p> <ul style="list-style-type: none"> • Fifteen-year-old students may be enrolled in fire training courses listed in Appendix G, as authorized in G.S. 115D-20(4)e, pursuant to G.S. 95-25.5(n), and on this specialized course list approved by the State Board of Community Colleges in accordance with G.S. 115D-5(b)(2). • Registration fee waivers may be issued only for 15-year-old firefighters affiliated with fire departments, as defined in this guide. • These policies are <u>not</u> designed for and <u>do not apply</u> to Career and College Promise (CCP): Fifteen-year-olds are not permitted to enroll in any CCP course if they do not meet all CCP requirements; and if admitted through CCP, the associated CCP waiver code would be applied. <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: CEVFR – Fire Departments (Volunteer) CEPFR – Fire Departments (Municipal, County, or State) CELPS – Eligible Lake Authority Fire Departments CETPS – Eastern Band of Cherokee Fire Departments 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>
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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. The military waiver is limited per G.S. 115D-b(2a) to the following: 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. (This legislation did not authorize a waiver for military law enforcement.)
- 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.
- **15-Year-Old Firefighter References**

Session Law 2022-69 House Bill 661, approved July 8, 2022, revised the statutes referenced below to allow 15-year-old firefighters to take fire-training courses that are “on a specialized course list” approved by the State Board of Community College, in accordance with G.S. 115D-5(b)(2). **The approved course list is found in Appendix G.**

Session Law 2022-69 revised the following General Statutes by adding the following language:

- **G.S. 115D-20(4)I:** Notwithstanding any other provision of this subdivision, qualified youth 15 years and older may be permitted to enroll in courses, including certification-eligible courses, in fire training pursuant to G.S. 95-25.5(n) and on a specialized course list approved by the State Board of Community Colleges in accordance with G.S. 115D-5(b)(2).
 - **G.S. 95-25.5(n):** Nothing in this section prohibits qualified youths under 18 years of age from participating in training through their fire department, the Office of State Fire Marshal, or the North Carolina Community College System. As used in this subsection, the term “qualified youth under 18 years of age” means an uncompensated fire department or rescue squad member who is at least the age of 15 and under the age of 18 and who is a member of a bona fide fire department, as that term is defined in G.S. 58-86-2(4), or of a rescue squad described in G.S. 58-86-2(6). A qualified youth under 18 years of age under this subsection may be permitted to enroll in courses, including certification-eligible courses, in fire training at a community college on a specialized course list approved by the State Board of Community Colleges pursuant to G.S. 115D-20(4)e.
- **Definition of Rescue Squad, etc.**

For the purposes of State Board-authorized tuition and fee waivers, unless another definition is specifically provided by General Statute for an identified purpose, the terms “rescue and lifesaving department,” “rescue squad,” and “search and rescue team” refer to entities affiliated with a municipal, county, or state governmental body with authority to respond to an emergency. This affiliation is established when an entity is recognized by the governmental body having jurisdiction and includes agencies and authorities such as the NC Office of Emergency Medical Services, NC Emergency Management, NC Office of State Fire Marshal, and county or state Emergency Operations Plans (EOPs). This affiliation ensures that the agencies/employees/volunteers have official “authority to act” in an emergency, as granted by one of these governmental entities. *Note: This definition applies specifically to waivers authorized by the State Board of Community Colleges under General Statute 115D-5(2), as confirmed by the State Board on October 16, 2020.*

Authorized Organization

EMS – Emergency Medical Services Agencies

(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 having or 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>	<ul style="list-style-type: none"> ▪ Volunteer, municipal, county, or state Emergency Medical Services (EMS) departments (including non-profits). <p>This includes state employees of NC State Parks (the Division of Parks and Recreation of the NC Department of Natural and Cultural Resources) who have EMS functions with the park. If an eligible employee serves both fire and EMS functions, either waiver code (state Fire Department or state EMS agency) is appropriate.</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ 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 style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ 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 style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ Eastern Band of Cherokee EMS. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ 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>General Statute(s):</p>	<p>G.S. 115D-5(b)(2)c. Volunteer Departments</p>

	<p>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 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, including SAF-3011 Mental Health First Aid. • EME-3500 Emergency Dispatch; FIP-7000 Traffic Incident Management. • Courses with an FIP or CJC prefix for personnel whose duties within the 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>
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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: <https://oems.nc.gov/education/>
- “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. The military waiver is limited per G.S. 115D-b(2a) to the following: 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. (This legislation did not authorize a waiver for military law enforcement.)
- 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.
- **Definition of Rescue Squad, etc.**
For the purposes of State Board-authorized tuition and fee waivers, unless another definition is specifically provided by General Statute for an identified purpose, the terms “rescue and lifesaving department,” “rescue squad,” and “search and rescue team” refer to entities affiliated with a municipal, county, or state governmental body with authority to respond to an emergency. This affiliation is established when an entity is recognized by the governmental body having jurisdiction and includes agencies and authorities such as the NC Office of Emergency Medical Services, NC Emergency Management, NC Office of State Fire Marshal, and county or state Emergency Operations Plans (EOPs). This affiliation ensures that the agencies/employees/volunteers have official “authority to act” in an emergency, as granted by one of these governmental entities.
Note: This definition applies specifically to waivers authorized by the State Board of Community Colleges under General Statute 115D-5(2), as confirmed by the State Board on October 16, 2020.

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/Division of Emergency Management and local Emergency Management Offices charged with managing state or local 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 See Appendix A for statutory references.</p>
<p>SBCC Code(s):</p>	<p>1E SBCCC 800 Waivers</p>
<p>Eligible Training*:</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>

**Documentation of State Board of Community Colleges approval may be found in Appendix D.*

For Volunteer, Municipal, County, or State Rescue Squad Members, and Search and Rescue Team Members:

- Courses with an EPT course prefix.
- Courses with an SAF prefix related to first aid or CPR, including SAF-3011 Mental Health First Aid.
- FIP-7000 Traffic Incident Management.
- Courses with an EMS or FIP course prefix when such training is for authorized persons whose duties within the rescue squad necessitate such training.

For Municipal, County, or State Emergency Management Personnel:

- Courses with an EPT or CJC course prefix.
- Courses with an SAF prefix related to first aid or CPR, including SAF-3011 Mental Health First Aid.
- Courses with an HAZ or FIP prefix that are related to Hazardous Materials.
- FIP-7000 Traffic Incident Management.

Other courses may be added to this list if approved by North Carolina Emergency Management as meeting the agency's training needs.

Community Emergency Response Teams (CERTs):

- EPT-5202 Community Emergency Response Team, FIP-7000 Traffic Incident Management, and courses with an SAF prefix related to first aid or CPR, including SAF-3011 Mental Health First Aid, 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.

Rescue and lifesaving personnel whose duty station is on a North Carolina military installation, including the NC National Guard:

- Courses with an EPT prefix and FIP-7000 Traffic Incident Management.

Note: Individuals authorized for a waiver under this provision should be coded as CEPSM.

For other individuals identified in local or state Emergency Operations Plans (EOPs):

- Courses with an EPT prefix and FIP-7000 Traffic Incident Management.

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).

	<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, including SAF-3011 Mental Health First Aid; 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:</p> <p>CEVRS – EMS or Rescue and Lifesaving Departments (Volunteer)</p> <p>CEPRS- EMS or Rescue and Lifesaving Departments (Municipal, County or State)</p> <p>CELPS – Eligible Lake Authority EMS or Rescue and Lifesaving Departments</p> <p>CETPS – Eastern Band of Cherokee EMS or Rescue and Lifesaving Departments</p> <p>CEPSM – Rescue and lifesaving 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 not 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 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. The military waiver is limited per G.S. 115D-b(2a) to the following: 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. (This legislation did not authorize a waiver for military law enforcement.)

Historical note related to NC National Guard: The National Guard is currently included in the definition of military as related to the waiver authorized by G.S. 115D-5(b)(2a) and, therefore, **should now be coded as CEPSM**. However, the NC National Guard also has a state mission; therefore, if there is ever a change in the waiver as it relates to military eligibility, the NC National Guard would still fall under the state Emergency Management waiver (CEPRS). References: CC15-012 Waiver Clarification: NC National Guard and the State Emergency Operations Plan and CC15-038 Waiver Reference Guide FY 2015-17 Edition.

- 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).
- **Definition of Rescue Squad, etc.**
For the purposes of State Board-authorized tuition and fee waivers, unless another definition is specifically provided by General Statute for an identified purpose, the terms “rescue and lifesaving department,” “rescue squad,” and “search and rescue team” refer to entities affiliated with a municipal, county, or state governmental body with authority to respond to an emergency. This affiliation is established when an entity is recognized by the governmental body having jurisdiction and includes agencies and authorities such as the NC Office of Emergency Medical Services, NC Emergency Management, NC Office of State Fire Marshal, and county or state Emergency Operations Plans (EOPs). This affiliation ensures that the agencies/employees/volunteers have official “authority to act” in an emergency, as granted by one of these governmental entities. *Note: This definition applies specifically to waivers authorized by the State Board of Community Colleges under General Statute 115D-5(2), as confirmed by the State Board on October 16, 2020.*

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

(Eastern Band of Cherokee, Eligible Lake Authorities, Selected Universities/Colleges & Municipal, County, or State)

<p>Job Classification(s):</p> <p><i>Persons authorized for eligible training</i></p>	<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.
<p>Agency Affiliation(s):</p>	<p>Municipal, county, or State law enforcement agencies as identified by the Department of Justice’s Criminal Justice or Sheriffs’ Standards divisions. <i>See list in Appendix B.</i></p> <p>Law enforcement agencies of private institutions of higher education that are certified by the Attorney General (i.e. the Department of Justice) pursuant to Chapter 74G of the General Statutes. <i>See list in Appendix B.</i></p> <p>Law enforcement agencies 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 law enforcement.</p> <p><i>A reference list of agencies is provided in Appendix B of this document. Please note that this list does not name each municipal police department or county sheriff’s office, all of which are included under this waiver; rather, it lists by name other law enforcement entities that are also waiver-eligible for authorized persons and eligible training as outlined in this section.</i></p> <p>Note: Waiver approval for law enforcement does not include federal entities, including military, as authorization of waivers for law enforcement officers whose duty stations are located on NC military bases is not included in the language of G.S. 115D-5(2a).</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2)d1. Entities serving certain lake authorities</p>

	<p>G.S. 115D-5(b)(2)f. Municipal, county, or State law enforcement agencies G.S. 115D-5(b)(2)f1. Law enforcement agencies of <u>specified</u> private institutions of higher education G.S. 115D-5(b)(2)i. Eastern Band of Cherokee</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>Note: Colleges may adopt admissions requirements for Commission-mandated courses that limit course enrollments to law enforcement under conditions found in 1D SBCCC 400.2I.</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, including SAF-3011 Mental Health First Aid. • EME-3500 Emergency Dispatch; FIP-7000 Traffic Incident Management • Courses with an FIP or EMS prefix for personnel whose duties within the department 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>
<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. Trainees are exempt from BLET curriculum tuition or continuing education registration fees if a letter of sponsorship from an authorized agency is on file at the college. Note: Sponsorship from federal law enforcement agencies is not authorized.</p>
<p>Tuition Remission Report Discount/AR Code:</p>	<p>Continuing Education:</p> <p>CEPLW – Law Enforcement Agencies (Municipal, County, or State; and eligible campus police agencies of private institutions of higher education certified under General Statute 74G) CELPS – Eligible Lake Authority Law Enforcement Agencies</p>

	<p>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></p> <p>WBLET – Law Enforcement Agencies (Municipal, County, or State) WBLE– Eligible Lake Authority Law Enforcement Agencies WTBLE – Eastern Band of Cherokee Law Enforcement Agencies</p>
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Additional Information

Information on law enforcement certification can be found on the Department of Justice webpage:
<https://ncdoj.gov/law-enforcement-training/>

- Session Law 2019-235, Section 3.2(a), effective Fall Term 2019, established a fee waiver for law enforcement of private institutions of higher education that are certified by the Attorney General pursuant to Chapter 74G of the General Statutes. Reference: Numbered Memo CC20-001. See Appendix B for a list of eligible institutions.
- 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 400.2I**: "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.

I 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 Prisons of the Department of Adult Correction & Division of Juvenile Justice of the Department of Public Safety

<p>Job Classification(s):</p> <p><i>Persons authorized for eligible training</i></p>	<ul style="list-style-type: none"> ▪ Full-time custodial employees.* ▪ Employees 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>*See definition of “full-time custodial employees” and Interpretive Rule defining “employees required to be certified” found in Appendix C.</i></p>
<p>Agency Affiliation(s):</p>	<p>Division of Prisons of the Department of Adult Correction Division of Juvenile Justice of the Department of Public Safety</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2)g Division of Prisons of the Department of Adult Correction and Division of Juvenile Justice of the Department of Public Safety</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 or EPT course prefix. • Courses with an SAF prefix related to first aid or CPR, including SAF-3011 Mental Health First Aid • FIP-4711 Self-Contained Breathing Apparatus (SCBA) for eligible employees identified by the Division as needing this training. • Courses with an EMS prefix for Division personnel designated to function as state-credentialed Emergency Medical Technicians (EMTs) within the agency. <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. <i>See additional notes below:</i></p> <p>Employees who are required to be certified may be issued a fee waiver upon attestation of an eligible job classification, as listed in the Interpretive Rule in Appendix C. Confirmation in writing from the Division is required for other employees, per Appendix C, if the sole basis for the waiver is “full-time custodial” status.</p>
<p>Tuition Remission Report Discount/AR Code:</p>	<p>Continuing Education: CECOR – Division of Prisons/Department of Adult Correction CEDJJ – Division of Juvenile Justice/Department of Public Safety</p>

Additional Information:

- None at this time.

Authorized Organization

Criminal Justice Fellows Program

CJ Standards Division of the NC Department of Justice

<p>Job Classification(s): <i>Persons authorized for eligible training</i></p>	<ul style="list-style-type: none"> ▪ North Carolina Criminal Justice Fellows Program (CJFP) participants in good standing, as identified by the Criminal Justice Standards Division (CJ Standards) of the North Carolina Department of Justice (NC DOJ).
<p>Agency Affiliation(s):</p>	<p>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.</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2)j. Criminal Justice Standards Division – Criminal Justice Fellows Program</p> <p>See Appendix A for statutory references.</p>
<p>SBCC Code(s):</p>	<p>1E SBCCC 800 Waivers</p>
<p>Eligible Training*: <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 a CJC prefix that align with the provisions of General Statute 17C Article 2 North Carolina Criminal Justice Fellows Program and are identified by the Criminal Justice Standards Division of the North Carolina Department of Justice as meeting this purpose. These courses include Basic Law Enforcement Training (BLET), Detention Officer Certification Course (DOCC), Sheriffs’ Telecommunicator Certification Course (TCC) and/or any course leading to certification in one of the defined “eligible criminal justice professions.” <p>Curriculum:</p> <ul style="list-style-type: none"> • Basic Law Enforcement Training (BLET)
<p>Proof of Eligibility of Waiver:</p>	<p>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 cjfellows@nccommunitycolleges.edu.</i></p> <p>For purposes of BLET sponsorship, as outlined in 1E SBCCC 800.2I, the</p>

	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 in good standing. CJ Fellows proof of eligibility issued from DOJ, a state law enforcement agency, may serve as sponsorship documentation for college compliance purposes to meet the criteria of 1E SBCCC 800.21.
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

Additional Information

Information about the Criminal Justice Fellows Program (CJFP), to include the application form and program requirements for prospective Fellows, may be found on the website for the Department of Justice: <https://ncdoj.gov/law-enforcement-training/criminal-justice-fellows-program/>

The CJ Fellows Forgivable Loan Program

The CJ Fellows Program, as defined by **North Carolina General Statute 17C Article 2**, 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 or high school seniors who will graduate by the end of the current academic year who agree to enter a criminal justice profession in North Carolina and abide by the requirements of the Fellows program.

The CJFP forgivable loan program, that supports students pursuing an associate degree, is administered by the NC Department of Justice in partnership with local community colleges and is not considered a tuition/registration fee waiver; instead, it is administered as financial aid. Colleges should use the Financial Aid Set-Up Instructions available for this program; copies may be obtained by emailing cjfellows@nccommunitycolleges.edu.

However, CJ Fellows in good standing are also **eligible for tuition and fee waivers**, in addition to the financial aid described above, to cover tuition and registration fee waivers for courses leading to eligible certifications, as explained below.

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, and is a benefit to Criminal Justice Fellows in good standing so that they may obtain certifications necessary for required employment.

Historical Reference

The Criminal Justice Fellows Program was originally created by the Legislature through Senate Bill 99/Session Law 2018-5, Appropriations Act of 2018. **Always consult the NC Department of Justice for the most current law and program details.**

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: Courses with SAF prefix related to first aid or cardiopulmonary resuscitation (CPR), including SAF-3011 Mental Health First Aid.
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:

- General Statute and State Board of Community Colleges Code do not limit this waiver to public school employees; as a result, it applies to any elementary or secondary school employee per G.S. 115D-5(b)(10).

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.nccommunitycolleges.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 attest at the time of registration under which eligibility criteria they qualify.
Tuition Remission Report Discount/AR Code:	Continuing Education: CEHRD – Human Resources Development (HRD)

Additional Information:

- See Numbered Memo CC23-013 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 State Apprenticeship Agency or 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:	<p>Continuing Education: CESPO – Eligible Spouse</p> <p>Curriculum: WSPOU – Eligible Spouse</p>

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>.

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- 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:	<p>Continuing Education: CECHD – Eligible Child</p> <p>Curriculum: WCHLD – Eligible Child</p>

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:

- (16) Correctional officer. – An employee of an employer who is certified as a State correctional officer under the provisions of Article 1 of Chapter 17C of the General Statutes.
- (1a) 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, correctional 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 correctional 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; 2015-296, s. 1; 2019-235, s. 3.5(a).)

§ 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, correctional 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, correctional 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, correctional 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; 2015-296, s. 2; 2019-235, s. 3.5(b).)

§ 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; 2017-57, s. 10.12(b).)

§ 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 ensure 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, correctional 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); 2015-296, ss. 3, 3.5; 2019-235, s. 3.5(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; 2015-296, s. 3.7.)

§ 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. 14I.)

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:

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- 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. *Note: This only includes Person-Caswell Lake Authority.*
 - 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.
 - F1 Campus police agencies of private institutions of higher education certified by the Attorney General pursuant to Chapter 74G of the General Statutes. *Note: This was added per Session Law 2019-235, Section 3.2.(a), and became effective Fall Term 2019, per Numbered Memo CC20-001.*
 - g. The Division of Prisons of the Department of Adult Correction and the Division of Juvenile Justice of the Department of Public Safety for the training of full-time custodial employees and employees of the Divisions required to be certified under Article 1 Chapter 17C of the General Statutes and the rules of the Criminal Justice Education (sic) and Training Standards Commission.
 - h. Repealed by Session Laws 2017-186, s. 2(hhhhh), effective December 1, 2017. *Note: This waiver related to the Division of Juvenile Justice of the Department of Public Safety was incorporated into "g" above during a state agency reorganization. It remains a separate waiver code for NCCCS reporting purposes.*
 - i. The Eastern Band of Cherokee Indians law enforcement, fire, EMS or rescue and lifesaving tribal government departments or programs.
 - j. The Criminal Justice Education and Training Standards Division 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) Article 1 of Chapter 17C of the General Statutes and the rules of the North Carolina Criminal Justice Education 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." *Note: See the Criminal Justice Fellows Program section of this guide.*
- (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.*

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- (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 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) to eliminate the restriction of this waiver to curriculum courses. See the Career and College Promise section of this guide.*
 - (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. (See Basic Skills Plus section of guide.)
 - (16) Courses provided to students who are participating in a pre-apprenticeship or apprenticeship program that meets all of the following criteria:
 - a. Meets one of the following:
 1. Is a registered apprenticeship program recognized by the United States Department of Labor.
 2. Is a pre-apprenticeship program recognized and approved by the State agency administering the statewide apprenticeship program.

- 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 North Carolina high school students when entering the program.

Note: This waiver was originally specific to apprenticeship, per Session Law 2016-94, Section 10.3, beginning with the 2016 fall academic term (August 15, 2016). Reference to pre-apprenticeship was added per Session Law 2017-57, which specified that it applied retroactively, beginning with the 2016 fall academic term.

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.
- (b2) Beginning February 1, 2018, and annually thereafter, the Community Colleges System Office shall report to the Joint Legislative Education Oversight Committee on the number and types of waivers granted pursuant to subsection (b) of this section.

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: North Carolina Law Enforcement Agencies

The following is offered as general guidance on North Carolina law enforcement agencies as identified by the NC Department of Justice's Criminal Justice or Sheriffs' Standards divisions. **Please note that not all employees of these agencies are eligible for waivers: they must fall into the job classifications outlined in the Law Enforcement Agency section of this document.**

The primary purpose of this list is to help identify by name the law enforcement 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 or military agencies are not eligible for a waiver.

Additions or corrections should be submitted to publicsafetytraining@nccommunitycolleges.edu. Inclusion on the list is contingent upon confirmation 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

NC Supreme Court Police Department
NC Wildlife Resources Commission – Division of Enforcement

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

- 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

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

Municipal/County– Public Schools

Charlotte/Mecklenburg Schools
Cherokee County Schools
Graham County Schools
Lee County Schools
Moore County Schools
Richmond County Schools
Yancey County Schools

State – Public Community Colleges

Alamance Community College
Asheville-Buncombe TCC
Blue Ridge Community College
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

State – Public Universities (continued)

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

State Public University – Affiliated UNC Teaching Hospital Departments as allowed by G.S. 116-40.5

UNC Hospitals Police – affiliated teaching hospital is University of NC at Chapel Hill School of Medicine
Vidant Police – affiliated teaching hospital is Brody School of Medicine – East Carolina University

Selected Campus Police – Private Institutions of higher education certified by the Attorney General’s Office pursuant to G.S. 74G

Belmont Abbey College
Chowan University
Davidson College
Duke University
Elon University
Gardner-Webb University
High Point University
Johnson C. Smith University
Lees-McRea College
Livingstone College
~~Louisburg College~~ (no longer certified)
Meredith College
Methodist University
Montreat College
Queens University of Charlotte
Saint Augustine’s University
Shaw University
Wake Forest University

Appendix C: Adult Correction and Juvenile Justice Employees

**STATE OF NORTH CAROLINA
COUNTY OF WAKE**

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

.....
INTERPRETIVE RULE – *excerpts pertaining to Adult Correction and Juvenile Justice*
.....

This interpretive rule identifies the job classifications of **employees required to be certified** within the Division of Prisons of the Department of Adult Correction and the Division of Juvenile Justice within the NC Department of Public Safety.

.....

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 11, 2023, 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:

- | | |
|---|--|
| <ul style="list-style-type: none"> Correctional Officer I, II, III Correctional Sergeant I, II, III Correctional Lieutenant I, II, III Correctional Housing Unit Manager I, II, III Correctional Captain I, II, III Correctional Asst. Superintendent I, II, III, IV, V Assistant Correctional Supt. Programs I, II Correctional Facility Superintendent I, II, III Correctional Facility Administrator Correctional Associate Warden for Operations Associate Warden for Programs Correctional Deputy Prison Warden Correctional Prison Warden Correctional Programs Supervisor Correctional Case Manager Correction Food Service Officer I, II, III | <ul style="list-style-type: none"> Correctional Food Service Supervisor I, II, III Correctional Food Service Manager I, II, III Chief of Security Assistant Chief of Security (DOP) Chief of Special Operations Confinement Response Violation (CRV) Facility Director Special Operations Director Special Operations Chief Operations Specialist Lead Criminal Analyst Criminal Analyst DCC Asst. Chief of Special Operations Correction Enterprise Supervisor I, II, III Correction Enterprise Manager I, II, III Correction Enterprise Director I, II, III |
|---|--|

STATE PROBATION/PAROLE OFFICER POSITIONS:

- | | |
|---|---|
| <ul style="list-style-type: none"> Probation/Parole Officer Special Operations Investigator Probation/Parole Associate Chief Probation/Parole Officer Special Operations Investigator Supervisor Probation/Parole Officer Field Specialist Chief of Special Operations CRV Facility Director Special Operations Director Special Operations Chief Operations Specialist Lead Criminal Analyst Criminal Analyst | <ul style="list-style-type: none"> DCC Assistant Chief of Special Operations Director, Division of Community Corrections Deputy Dir, Div. of Community Corrections Training Administrator Special Populations Administrator Judicial Division Administrator Assistant Judicial Division Administrator Judicial District Manager Assistant Judicial District Manager Community Corrections Deputy Secretary Community Corrections Deputy Secretary-Agency Operations |
|---|---|

STATE JUVENILE JUSTICE OFFICER POSITIONS:

- | | |
|--|--|
| <p>CLINICAL</p> <ul style="list-style-type: none"> Clinical Chaplain I | <ul style="list-style-type: none"> Nurse Supervisor II, III Registered Nurse |
|--|--|

Psychologist
Social Worker
Social Work Supervisor
Social Worker Clinical

STATE JUVENILE JUSTICE OFFICER POSITIONS (cont'd)

Substance Abuse Counselor, Clinical
Licensed Mental Health Professional

HUMAN SERVICE

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

Youth Counselor
Youth Counselor Supervisor

MANAGERIAL

Casework Associate II
YDC Program Manager
YDC Assistant Unit Administrator
YDC Director
Juvenile Detention Center Director
Juvenile Detention Center Supervisor
Psychological Program Manager

CHIEF COURT COUNSELOR/JUVENILE COURT COUNSELOR POSITIONS:

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

Note: The list above includes revisions from the following Interpretive Rule updates: 11/30/2018, 05/24/2019, 11/20/2020, 08/12/2022, 11/04/2022, and 08/11/2023.

.....

“Full-Time Custodial” Employees

General Statute 115D-5(b)(2)(g) authorizes fee waivers for the Division of Prisons of the Department of Adult Correction and the Division of Juvenile Justice of the Department of Public Safety in two categories: **“full-time custodial employees”** and employees **“required to be certified.”**

- The Interpretive Rule above defines the job classifications of employees who are “required to be certified.” Students attesting to job classifications in the Interpretive Rule above may be fee waived based on that attestation alone.
- Public Safety Memo PS22-04 clarified that there are employees who are not required to be certified, yet because they are considered “full-time custodial” by the Division, General Statute 115D-5(b)(2)(g) allows the college to issue a fee waiver. The following conditions apply:
 - Division officials have confirmed that the titles of full-time employees with custodial duties can vary from institution to institution; therefore, confirmation from the Division of an employee’s full-time custodial status will need to be obtained from the Division.
 - A representative from **state-level corrections administration** must confirm **via email or other documentation to the college** any students considered

full-time employees with custodial responsibilities, in order for these students to be issued a fee waiver.

- Colleges should keep this documentation on file as the basis of issuing these fee waivers.

- **Note:** Some employees fall into both categories, but additional confirmation is only required for full-time custodial employees who are not required to be certified as defined above.

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 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 minutes maintained by the System Office. Revisions approved since that time has been incorporated into this waiver

reference guide. The dates of State Board of Community Colleges annual updates are documented on the next page.

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

Approval History – Annual Updates

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 18, 2015
- September 16, 2016
- September 15, 2017
- October 19, 2018
- October 18, 2019
- October 16, 2020
- October 15, 2021
- October 21, 2022
- October 20, 2023

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 examples 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



Apprenticeship NC

200 West Jones Street
5001 Mail Service Center
Raleigh, NC 27699-5001
P - (919) 807-7100
ApprenticeshipNC@ncccommunitycolleges.edu

Pre-Apprenticeship Participant Registration

The program Sponsor and the Pre-Apprenticeship Participant agree to the terms of the Program Standards as amended, incorporated as part of this Registration Agreement

Sponsored Program:
Address:

Participating Employer

Supervisor:
Email:
Phone:

Address:

Contact:
Email:
Phone:

Contact ID: Pre-Apprenticeship Participant Name Address: Phone: Email: Veteran Yes/No Gender: Race: Highest Educational Attainment:	Program Enrollment ID: Wages paid during classroom training: Yes/No ONET: Occupation Date Training Begins Expected Date of Completion Work Experience Hours Required Previous Work Experience Credit OJT Hours Remaining Related Instruction Hours Required Previous Related Instruction Credit Related Instruction Hours Remaining
--	--

This document may be executed in counterparts, each of which will be deemed an original and all of which will constitute one and the same document. The parties may exchange signature pages electronically or by facsimile, and such signatures will be effective to bind the parties to all the terms contained in this document.

Signature of Participant Date:	Signature of Sponsor or Representative Date:	Signature of Apprentice Consultant Date:
---	---	--



Apprenticeship NC

200 West Jones Street
5001 Mail Service Center
Raleigh, NC 27699-5001
P - (919) 807-7100
ApprenticeshipNC@nccommunitycolleges.edu

Apprenticeship Participant Registration

The program Sponsor and the Apprenticeship Participant agree to the terms of the Program Standards as amended, incorporated as part of this Registration Agreement

Sponsored Program:
Address:

Participating Employer

Supervisor:
Email:
Phone:

Address:

Contact:
Email:
Phone:

<p>Contact ID:</p> <p>Apprenticeship Participant Name</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p> <p>Veteran Yes/No</p> <p>Gender:</p> <p>Race:</p> <p>Highest Educational Attainment:</p>	<p>Program Enrollment ID:</p> <p>Wages paid during classroom training: Yes/No</p> <p>ONET:</p> <p>Occupation</p> <p>Date Training Begins</p> <p>Expected Date of Completion</p> <p>Work Experience Hours Required</p> <p>Previous Work Experience Credit</p> <p>OJT Hours Remaining</p> <p>Related Instruction Hours Required</p> <p>Previous Related Instruction Credit</p> <p>Related Instruction Hours Remaining</p>
--	---

This document may be executed in counterparts, each of which will be deemed an original and all of which will constitute one and the same document. The parties may exchange signature pages electronically or by facsimile, and such signatures will be effective to bind the parties to all the terms contained in this document.

<p>Signature of Participant</p> <p>Date:</p>	<p>Signature of Sponsor or Representative</p> <p>Date:</p>	<p>Signature of Apprentice Consultant</p> <p>Date:</p>
---	---	---

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



Apprenticeship NC

200 West Jones Street
5001 Mail Service Center
Raleigh, NC 27699-5001
P - (919) 807-7110
ApprenticeshipNC@nccommunitycolleges.edu

Request for Apprenticeship Participant Amendment

Contact ID: _____ Participant: _____
 Program Enrollment ID: _____
 Occupation: _____
 Sponsored Program: _____ Sponsor Name: _____
 Address: _____

Complete or revise appropriate information and obtain appropriate signatures below

Amendment Request
Reason for amendment:

Cancellation Request
Reason for Cancellation:
Effective Date of cancellation:

Completion Request
Completion Date: _____ Wage rate upon completion: \$ _____ per hour
We do hereby recommend issuance of an Apprenticeship training certificate. We do further certify that the above reference person has completed training in the trade listed above under the terms of our Apprenticeship. As of the date of completion, the participant has completed all terms of the Apprenticeship and will be paid Journeyworker wages effective the date of completion.

This document may be executed in counterparts, each of which will be deemed an original and all of which will constitute one and the same document. The parties may exchange signature pages electronically or by facsimile, and such signatures will be effective to bind the parties to all the terms contained in this document.

Signature of Participant	Signature of Sponsor or Representative	Signature of Apprentice Consultant
Date:	Date:	
Signature of Director's Approval		Date:



ApprenticeshipNC
North Carolina Community College System
200 W. Jones St., 5001 Mail Service Center
Raleigh, NC 27699-4301
Phone: 919-807-7175
apprenticeshipNC@nccommunitycolleges.edu

Schedule of Related Instruction

Program:
Occupation: 31-9092.00 - Medical Assistant

Course Description	Course	Hours
Safety and Anti-Harassment training is included in all aspects of Related Instruction		
MED 122 Medical Terminology II		
MED 131 Administrative Office Procedures		
MED 140 Examining Room Procedures		
MED 150 Laboratory Procedures		
MED 116 Intro to Anatomy & Physiology or BIO 163 Basic Anatomy & Physiology		
MED 110 Orientation to Medical Assisting		144
MED 121 Medical Terminology I		
MED 118 Medical Law and Ethics		
MED 130 Administrative Office Procedures I		
MED 138 Infection/Hazard Control		
ENG 111 Writing and Inquiry		
PSY 118 Interpersonal Psychology		
MAT110 Math		
Total Hours:		144

Program:
Occupation: 53-3011.00 - EMT

Course Description	Course	Hours
Safety and Anti-Harassment training is included in all aspects of Related Instruction		
EMS-4200D4 EMT Basic		240
Total Hours:		240

Appendix G: SBCC-Approved Course List for 15-Year-Old Firefighters

Specialized Course List for Minor Firefighters Pursuant to G.S. 115D-20(4)

The first *SBCC-Approved Course List for 15-Year-Old Firefighters* was approved by the State Board of Community Colleges (SBCC) on January 20, 2023, with an effective date of February 1, 2023 (see memos CC23-005 and PS23-02).

Background:

Session Law 2022-69 House Bill 661, approved on July 8, 2022, authorizes community colleges to enroll 15-year-olds in fire training courses, as authorized in G.S. 115D-20(4)e, pursuant to G.S. 95-25.5(n), and on a specialized course list approved by the State Board of Community colleges in accordance with G.S. 115D-5(b)(2).

The following **certification and non-certification courses**, along with specific caveats, are approved for this purpose.

Caveats to Enrollment of 15-Year-Olds in Any Community College Fire Training Course:

- Fifteen-year-olds are **not permitted** to enroll in any course that includes live fire training.
- Fifteen-year-olds are **not permitted** to enroll in any course that contains content that would require the student to possess a valid North Carolina driver's license.
- Fifteen-year-olds are **not permitted** to enroll in any course governed by an outside entity, including but not limited to the NC Office of the State Fire Marshal which governs the fire certification program under the authority of the NC Fire and Rescue Commission; the Federal Emergency Management Agency (FEMA) and its divisions; and the NC Department of Labor (NCDOL), if/when enrollment of 15-year-olds is prohibited by the outside entity.
- Fifteen-year-olds are **not permitted** to enroll in any Career and College Promise (CCP) course if they do not meet all CCP requirements.
- **Enrollment of 15-year-olds is limited to** the Workforce Continuing Education course ID numbers/prefixes from the NCCCS Combined Course Library listed below and must not violate any of the other caveats above.
- Registration fee waivers authorized for public safety responders may be issued to 15-year-old firefighters enrolling in courses on this approved list, provided that they meet the fire department affiliation parameters outlined in the Fire Departments section of the *NCCCS Tuition and Registration Fee Waiver Reference Guide*.

State-Certification-Related Fire Courses Approved for 15-Year-Old Community College Students
Enrollment of 15-year-old firefighters must comply with the associated caveats listed above.

Approved Certification Course List for 15-Year-Old Firefighters			
Effective February 1, 2023			
FIP-3031	Firefighter 2019 - Block 01	FIP-5720	TR MAG Machinery-Ag Block
FIP-3032	Firefighter 2019 – Block 02	FIP-5721	TR MAG-Rescue Ops Machine/Ag
FIP-3033	Firefighter 2019 - Block 03	FIP-5722	TR MAG-Stabilize/Extricate
FIP-3040	FF General and Comm (FF 2019)	FIP-5723	TR MAG-Large Machine/Ag Equip
FIP-3041	FF Fireground Ops 1 (FF 2019)	FIP-5724	TR MAG-Victim Management
FIP-3042	FF Fireground Ops 2 (FF 2019)	FIP-5800	TR Ropes Block
FIP-3043	FF Fireground Ops 3 (FF 2019)	FIP-5801	TR Ropes Rescue Operations
FIP-3044	FF Fireground Ops 4 (FF 2019)	FIP-5802	TR Ropes Anchors
FIP-3045	FF Fireground Ops 5 (FF 2019)	FIP-5803	TR Ropes Mechanical Advantage
FIP-3046	FF Fireground Ops 6 (FF 2019)	FIP-5804	TR Ropes Fixed Ropes Systems
FIP-3047	FF Fireground Ops 7 (FF 2019)	FIP-5805	TR Ropes Lowers & Raises
FIP-3048	FF Fireground Ops 8 (FF 2019)	FIP-5806	TR Ropes High Lines
FIP-3050	FF Rescue Ops 1 (FF 2019)	FIP-5807	TR Ropes Victim Management
FIP-3051	FF Fire and Life Safety Initiatives (FF 2019)	FIP-6300	TR Wilderness Block
FIP-3555	HM Awareness	FIP-6301	TR Rescue Operations
FIP-3556	HM Ops	FIP-6302	TR Rescue Rigging
FIP-3557	HM Ops MSC (6.2)	FIP-6303	TR Navigation and Tracking
FIP-3558	HM Ops MSC (6.3/6.4)	FIP-6304	TR Victim Management
FIP-3559	HM Ops MSC (6.7)	FIP-6413	Mayday/Safety & Survival
FIP-3560	HM Ops MSC (6.8)	FIP-6500	TR Technical Rescuer Block
FIP-3561	HM Ops MSC (6.5/6.9)	FIP-6501	TR Rescue Operations
FIP-3562	HM Ops MSC (6.6)	FIP-6502	TR Anchors & MAS
FIP-3716	Fire Chief 101	FIP-6503	TR Fixed Rope Systems
FIP-3717	Fire Chief 101 Update	FIP-6504	TR Health and Wellness
FIP-3718	Fire Officer I	FIP-6505	TR Helicopter Transport
FIP-4630	FLSE Educator Level I	FIP-6506	TR Horizontal Systems
FIP-4631	FLSE Educator Level II	FIP-6507	TR Lowers and Raises
FIP-4632	FLSE Educator Level III	FIP-6508	TR Personal Protective Equip
FIP-5710	TR VR Vehicle Rescue Block	FIP-6509	TR Rescue Equipment
FIP-5711	TR VR Rescue Ops/Vehicle Rescue	FIP-6510	TR Rope Basics
FIP-5712	TR VR Vehicle Anatomy/New Tech	FIP-6511	TR Victim Management
FIP-5713	TR VR Stabilization/Extrication	FIP-6900	Rescue Officer
FIP-5714	TR VR Large Vehicle Rescue	FIP-7000	Traffic Incident Management
FIP-5715	TR VR Victim Management	FIP-7001	FF/TR Emergency Medical Care

Non-Certification-Related Fire Training Courses Approved for 15-Year-Old Community College Students

What follows are the criteria for approved non-certification courses. These courses align with the certification course topics listed above, so there is no separate list. Colleges have some discretion as to appropriate FIP course number to use. If there are questions about specific course numbers, please email publicsafetytraining@ncccommunitycolleges.edu.

Approved Non-Certification Courses for 15-Year-Old Firefighters Effective February 1, 2023	
FIP-XXXX	Non-certification <u>training topics</u> are limited to the same ones as certification courses. See criteria below to identify non-certification FIP course <u>content</u> that is approved for 15-year-old firefighters, per this policy. If the content is eligible, colleges have discretion as to the appropriate non-certification FIP course number to use. <i>All other caveats listed above apply.</i>

Non-certification related courses approved for 15-year-olds **must meet all of the following criteria:**

- Must have a Workforce Continuing Education course ID from the Combined Course Library that has an **FIP prefix**;
- Must have **content specific to and limited to** topics that align with training topics that are part of one or more of the certification-related course titles specified in the approved certification-course list above; and
- Must not violate any of the **caveats** listed for certification and non-certification courses above.

Appendix H: 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.

	<ul style="list-style-type: none"> • 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. • 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.

	<ul style="list-style-type: none"> • 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 rescue and lifesaving personnel whose duty station is located on a military installation within North Carolina.” <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</i> <i>Effective Date:</i> <i>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</i> <i>Effective Date:</i> <i>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</p> <p>(Memo CC18-053)</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</p>

<p><i>Revision Effective Date: October 29, 2018</i></p>	<p>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> <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.</p> <p>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).</p> <p>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 20, 2023.</p>
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