

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

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**NC** COMMUNITY  
COLLEGES  
CREATING SUCCESS





# Compliance Services

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Work-Based Learning Conference

November 7, 2024

Amanda Tolar, Director of Compliance Services

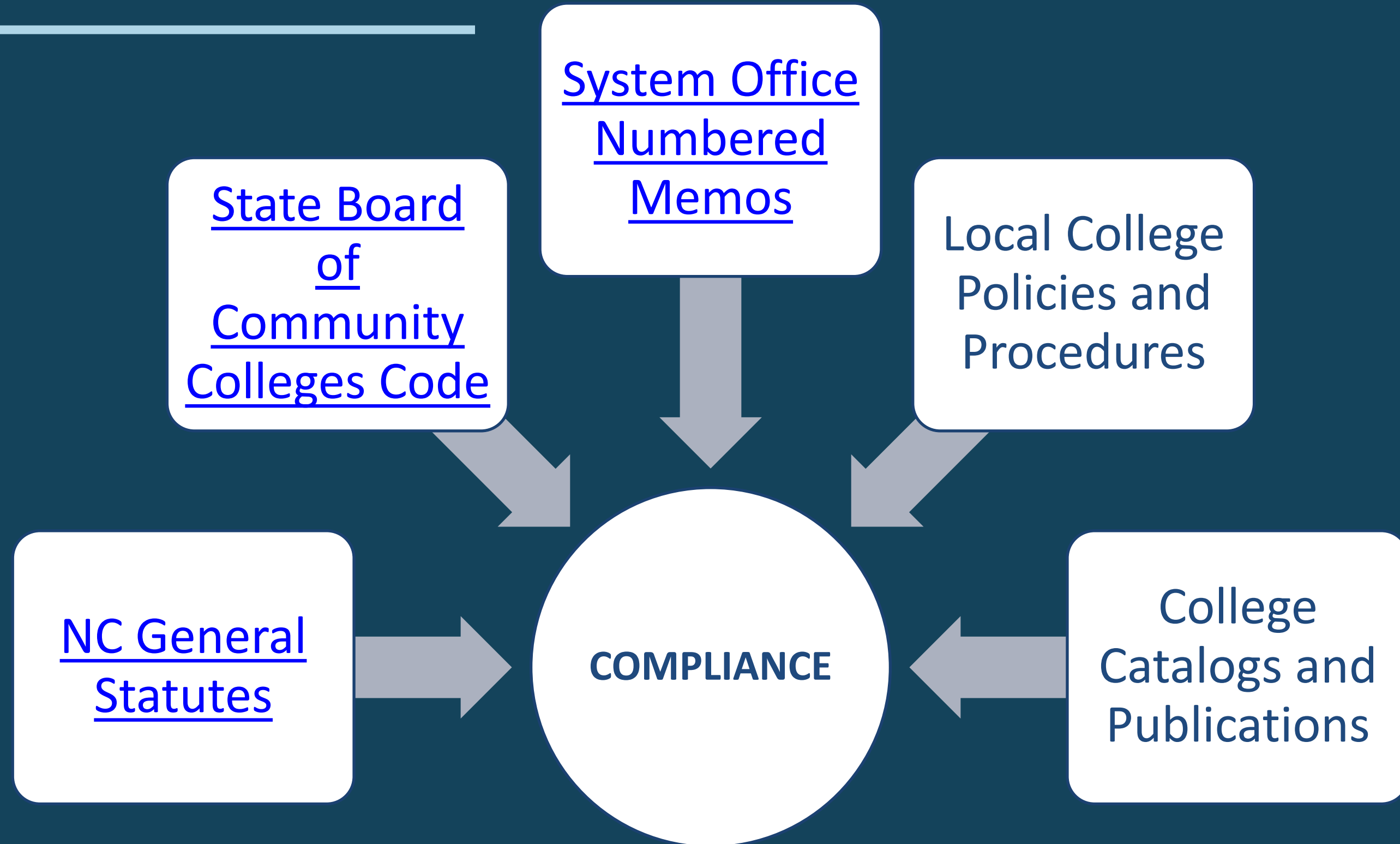
Norman Cooper, Sabra Matney, Susan Miller, and Tonya Waddle

Compliance Examiners



# References

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# WBL Attendance Records

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- Every class must have an official attendance roster signed by the instructor or WBL coordinator
  - Include withdrawal dates, if applicable.
- Scheduled Hours
  - Must match the number of hours reported on the ICR.
  - Do not report more than 320 hours per student (640 hours for Apprenticeship) – CU only
- Workbooks should be provided for all students reported for budget FTE.
- Student Timesheets
  - Must be easy to read.
  - Must be signed by student and employer.

# WBL Workbooks

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- Student workbooks should contain:
  - Transcript
  - WBL application
  - MLOs or Job Description\*
  - Employer consultation
  - Student Evaluation
  - Timesheets

\*For students enrolled in a Registered Apprenticeship or Pre-Apprenticeship program, an apprenticeship agreement may be provided in lieu of MLOs.





# Curriculum





- Students may be reported if they meet BOTH of the following requirements:
  1. Every student must do at least one of the following by the census date:
    - a. Attend an orientation session OR
    - b. Begin the work experience
  2. Every student must begin the work experience and have timesheets.
    - ✓ Do not report students who did not begin the work experience.

#### References

1D SBCCC 400.1(c)(5) Curriculum Definitions – Work Based Learning

1D SBCCC 400.10(e)(6) Curriculum Program of Study – Work Based Learning

Curriculum Procedures Manual, Section 20

# WBL Internal Audit Report (XPAA)

- Generate and review the XPAA report after the last census date of each term.
- Students must be enrolled in a program that lists WBL as a requirement or option.
- Make appropriate notes on ALL reports.

## References

1G SBCCC 100.1 Definitions

CC99-235 Computerized Audit Programs





# Continuing Education





- WBL class must be a minimum of 20 hours.
- WBL class must be linked to a CE course that meets all the following criteria:
  - Aligned with skill development in MLO
  - Scheduled for 96 hours
  - Leads to state regulated or industry recognized credential
- Student Eligibility Criteria:
  - Meet age requirements
  - Enrolled in WCE class
  - Completed a minimum of 48 hours in a WCE course prior to enrollment in WBL course.
  - Submitted an application
  - Meet job specific requirements of the employer



# Specific to CE

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- Documentation of student payment
- Documentation of instructor Payment



WORK-BASED LEARNING

## Reference

- 1D SBCCC 300.10 Work-Based Learning

**All attendance rosters must  
be signed.**

**Do not report students who  
do not have a timesheet.**



# CONTACT US

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