

**NUMBERED MEMO CC25-016**

**TO:** Senior Continuing Education Administrators

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

**SUBJECT:** State Board Workforce Continuing Education and College and Career Readiness  
Course Approvals

**DATE:** February 21, 2025

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On **February 21, 2025**, the State Board approved new and modified Workforce Continuing Education courses for placement in the Combined Course Library. See Attachment A for detailed information for each course.

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

If you have questions concerning these courses or if you have questions regarding the process for submitting a new course or requesting a modification to an existing course in the CCL, send an email to the Workforce and Continuing Education Programs at [WCERequests@nccommunitycolleges.edu](mailto:WCERequests@nccommunitycolleges.edu).

**CC:** Dr. Brian Merritt, Senior Vice President and Chief Academic Officer  
Chief Academic Officers  
Public Safety Directors  
Continuing Education Registrars  
Registrars  
System Administrators  
Planners  
Workforce Development Leadership Committee Members

**Attachment A**  
**Workforce and Continuing Education and College and Career Readiness**  
**New Course Approvals, Modifications, and Tier Designations**

**Request for New Course 1 of 14**

**Requesting College or Agency: NCCCS on behalf of IT Alignment Project (ITAP) colleges**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
CIS-3119	Survey of Artificial Intel.	64	F30 – Computer Training	2/ Information Technology

Description:	This course introduces students to artificial intelligence concepts. Topics include artificial intelligence concepts, applications, and ethics. Upon completion, students should be able to demonstrate the use of artificial intelligence and its ethical impacts in a variety of work settings and environments.
Credential Title:	Google AI Essentials
Credential Agency:	Google

Rationale: The requested action is to create a course in Workforce Continuing Education that mirrors Curriculum course CIS-119. The similar course number and description would make it easy for colleges that may wish to award credit for student completers of this course that apply to/enroll in a Curriculum program. The request has been vetted by key college leaders who sponsored/participated actively in the IT Alignment Project and supports a One College approach to instruction.

**Request for New Course 2 of 14**

**Requesting College/Agency: NCCCS on behalf of IT Alignment Project (ITAP) colleges**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
CTI-3160	Blockchain Fundamentals	80	F30 – Computer Training	1B/ Information Technology

Description:	This course introduces the foundational concepts of blockchain technology. Topics include the evolution of blockchain, decentralization, consensus mechanisms, cryptographic principles, and smart contracts. Upon completion, students should be able to demonstrate major blockchain implementations through practical experience.
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Rationale: The requested action is to create a course in Workforce Continuing Education that mirrors Curriculum course CTI-160. The similar course number and description would make it easy for colleges that may wish to award credit to student completers of this course that apply to/enroll in a Curriculum program. The request has been vetted by key college leaders who sponsored/participated actively in the IT Alignment Project and supports a One College approach to instruction.

**Request for New Course 3 of 14**

**Requesting College or Agency: NC Criminal Justice Education and Training Standards Division and NC Community College System**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
CJC-4043	Criminal Justice Standards Certification	5	R20 -- Criminal Justice	2/ Public Safety and First Responders

Description:	This course is designed to enhance the understanding and proficiency in submitting applications for certifications to the Criminal Justice Standards Division. Students will gain the skills and knowledge to streamline the application process, reduce common errors, and improve overall efficiency. Students will learn best practices for preparing, reviewing, and submitting accurate applications. This course also provides insight into compliance requirements, common pitfalls, and strategies for navigating the application process with confidence. Upon completion of the course, students will be equipped with the necessary skills to submit high-quality, error-free applications that meet the standards set by the Criminal Justice Standards Division.
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Rationale: This course request is a request from the Criminal Justice Education and Training Standards Division to assist law enforcement agencies eliminate errors in applications for BLET cadets to become sworn law enforcement officers which currently delay the application process.

**Request for New Course 4 of 14**

**Requesting College or Agency: NC Criminal Justice Education and Training Standards Division and System Office**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
LET-3120	BLET Supplemental	160	R20 -- Criminal Justice	2/ Public Safety and First Responder

Description:	This course is limited for use by colleges accredited as Basic Law Enforcement Training (BLET) delivery sites by the North Carolina Criminal Justice Education and Training Standards Commission. The course is designed to provide the student with the ability to remediate no more than two deficiencies while currently enrolled in a BLET course. This course shall be delivered as a contact hour course. Colleges must comply with all related rules and policies of the North Carolina Criminal Justice Education and Training Standards Division. Contact the Division for more information.
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Rationale: A recent change in a North Carolina Criminal Justice Education and Training Standards Commission administrative rule now allows Basic Law Enforcement Training (BLET) students to remediate up to two deficiencies during the BLET course before being dismissed from the program. This course will allow colleges to have a specific course for utilization in the remediation of the students.

**Courses 5-13: HAZMAT courses**

Rationale: Seek approval for new course IDs to align with the 2022 edition of the National Fire Protection Association (NFPA) Hazardous Materials standards. They represent a revision to current Hazardous Materials courses in the Combined Course Library, based on the 2017 NFPA standards, which will become obsolete as of 7/1/2025. The courses lead to IFSAC/NC OSFM Hazardous Materials credentials, representing various topics in the program.

**Request for New Course 5 of 14**

**Requesting College or Agency: NC Fire Rescue Commission, NC OSFM, and System Office**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
FRC-1600	HM Awareness	15	R30 – Fire and Rescue Services	2/Public Safety and First Responders

Description:	This is an awareness level course designed to cover basic response objectives to a hazardous materials incident. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 470: <i>Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (2022 edition) Chapter 5</i> . This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.
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**Request for New Course 6 of 14**

**Requesting College or Agency: NC Fire Rescue Commission, NC OSFM, and System Office**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
FRC-1601	HM Operations	40	R30 – Fire and Rescue Services	2/Public Safety and First Responders

Description:	This course is designed to cover initial response objectives to a hazardous materials incident. This block will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 470: <i>Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (2022 edition) Chapter 5, Chapter 7, Chapter 9.2 and Chapter 9.6</i> . This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.
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**Request for New Course 7 of 14**

**Requesting College or Agency: NC Fire Rescue Commission, NC OSFM, and System Office**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
FRC-1602	HM Ops MSC PPE	15	R30 – Fire and Rescue Services	2/Public Safety and First Responders

Description:	This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies in the use of PPE. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 470: <i>Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (2022 edition) Chapter 9.2</i> . This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.
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**Request for New Course 8 of 14**

**Requesting College or Agency: NC Fire Rescue Commission, NC OSFM, and System Office**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
FRC-1603	HM Ops MSC Mass & Tech Decon	18	R30 – Fire and Rescue Services	2/Public Safety and First Responders

Description:	This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies in the areas of Mass and Technical Decontamination. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 470: <i>Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (2022 edition) Chapter 9.3 and Chapter 9.4</i> . This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.
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**Request for New Course 9 of 14**

**Requesting College or Agency: NC Fire Rescue Commission, NC OSFM, and System Office**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
FRC-1604	HM Ops MSC Det & Sampling	15	R30 – Fire and Rescue Services	2/Public Safety and First Responders

Description:	This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies for Air Monitoring and Sampling of hazardous materials/WMD incidents. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 470: <i>Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (2022 edition) Chapter 9.7</i> . This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.
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**Request for New Course 10 of 14**

**Requesting College or Agency: NC Fire Rescue Commission, NC OSFM, and System Office**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
FRC-1605	HM Ops MSC Victim Rescue/Recov	15	R30 – Fire and Rescue Services	2/Public Safety and First Responders

Description:	This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies for Victim Rescue and Recovery during hazardous materials/WMD incidents. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 470: <i>Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (2022 edition) Chapter 9.8</i> . This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.
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**Request for New Course 11 of 14**

**Requesting College or Agency: NC Fire Rescue Commission, NC OSFM, and System Office**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
FRC-1606	HM Ops MSC Evid & Illicit Labs	18	R30 – Fire and Rescue Services	2/Public Safety and First Responders

Description:	This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies for Evidence Preservation and Illicit Laboratory Incidents. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 470: <i>Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (2022 edition) Chapter 9.5 and Chapter 9.9</i> . This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.
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**Request for New Course 12 of 14**

**Requesting College or Agency: NC Fire Rescue Commission, NC OSFM, and System Office**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
FRC-1607	HM Ops MSC Product Control	15	R30 – Fire and Rescue Services	2/Public Safety and First Responders

Description:	This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies in Product Control of hazardous materials/WMD. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 470: <i>Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (2022 edition) Chapter 9.6</i> . This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.
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**Request for New Course 13 of 14**

**Requesting College or Agency: NC Fire Rescue Commission, NC OSFM, and System Office**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
FRC-1608	Hazardous Materials Technician	88	R30 – Fire and Rescue Services	2/Public Safety and First Responders

Description:	This course is designed to cover risk-based response indications so that candidates may analyze and plan a response to a hazardous materials/WMD incident. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 470: <i>Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (2022 edition) Chapter 11</i> . This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.
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**Request for New Course 14 of 14**

**Requesting College or Agency: Sandhills Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
EDU-3157	Active Play	64	J30 – Teacher Professional	2/Other Technical II

Description:	This course introduces physical activities to promote the development of the whole child, birth through middle childhood. Topics include active play, outdoor learning, design of the environment, development of play skills, loose parts play, nature play, risk benefit assessment, advocacy, and family/community connection. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, active play environments, advocate for the child's right to play, and plan and assess appropriate experiences using NC Foundations for Early Learning and Development.
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Rationale: The requested action is to create a course in Workforce Continuing Education that mirrors Curriculum course EDU-157. The similar course number and description would make it easy for colleges that may wish to award credit for student completers of this course that apply to/enroll in a Curriculum program.

## Course Modifications

Rationale: Currently, community colleges offer these courses in segments to meet the training hours required by the regulating agency. Both proposed modifications would allow colleges to offer the course as one longer session, requiring only a single registration fee from students.

### Request for Course Modification 1 of 2

Requesting College or Agency: McDowell Technical Community College

Course ID	Course Title	Program Area	Current Recommended Hours	Proposed Recommended Hours
EMS-4400	Paramedic Initial	L15 – Emergency Medical Services	550	1000

Description:	This Emergency Medical Services (EMS) credential-related course must adhere to the most current guidelines established by the NC Office of Emergency Medical Services (OEMS) as applicable to this initial Paramedic course. This may include, but not be limited to, OEMS Education Institution approval, program director and instructor standards, classroom and distance education course approval, admissions requirements, course content, equipment standards, clinical and/or field requirements, and skills documentation. OEMS guidelines align with the rules of the NC Medical Care Commission and standards of the National Highway Traffic Safety Administration. For details, contact the Education and Credentialing Office of the NC Office of Emergency Medical Services, NC Department of Health and Human Services.
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### Request for Course Modification 2 of 2

Requesting College or Agency: McDowell Technical Community College

Course ID	Course Title	Program Area	Current Recommended Hours	Proposed Recommended Hours
COS-3201	Cosmetology	T27 – Cosmetic Arts & Barbering	680	1200

Description:	The intent of this course is to provide students with the appropriate training and required number of contact hours (minimum of 1200 hours) needed to fulfill licensure requirements in accordance with the NC State Board of
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	Cosmetics Art Examiners. Topics may include, but are not limited to scalp treatments, roller sets, fingerwaves, pincurls, blowdry, thermal press, artificial hair, haircuts, chemical reformation, coloring, highlights, manicures, pedicures, artificial nails, facials, and hair removal.
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