

NUMBERED MEMO CC25-019

TO: Senior Continuing Education Administrators
FROM: Dr. Andrew Gardner
Associate Vice President, Workforce Strategies
SUBJECT: WCE Course Maintenance Phase III
DATE: Wednesday, March 26, 2025

The annual comprehensive review of the Workforce Continuing Education courses in the Combined Course Library has been completed. This memo presents the next phase of course changes. The driver for these changes was to better align our Instructional Program Areas, Course Prefixes/Subjects, and Course IDs with relevant workforce initiatives. These changes help facilitate the review of WCE courses for awarding Curriculum Credit for Prior Learning.

There were five notable changes:

1. The status of 44 existing courses was changed to Obsolete due to no usage in the last 3 years.
2. There were 25 existing Course IDs that were mapped to new Course IDs and Program Area Codes.
3. There were 20 existing Course IDs that were moved to existing Course IDs and Program Area Codes.
4. There were 9 existing Course IDs that were moved to a new Program Area Code.
5. Due to changes to the Program Area Codes of several courses, the codes for their credentials had to be updated.

See the attached document for the course updates and actions needed for colleges to implement the changes locally. Please share this information widely with the appropriate staff at your college. If you have questions, email the Workforce and Continuing Education Programs at WCERequests@nccommunitycolleges.edu.

CC: Dr. Brian S. Merritt, Senior Vice President and Chief Academic Officer
Continuing Education Officers
Continuing Education Registrars
Registrars

The annual comprehensive review of the Workforce Continuing Education courses in the Combined Course Library has been completed. Five notable updates were made to existing courses and credentials. To implement these changes, colleges should note the following updates and instructions found in this document. Below is an overview of the changes.

1. Courses with no usage in the last 3 years will be moved to an Obsolete status.
2. Existing courses will be moved to an Obsolete status and then mapped to a New Course ID. When applicable, the course will be mapped to a New Program Area Code when applicable.
3. There are existing courses that will be moved to an Obsolete status **and** then mapped to an **Existing** Course ID and a **New** Program Area Code.
4. There are existing courses mapped to a **New** Program Area Code.
5. There will be updates to existing Credentials that were mapped to a New Topic Area.

Important Instructions

Please share this information widely with the appropriate staff at your college.

Courses identified as “No Usage”

- The existing Course ID will have an end date of August 14, 2025, and will be assigned an Obsolete status effective **September 15, 2025**.

Courses with new Course IDs and/or New Program Area Codes

The System Office will make the applicable updates in Colleague. Colleges should note the end dates and follow the instructions to make the necessary changes locally.

- The Current Course ID and Credentials will be given an end date of August 14, 2025.
- The Current Course ID and Credentials will be obsoleted effective **September 15, 2025**.
- No changes to courses and sections already built in the Summer 2025 term are required.
- Colleges with existing course sections can continue to operate under the existing Course ID and Credential until August 14, 2025.
- Colleges have the option to use the new Course ID and Credential immediately.
- Only New Course IDs and Credentials may be used for courses ending after August 14, 2025.
- Any local courses (COCOs) created from the Current ID must be reviewed and cross-walked to the new Course ID by August 14, 2025.
- **This is Very Important!** New and modified courses and credentials must be downloaded to the local course library (XUIC) and applied to local course copies (XULU). These processes are a mandatory workflow following all 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 currently utilize Lifelong Learning Extended Education (Formerly Destiny One) please refer to KB0016418 "Course Import and Update Process Lifelong Learning Extended Education (LLLEE)/Colleague.”

Department codes are locally managed via the DPTS mnemonic. If the department code is already available in the local library, colleges would only need to add the department code to the applicable courses using the CRSE screen.

Existing Courses with No Usage will move to an Obsolete Status.

- For the courses listed below, the existing Course ID will expire on August 14, 2025, and will be assigned an obsolete status effective **September 15, 2025**. Colleges with existing course sections can continue to operate under the existing Course ID and Credential until August 14, 2025.

Course Title	Course ID
Advanced Winding	TEX3101
Aircraft Dispatcher	AER3211
AMT O&P Refresher	AVI3000
Apprentice: Glazier	APP3310
Apprentice: Welding	APP3607
Asphalt Roadway Technology	HEO3200
Athletic Training	PSF3101
Automated Cutting CAD	UPH3168
Backflow Prevention	WAT3130
Banking: Consumer Lending	BAF3261
Bioprocessing in the Workplace	BTC3401
CCFI Finance-Core	BAF3100
CE Learning Lab	LLB2001
Collection System Operator	WAT3127
Community Health Coach Trainer	HEA3115
Composite Adhesive Bonding	MEC3016
Composite Molding Fabrication	MEC3310
Dialysis Continuing Education	DIA3101
Diversity, Equity, and Inclusion in The Workplace	COM3140
Driver Training Instructor-CE	TRA3611
Fire Sprinkler Installation	FSD3100
Forklift Maintenance Technician	MNT3112
Good Laboratory Practices	LBT2100
Grade A Distribution	WAT3117
Grade B Distribution	WAT3118
Grade C Distribution	WAT3119
HAZMAT Technician	HAZ3063
HAZMAT Transport Accidents	HAZ3068
Health Unit Coordinator	OSC3608
Historical Carpentry	HPT3200
Historical Construction Methods	HPT3300
Historical Specialized Trades	HPT3400
International Business Mgmt	MLS3814
Nurse's Licensing Exam Review	NUR3320
Oral & Maxillofacial Surg Tech	DEN3100
Pattern Making	UPH3106
Pharma Operational Practices	BTC3700
Pipeline Construction - Level I	HEO3003
Ready-Mixed Concrete Truck Operator	TRA3612
Sewing Machine Maintenance	TEX3200
Surveyors-CE	SRV3130
Tanning Operator Training	BUS3103
Tire Manufacturing	MFG3410
Viral Vaccine	BTC3503

Existing Courses move to an Obsolete status and are then mapped to a New Course ID. When applicable, the course is mapped to a New Program Area Code.

Important Note: Colleges can start setting up course sections using the new Course IDs.

Course Title	Existing Course ID	New Course ID Added to CCL	Updates to Program Area Code
Animal Trainer	ANS3500	ACM3500	
Commercial Driver License	TRA3605	TRP3605	
Employee Development	MLS3927	BUS3927	
Equine Studies and Management	ANS3411	EQU3411	
Fitness Instructor Preparation	HFS3010	ETR3010	F25-Business, Finance, & Marketing
Interpreter / Translator Trng	FLI3700	IPP3700	
Intraoperative Neuromonitoring	EDT3100	NDT3100	
Inventory Control	MLS3886	BUS3886	
MBLEx Prep	NUR3023	MTH3023	
MentalHlth /DevDisability Staff	MHT3100	MHA3100	L45 - Human Services
Medical Transcription	OSC3236	OST3236	
Office Practices	OSC3602	OST3602	
Motorcycle Instructor Prep.	TRA3700	MCM3700	
NC REAL/Entrepreneurship	MLS3871	ETR3871	
Ophthalmic Assistant	OPT3020	OPH3020	
Optometric Assistant	OPT3019	OPH3019	
Pet Care: Retail	ANS3100	BUS3100	F25 - Business, Finance, & Marketing
Preventing Disease Transmission	SAF3035	OSH3035	R40 - OSHA and Hazardous Materials
Psychiatric Technician LI	MHT3000	MHA3000	L45 - Human Services
Physical Therapy Aide	PTH3000	PTA3000	
Purchasing	MLS3931	BUS3931	
Rehabilitation Technician	PTH3001	REH3001	
Sleep Disorders Technician	MED3004	PSG3004	
Tools for Technology	ISC3500	BUS3500	
Truck Driver Training	TRA3607	TRP3607	

Existing Courses will move to an **Obsolete status** and then be mapped to an **Existing Course ID** and **Course Title**.

Existing Courses Moving to Obsolete Status	Course Title	Colleges should now use these Existing Course	Course Title
APP3505	Apprentice: Carpentry	CAR3108	Carpentry: Core Skills
APP3200	Apprentice: HVAC	AHR3131	HVAC: Heating, Air Condition
APP3618	Apprentice: Maint. Mechanic	MNT3065	Maintenance Mechanics
APP3701	Apprentice: Plumber	PLU3024	Plumbing
APP3601	Apprentice: Sheet Metal	AET3120	Sheetmetal Aircraft Structures
APP3612	Apprenticeship: Electrical	ELC3014	Electricity: Basic
HIT3700	Electronic Health Records	HIT3500	HIT Tech/Software Support
HAZ3061	HAZMAT Awareness	ISC3036	Industry Safety
HAZ3070	HAZMAT Awareness Operations	ISC3036	Industry Safety
HAZ3062	HAZMAT Operations	ISC3036	Industry Safety
HAZ3065	HAZMAT Recertification	ISC3036	Industry Safety
HAZ3064	HAZMAT Specialist	ISC3036	Industry Safety
OST3200	Health Information Technology	HIT3500	HIT Tech/Software Support
OST3201	Health Information User Support	HIT3500	HIT Tech/Software Support
HIT3300	HIT Support Specialist	HIT3500	HIT Tech/Software Support
OSC3030	Healthcare Billing and Coding	OST3150	Medical Billing and Coding
OSC3006	Medical Office Assistant	OST3000	Medical Administrative Assistant
MFG3100	NC Manufacturing Cert.	MFG3111	Manufacturing Production Tech.
SUR3010	Surgical Technologist	SUR3020	Surgical Technology
ANS3011	Veterinary Assistant	VET3110	Veterinary Assistant

Existing Courses will be mapped to a New Program Area Code.

Course Title	Course ID	Current Program Area Code	New Program Area Code
Assisted Living Administrator	HMT3000	L30-Health Occupations	L45-Human Services
Electrical Lineman	ELT3018	H30-Construction & Skill Trades	C40-Energy/Green Technology
Fundamentals of Taxidermy	TXY3407	C30-Agriculture/Natural Resources	T40-Commercial/Artistic Production
Golf Course Technician	TRF3300	C30-Agriculture/Natural Resources	F25-Business, Finance, & Marketing
Gunsmithing	GSM3010	T40-Commercial/Artistic Production	H30-Construction & Skill Trades
NC Alcohol and Drug Counselor	SAB3100	L30-Health Occupations	L45-Human Services
Substation Maintenance & Relay Tech	EUS3000	H30-Construction & Skill Trades	C40-Energy/Green Technology
Special Needs Technician	DDT3271	L30-Health Occupations	L45-Human Services
Substance Abuse Education	SAB3029	L30-Health Occupations	L45-Human Services

Updates to Existing Credentials that were mapped to a New Topic Area

The Program Area Codes were updated on several courses. Due to changes, the System Office had to update the topic codes for several credentials. See the new codes below.

Important Note: The Credentials listed below will have a NEW Topic Area. Colleges should start immediately setting up course sections using the new credentialing information.

Topic Area	Agency Code	Agency	Credential Code	Credential Title
H30-Construction & Skill Trades	APPNC	ApprenticeshipNC	H30_APPREG	Registered Apprenticeship Training
H30-Construction & Skill Trades	APPNC	ApprenticeshipNC	H30_APPPRE	Pre-Apprenticeship Training
V20-Air/Space Transportation	APPNC	ApprenticeshipNC	V20_APPREG	Registered Apprenticeship Training
V20-Air/Space Transportation	APPNC	ApprenticeshipNC	V20_APPPRE	Pre-Apprenticeship Training
P35-Industrial/Manufacturing	APPNC	ApprenticeshipNC	P35_APPREG	Registered Apprenticeship Training
P35-Industrial/Manufacturing	APPNC	ApprenticeshipNC	P35_APPPRE	Pre-Apprenticeship Training
F70-Admin and Medical Office	F70_NHA	National Healthcareer Association	F70_EHRS	Electronic Health Record Specialist
C40-Energy/Green Technology	CEWC	Carolinas Energy Workforce Consortium	C40LINEMAN	Electrical Lineworker
C40-Energy/Green Technology	C40_NCCER	National Center for Construction Education and Research	C40LINEMAN	Electrical Lineworker
C40-Energy/Green Technology	USFS	United States Forestry Service	C40CHAINS	Chainsaw and Crosscut Safety
F25-Business, Finance, & Marketing	USGAP	USGA Greenskeeper Apprenticeship Program (GAP)	F25_GOLFCT	Golf Course Technician
L30-Health Occupations	TVMA	Texas Veterinary Medical Association	L30_CVA	Certified Veterinary Assistant I
C40-Energy/Green Technology	APPNC	ApprenticeshipNC	C40SSRTECH	Substation Relay Technician
L45-Human Services	NCSAPPB	NC Substance Abuse Professional Practice Board	L45SABUSE	Substance Abuse Education
L45-Human Services	UNC_SW	UNC School of Social Work	L45_NCCPSS	NC Certified Peer Support Specialist
L45-Human Services	NCASPPB	NC Addictions Specialist Professional Practice Board	L45_CADC	North Carolina Certified Alcohol and Drug Counselor
L45-Human Services	NCCT	National Center for Competency Testing	L45_NCMOA	Medical Office Assistant
L30-Health Occupations	COMPTIA2	Computing Technology Industry Association	L30COMPTIA	CompTIA Certification

Important Note: The Credentials listed below will be marked with an End Date of August 14, 2025. Colleges with existing course sections tied to these credentials can continue to operate under the existing Credential ID until August 14, 2025.

Topic Area	Agency Code	Agency	Credential Code	Credential Title
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	APPCARPTRY	Apprenticeship Carpentry
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	APP_ELEC	Apprenticeship Electrical
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	APP_HVAC	Apprenticeship HVAC Construction
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	APHVACIX35	Apprenticeship HVAC Industrial
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	APP_PLUMB	Apprenticeship Plumbing
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	APPWELX35	Apprenticeship Welding
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	APP_WIRE	Apprenticeship Wiring
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	PREAPP_CON	Pre Apprenticeship Construction General
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	PREAPPX35	Pre Apprenticeship General Industrial and Manufacturing
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	APPMECHX35	Apprenticeship Maintenance Mechanic
X35-Work Based Learning	X35_APPNC	ApprenticeshipNC	JRNYLVX35	Journey Level
L30-Health Occupations	L30_NHA	National Healthcareer Association	EHR5	Electronic Health Record Specialist
H30-Construction & Skill Trades	H30_CEWG	Carolinas Energy Workforce Consortium	LINEMANH30	Electrical Lineworker
H30-Construction & Skill Trades	H30_NCCER	National Center for Construction Education and Research	LINEMANH30	Electrical Lineworker
H30-Construction & Skill Trades	H30_USFS	United States Forestry Service	CHAINSH30	Chainsaw and Crosscut Safety
C30-Agriculture/Natural Resources	C30_USGAP	USGA Greenskeeper Apprenticeship Program (GAP)	GOLFCT	Golf Course Technician
C30-Agriculture/Natural Resources	C30_NAVTA	National Association of Veterinary Technicians in America	AVA	Approved Veterinary Assistant
C30-Agriculture/Natural Resources	C30_TVMA	Texas Veterinary Medical Association	CVA	Certified Veterinary Assistant I
H30-Construction & Skill Trades	H30_APPNC	ApprenticeshipNC	SSRTECH	Substation Relay Technician
L30-Health Occupations	L30_NCSAPP	NC Substance Abuse Professional Practice Board	SUBABUSE	Substance Abuse Education
L30-Health Occupations	L30_UNC_SW	UNC School of Social Work	NCCPSS	NC Certified Peer Support Specialist
L30-Health Occupations	NCASPPB	NC Addictions Specialist Professional Practice Board	CADC	North Carolina Certified Alcohol and Drug Counselor
F70-Admin and Medical Office	NCCT	National Center for Competency Testing	NCMOAF70	Medical Office Assistant