

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

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**NC** COMMUNITY  
COLLEGES  
CREATING SUCCESS





# Compliance Services

Compliance Tips for Admissions Staff and Registrars

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Compliance Examiners





» *very* «  
*Important*



**Attendance records must be**

**verified and signed by the**

**instructor who TAUGHT the class.**

# CE Top Compliance Issues

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1. Instructor Payment – PSA and Instructor Contracts
2. Registration Fee Payment – Prison, Third Party, Student, Sponsorship, Fee Waivers, etc.
3. Underage Reports
4. Scheduled hours and hours miscalculated
5. Clinical – Class Overlap/Lack of documentation
6. Independently Scheduled Class Census Date

# CU Top Compliance Issues

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1. CCP Students enrolled in classes outside of approved pathway
2. Scheduled Hours
3. Prison Payment
4. Number of Students at Census - LMS Documentation
5. Incomplete Attendance Records
6. WBL documentation – missing workbooks and timesheets
7. Independent Study – Must have time in/out documentation
8. Clinical Documentation

# XPAQ Overlap Report

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- Provide working copy for compliance review.
- Document hours adjusted.
- Adjust according to best interest of the college.
- It's about the class, not the student.
- Use proper date ranges:
  - Spring: January 1 – May 15
  - Summer: May 16 – August 14
  - Fall: August 15 – December 31

# Best Practices to Mitigate Risk

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- Audit records in real time.
- Make adjustments prior to submitting the ICR (FTE Report).
- Include documentation of adjustments in the class files.
- For online classes, check LMS documentation (Blackboard, Moodle, etc.) to make sure students entered prior to or on census.
- Train instructors to accurately complete attendance documentation.
- If you have questions, please contact the Compliance Examiners or the Business Systems Analysts.



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# CONTACT US

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