NORTH CAROLINA COMMUNITY COLLEGE SYSTEM





Compliance Services

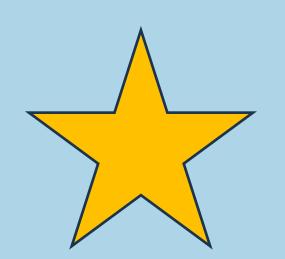
Compliance Tips for Admissions Staff and Registrars

March 18, 2025

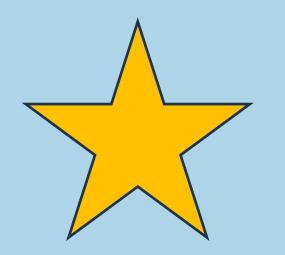
Amanda Tolar, Director of Compliance Services

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









Attendance records must be

verified and signed by the

instructor who TAUGHT the class.

CE Top Compliance Issues

- 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

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CU Top Compliance Issues

- 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

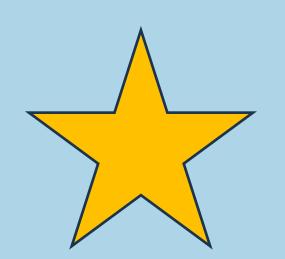
XPAQ Overlap Report

- 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

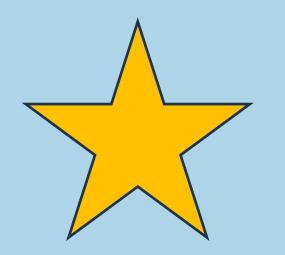
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Best Practices to Mitigate Risk

- 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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