

New Course Request

Please submit this document to wcerequests@nccommunitycolleges.edu

Course Title: _____

College: _____

Program Contacts	WCE Senior Administrator	Primary Contact for Course
Name of Staff		
Phone Number		
Email Address		

Course Information

What is the projected start date for this course?	
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Course ID	Course Title	Rec. Hours	Program Area	Tier/ Workforce Sector

Course Description:

Tier Designation

Does your recommended Tier Designation meet the requirements of its applicable definition?	
If your recommended Tier Designation is 1A or 1B, what is the in-demand/ priority occupation the course is aligned to, as listed on the "Closing the Skills Gap" document?	

Learning Objectives/Skill Taught (3-5 bullets):

Scheduled Hours/Length of Course

Complete the chart below.
The college should be able to map the core instructional topics/modules to the scheduled number of hours needed to teach the content. This information will help the WDLC determine if the number of recommended hours for the course is appropriate. If needed, add rows to the chart.

Total Scheduled Hours: _____

#	Core Topics/Modules	Scheduled Hours
1.		
2.		
3.		
4 .		
5 .		
6 .		
7 .		
8 .		
9 .		
1 0 .		

Add rows if needed

Additional Course Information (Attach separate page if needed)

What is the driver/purpose for submitting this course request?	
Are there similar courses currently in the CCL? If yes, explain how your college’s proposed course/content is different.	
Are there pre-requisites and/or eligibility requirements that students must meet before registering and/or attending the first day of class? If yes, provide the details.	
Will this course be mapped to a curriculum course for the purpose of awarding curriculum credit? If yes, provide the details.	
Is this course aligned to a Pre-Apprenticeship and/or Registered Apprenticeship? If yes, provide details.	

Workforce and Labor Market Alignment

- *It is recommended that colleges use sources such as NC Department of Commerce/LEAD: <https://www.commerce.nc.gov/data-tools-reports/labor-market-data-tools>*
- *For the questions below, you can insert the information in the space provided in the table, attach the narrative to the end of this document, **OR** submit the information as a separate file. If information is attached at the end of this document or will be sent separately, please note which below.*

Do you have state/local labor market data to support the demand for this course? Please include a reference to the data source used.	
Was this course developed with local/regional employers or employer associations? If yes, provide details.	
Provide documented evidence to support your engagement with employers , industry associations and applicable workforce development partnerships. <ul style="list-style-type: none"> ○ Examples: meeting agendas/minutes; letters from employers or business associations describing the need for the course or how they will support it; college needs assessments; etc. 	
What are some common occupations and/or job titles linked to this course?	
Is this request a part of a state/local workforce initiative, economic development project or grant program ? If yes, provide name of initiative, program descriptions, sponsoring organization/agency, and the need for this class.	
Is there additional information/ supporting documentation that you want to attach to this course request? If yes, provide details.	

Credentialing Options

Note: For the questions below, you can insert the information in the space provided below, attach the narrative at to the end of this document, OR you can attach the information and submit as a separate file.

Is this course mapped to a credential? If yes, provide the credentialing information below.	
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Credential Title:	
Credential Agency:	
Description of the Credential:	
Website Links:	

Does this course need approval from a Credentialing Agency?	
Is there requirement for an instructor to teach the agency-specific course?	
What are the requirements for obtaining and/or sitting for the credential exam ?	
Is an assessment required? If yes, provide details.	
Is there a cost associated with obtaining the credential? If yes, provide details.	
Are there are additional credentials embedded in this course. If yes, complete the chart below.	

Additional Credentials embedded in the course.

#	Name of Credentials
1.	
2.	
3.	
4 .	
5 .	
6 .	
7 .	
8 .	