

**NUMBERED MEMO WCE-CC25-039**

**TO:** Chief Academic Officers, Senior Workforce Administrators, and Career and College Promise Directors

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

**SUBJECT:** WCE Career and College Promise (CCP) Non-public School Partners

**DATE:** May 2, 2025

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Effective immediately, the NC Community College System is implementing a streamlined process for offering Workforce Continuing Education (WCE) dual enrollment courses and programs through the Career and College Promise (CCP) program. Please note the following updates:

- **WCE CCP Pathway Applications for Private, Charter, and homeschools are no longer required:** Colleges partnering with a North Carolina Private, Charter, or homeschool are not required to submit a pathway application and have approval to operate all WCE courses and programs that lead to a state or industry-recognized credential(s). Any coursework or credentials requiring approvals from state licensing entities or industry associations must be planned in partnership with the high school administrator. As a reminder, public safety programs must be planned with your college's director of that program directly.
- **Colleges and K-12 Partners Responsible for Student Eligibility:** Each community college, in collaboration with its nonpublic or charter school, is responsible for ensuring that students meet the eligibility and continued eligibility requirements for the WCE CCP pathways, outlined in the [CCP Operating Procedures](#).
- **Awarding of High School Credit:** The awarding of high school credit for WCE CCP courses remains at the discretion of the high school administrator. Colleges are strongly encouraged to seek affirmation of high school credit when developing WCE CCP pathways and ensure Credit for Prior learning opportunities are applicable were possible.
- For qualified CCP students enrolling in WCE programs, **1D SBCC 300.4(c)** provides guidance that minors aged 16 and 17 may not displace adult students.

**Applicability:** This policy applies to all qualified North Carolina high school students enrolled in a private school, charter school, or homeschool. At this time, public high schools and school districts will adhere to the standard pathway application process. We have a shared target goal with the NC Department of Public Instruction to modify the WCE CCP Pathway Application process for public schools in preparation for the Fall 2026 semester.

**Next Steps:** Colleges should:

- Complete the WCE Pathway Intent application form below via this link: [Workforce Continuing Education \(WCE\) Career and College Promise \(CCP\) Pathway Intent](#)
- Ensure proper advising is provided and processes are in place to support high school students participating in WCE CCP pathways.

We trust that this change will simplify and expedite the process of offering WCE courses to high school students while continuing to ensure the quality and integrity of the program. We are working to streamline the process for our public high schools; more information will be forthcoming.

For further clarification or questions, please contact Aaron Mabe, State Director of Dual Enrollment at [mabea@nccommunitycolleges.edu](mailto:mabea@nccommunitycolleges.edu) or Dr. Andrew Gardner, Associate Vice President for Workforce Strategies at [gardnera@nccommunitycolleges.edu](mailto:gardnera@nccommunitycolleges.edu)

Thank you for your continued dedication to student success and workforce development.

c:     Dr. Brian Merritt, Senior Vice President and Chief Academic Officer  
       Dr. Lisa Eads, Associate Vice President of Academic Programs  
       Aaron Mabe, State Director of Dual Enrollment  
       Amanda Tolar, Director of Compliance Services  
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