

NUMBERED MEMO CC25-052

TO: Senior Continuing Education Administrators

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

SUBJECT: State Board Workforce Continuing Education and College and Career Readiness
Course Approvals

DATE: May 19, 2025

On **May 16, 2025**, the State Board approved new and modified Workforce Continuing Education courses for placement in the Combined Course Library. See Attachment A for detailed information for each course.

Colleges are reminded that new and modified courses must be downloaded to the local course library (XUIC) and applied to local course copies (XULU). These processes are a mandatory workflow following all State Board 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 have questions concerning these courses or if you have questions regarding the process for submitting a new course or requesting a modification to an existing course in the CCL, send an email to the Workforce and Continuing Education Program staff at WCERequests@nccommunitycolleges.edu.

CC: Dr. Brian Merritt, Senior Vice President and Chief Academic Officer
Chief Academic Officers
Public Safety Directors
Continuing Education Registrars
Registrars
System Administrators
Planners
Workforce Development Leadership Committee Members

Attachment A
Workforce and Continuing Education and College and Career Readiness
New Course Approvals, Modifications, and Tier Designations

The State Board approved the following courses for placement or modification in the Combined Course Library (CCL).

New Course 1 of 26

Requesting College or Agency: Cape Fear Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier/Workforce Sector
PCJ-3111	Bench Jeweler	175	T40 - Commercial/Artistic Production	3/Other Technical Courses II

Description:	This course introduces common skills needed in the jewelry business including repair, jewelry making techniques, soldering, custom fabrication, stone setting, alloys, wire making, plate milling, annealing and tempering, chemistry, and pricing of jewelry.
Credential Title	Bench Professional Certification Website: https://www.jewelers.org/jewelry-careers/ja-certification/bench-certification
Credential Agency	Jewelers of America

Rationale: Cape Fear Community College was approached by Reed's Jewelers to offer the course because of its need for bench jewelers. (A bench jeweler is a professional jeweler who cultivates a variety of skills for the modern jewelry industry, such as precious-metalworking skills for production and repair, creative design and problem-solving, and pricing.) The college considered other potential area employers, ECU's Metal Design concentration within its Bachelor of Fine Arts program, and needs by Reed's Jewelers across the state.

Courses 2-4: Early Childhood Credential Courses (Pending DCDEE Approval)**New Course 2 of 26****Requesting College/Agency: Sandhills Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/WF Sector
EDU-3261	Early Childhood Admin I	48	J30 - Teacher Professional	3/ Other Technical II

Description:	This course introduces principles and practices essential to preparing and supporting childcare administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan, and examine comprehensive program policies and procedures. Successful completion of this course will qualify an individual for the NC Early Childhood Administration Credential (Level I), as awarded by the NC Division of Child Development and Early Education.
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Rationale: EDU 3261 in Continuing Education was proposed as a Propel Partner Course, mirroring the Curriculum course EDU 261 with the same name. Completion of both EDU 261 and EDU 262 currently enables individuals to meet the administration coursework requirements for the Division of Child Development and Early Education's (DCDEE's) [NC Early Childhood Administration Credential certificate](#).

House Bill 412 (which was still pending final legislative action as of the May State Board meeting) would "assign credit for continuing education courses on the same basis as curriculum courses designated by NCCCS as equivalent to the continuing education courses for the purpose of providing any credential offered by [DCDEE]." The legislation also calls upon the Community College System to ensure that continuing education courses associated with DCDEE credentials would be "comparable to the corresponding curriculum courses in course descriptions, competencies, and hour requirements..."

New Course 3 of 26**Requesting College or Agency: Sandhills Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/WF Sector
EDU-3262	Early Childhood Admin II	48	J30 - Teacher Professional	3/ Other Technical II

Description:	This course focuses on advocacy/leadership, public relations/community outreach, and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer, and community involvement, and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy, and integrate community into programs. Successful completion of this course will qualify an individual for the NC Early Childhood Administration Credential (Level II or III, depending on educational attainment) as awarded by the NC Division of Child Development and Early Education.
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Rationale: EDU 3262 in Continuing Education was proposed as a Propel Partner Course, mirroring the Curriculum course EDU 262 with the same name. See Rationale for EDU 3261 for further explanation of prospective credentialing implications and a related bill (House Bill 412).

New Course 4 of 26**Requesting College or Agency: Sandhills Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/WF Sector
EDU-3114	Intro to Family Child Care	64	J30 - Teacher Professional	3/ Other Technical II

Description:	This course introduces the student to family childcare home environments with emphasis on standards and developmentally effective approaches for supporting diverse children and families. Topics include standards for quality, curriculum for multiple age groups, authentic assessment methods, business practices, building positive family and community partnerships, and professionalism. Upon completion, students should be able to design a family childcare handbook that reflects a healthy, respectful, supportive, and stimulating learning environment. Successful completion of this course will qualify an individual for the NC Family Child Care
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	Credential as awarded by the NC Division of Child Development and Early Education.
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Rationale: EDU 3114 in Continuing Education was proposed as a Propel Partner Course, mirroring the Curriculum course EDU 114 with the same name. Completion of EDU 114 currently qualifies an individual for a [Family Child Care Home Credential certificate](#). See Rationale for EDU 3261 for explanation of a related bill (House Bill 412).

New Course 5 of 26

Requesting College or Agency: NC Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/WF Sector
CJC-4044	Civilian Traffic Investigation	32	R20 – Criminal Justice	3/Public Safety and First Responders

Description:	This course is designed to provide civilians employed by law enforcement agencies with the basic knowledge and skills to be civilian traffic investigators. The training will focus on conducting basic property-damage-only crash investigations and the skills necessary to properly report the crash to the North Carolina Division of Motor Vehicles. This course is not designed to present the students with skills associated with advanced crash investigations. Contact the North Carolina Department of Justice, North Carolina Justice Academy, for more information on the course standards.
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Rationale: This course was submitted by the System Office in response to North Carolina General Statute §160A-499.6, stating a city may employ and allow civilian personnel to investigate traffic crashes. The civilian traffic investigators shall complete this training prior to no less than four weeks of field training with a law enforcement officer who has experience conducting traffic crash investigations.

New Course 6 of 26**Requesting College or Agency: NC Community College System**

Course ID	Course Title	Recommended Hours	Program Area	Tier/WF Sector
CJC-4045	Forensic Technician Investigation	40	R20 – Criminal Justice	3/Public Safety and First Responders

Description:	This course is designed to provide students employed with law enforcement agencies the basic knowledge and skills to assist with the fundamental principles and techniques used in crime scene investigation and evidence analysis. Topics covered may include, but are not limited to, proper procedures for securing a crime scene, collecting evidence, and documenting findings through notes, photographs, and sketches. Additional topics may include evidence handling, chain of custody, fingerprint analysis, DNA analysis, trace evidence, ballistics and firearms analysis, forensic toxicology, forensic entomology, digital forensics, and legal aspects.
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Rationale: This course was submitted by the System Office in support of college requests to add this course to the Combined Course Library. Colleges are encountering more requests to provide local training for Forensic Technicians who investigate, collect evidence and process evidence at crime scenes. The course will allow colleges to better support the training needs of the law enforcement agencies they serve.

Courses 7-26: Public Safety Parallel Courses (Propel Partner Courses)
Requesting College or Agency: Catawba Valley Community College

Rationale: The following approved Continuing Education courses mirror existing Curriculum courses in Public Safety. These new courses align with the corresponding curriculum course titles and descriptions. The courses will support public safety agencies in attracting and recruiting students to the criminal justice, emergency management, and firefighting professions while providing expanded educational opportunities to support economic mobility for students under the Propel NC model.

New WCE Course	Course Title	Hours	Equivalent CU Course	Tier/Workforce Sector
CJC-2112	Criminology	48	CJC-112	3/Public Safety and First Responders
CJC-2141	Corrections	48	CJC-141	3/Public Safety and First Responders
CJC-2221	Investigative Principles	64	CJC-221	3/Public Safety and First Responders
CJC-2225	Crisis Intervention	48	CJC-225	3/Public Safety and First Responders

New WCE Course	Course Title	Hours	Equivalent CU Course	Tier/WF Sector
EPT-2130	Mitigation and Preparedness	48	EPT-130	3/Public Safety and First Responders
EPT-2140	Emergency Management	48	EPT-140	3/Public Safety and First Responders
EPT-2150	Incident Management	48	EPT-150	3/Public Safety and First Responders
EPT-2230	Emergency Planning	48	EPT-230	3/Public Safety and First Responders
EPT-2254	Grant Writing	48	PAD-254	3/Public Safety and First Responders

New WCE Course	Course Title	Hours	Equivalent CU Course	Tier/WF Sector
FIP-2124	Fire Prevention Public Education	48	FIP-124	3/Public Safety and First Responders
FIP-2132	Building Construction	48	FIP-132	3/Public Safety and First Responders
FIP-2136	Inspections and Codes	48	FIP-136	3/Public Safety and First Responders
FIP-2140	Industrial Fire Protection	48	FIP-140	3/Public Safety and First Responders

New WCE Course	Course Title	Hours	Equivalent CU Course	Tier/WF Sector
FIP-2146	Fire Protection Systems	48	FIP-146	3/Public Safety and First Responders
FIP-2152	Fire Protection Law	48	FIP-152	3/Public Safety and First Responders
FIP-2164	OSHA Standards	48	FIP-164	3/Public Safety and First Responders
FIP-2220	Fire Fighting Strategies	48	FIP-220	3/Public Safety and First Responders
FIP-2221	Advanced Fire Fighting Strategies	48	FIP-221	3/Public Safety and First Responders
FIP-2228	Local Government Finance	48	FIP-228	3/Public Safety and First Responders

Course Modification 1 of 1**Requesting College or Agency: Southwestern Community College**

Course ID	Course Title	Program Area	Current Recommended Hours	Approved Recommended Hours
MTH-3021	Massage Therapy	L30 – Health Occupations	550	650

Description:	This course is designed to prepare students for both state and national massage therapy licensing exams through classwork and practical, hands-on training. Students will obtain a foundation for practice as an entry-level professional massage therapist. Topics will include: education, anatomy, physiology, pathology, kinesiology, communication, client evaluation, technique, pain relief, stress management, professional standards and practice management.
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Rationale: The NC Board of Massage & Bodywork Therapy recently changed the minimum classroom hours from 550 to 650. The modification allows colleges to include all hours needed to fulfill occupational requirements within one course. (The course description remains the same.)