

NUMBERED MEMO CC25-054

TO: Senior Continuing Education Administrators

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

SUBJECT: State Board WCE & CCR Course Approvals

DATE: July 18, 2025

On **July 18, 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 Programs at WCERequests@nccommunitycolleges.edu.

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

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

New Course 1 of 36

Requesting College or Agency: NCCCS & NC Office of Emergency Medical Services (NCOEMS)

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Workforce Sector
EMS-4304	AEMT Supplemental	96	L15 – Emergency Medical Services	2/Public Safety & First Responders
Description:	This supplemental course is specifically and solely for students who are not able to meet the minimum patient contacts requirement of the AEMT curriculum during AEMT clinical and/or field rotations as required by the NC Office of EMS. This course shall be delivered as a contact hour course.			
Credential Title	Advanced EMT https://oems.nc.gov/education/			
Credential Agency	NC Office of Emergency Medical Services (NCOEMS)			

Rationale: Based on a recent change to the National EMS Standards as adopted by the NC Office of EMS, this new course provides colleges and students with a resource to meet the recent increase in patient contacts required by the NC Office of EMS (NCOEMS) for the Advanced EMT credentialing course. The change increased patient contacts from 20 to 50. It is challenging to quantify the number of hours required to accommodate the higher patient contact demand, which may vary by student and community access to clinical sites.

New Course 2 of 36

Requesting College or Agency: NC Fire Rescue Commission/NC Office of State Fire Marshal

Course ID	Course Title	Recommended Hours	Cert	Program Area	Tier/Work-force Sector
FRC-1900	Fire Chief 101 -- 2025 Edition	8	Y	R30-Fire and Rescue Certification	3/Public Safety and First Responders

Description:	This certification-related course is designed to apprise chief officers of the various aspects and complexities surrounding the operations and organization of North Carolina Fire Departments. Emphasis will be placed on ratings and inspections, NFIRS reporting, prevention and relief funds, grant programs, basic line of duty death information, various state associations, and an overview of the chief officer expectations in North Carolina. This class will satisfy the 9S insurance inspection criteria as specified by the North Carolina Administrative Code. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details.
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Rationale: This course is a legislatively mandated course for Fire Chiefs related to a fire department's ISO rating. (An ISO or Insurance Services Office rating measures how well a fire department serves its community.) This course is updated every 5 years. The course was approved by the Fire Rescue Certification Board on March 13, 2025, with a recommended effective date of August 1, 2025.

New Courses 3-34 of 36: Public Safety Propel Partner Courses

Requesting College or Agency: Catawba Valley Community College

Rationale: The following proposed courses are Continuing Education courses that mirror existing Curriculum courses in Public Safety. These new course requests 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.

Criminal Justice:

Recommended WCE Number	Course Title	Hours	Propel Partner Course	Tier/ Workforce Sector
CJC-2113	Juvenile Justice	48	CJC-113	3/Public Safety
CJC-2115	Crime Scene Photography	80	CJC-115	3/Public Safety
CJC-2121	Law Enforcement Operations	48	CJC-121	3/Public Safety
CJC-2131	Criminal Law	48	CJC-131	3/Public Safety
CJC-2132	Court Procedures and Evidence	48	CJC-132	3/Public Safety
CJC-2144	Crime Scene Processing	80	CJC-144	3/Public Safety
CJC-2146	Trace Evidence	80	CJC-146	3/Public Safety
CJC-2151	Introduction to Loss Prevention	48	CJC-151	3/Public Safety
CJC-2160	Terrorism: Underlying Issues	48	CJC-160	3/Public Safety
CJC-2170	Critical Incident Management Public Safety	48	CJC-170	3/Public Safety
CJC-2212	Ethics & Community Relations	48	CJC-212	3/Public Safety
CJC-2215	Organization and Administration	48	CJC-215	3/Public Safety
CJC-2222	Criminalistics	48	CJC-222	3/Public Safety
CJC-2231	Constitutional Law	48	CJC-231	3/Public Safety
CJC-2240	Law Enforcement Mgmt. & Supervision	48	CJC-240	3/Public Safety
CJC-2245	Friction Ridge Analysis	80	CJC-245	3/Public Safety
CJC-2246	Advanced Friction Ridge Analysis	80	CJC-246	3/Public Safety
CJC-2250	Forensic Biology I	64	CJC-250	3/Public Safety
CJC-2251	Forensic Chemistry I	80	CJC-251	3/Public Safety

Emergency Management:

Recommended WCE Number	Course Title	Hours	Propel Partner Course	Tier/ Workforce Sector
EPT-2120	Sociology of Disaster	48	EPT-120	3/Public Safety
EPT-2151	Introduction to Public Administration	48	PAD-151	3/Public Safety
EPT-2210	Response & Recovery	48	EPT-210	3/Public Safety
EPT-2220	Terrorism and Emergency Management	48	EPT-220	3/Public Safety
EPT-2252	Public Policy Analysis	48	PAD-252	3/Public Safety
EPT-2260	Business Continuity	48	EPT-260	3/Public Safety
EPT-2275	Emergency Operations Center Management	48	EPT-275	3/Public Safety

Fire Protection:

Recommended WCE Number	Course Title	Hours	Propel Partner Course	Tier/ Workforce Sector
FIP-2128	Detection and Investigation	48	FIP-128	3/Public Safety
FIP-2229	Fire Dynamics and Combustion	48	FIP-229	3/Public Safety
FIP-2232	Hydraulics and Water Distribution	64	FIP-232	3/Public Safety
FIP-2240	Fire Service Supervision	48	FIP-240	3/Public Safety
FIP-2248	Fire Service Personnel Administration	48	FIP-248	3/Public Safety
FIP-2276	Managing Fire Services	48	FIP-276	3/Public Safety

New Course 35 of 36**Requesting College or Agency: Stanly Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/Workforce Sector
DDT-3110	Core Skills for Supporting Individuals with IDD	48	L45 – Human Services	Tier 3/ Healthcare II

Description:	This course covers the core skills of providing support to individuals with intellectual and developmental disabilities. Emphasis is placed on core knowledge in intellectual and developmental disabilities, empathy-driven and evidence-based support plans, responding to behavioral and crisis situations, and enhancing mobility and mental health. Upon completion, students should be able to apply the knowledge and skills necessary to advocate and support individuals with intellectual and developmental disabilities effectively. This course is specific to curriculum materials approved by the NC DHHS Division of Mental Health, Developmental Disabilities, and Substance Use Services. For details on setting up course sections, contact the Workforce Continuing Education department at the NC Community College System Office.
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Rationale: The Behavioral Health Workforce Grant team has been working to add more continuing education opportunities for the workforce. Through this process, collaboration with the North Carolina DHHS Division of Mental Health, Developmental Disabilities, and Substance Use Services (DHHS-MHDDSUS) has created a need for continuing education opportunities for Direct Support Professionals (DSPs). The Division provided additional funds to the grant team to develop these courses and has requested that they be available for DSPs beginning Fall 2025. They also provide scholarship funds for individuals taking these courses through Social and Human Services programs.

New Course 36 of 36

Requesting College or Agency: Stanly Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier/Workforce Sector
DDT-3120	Advanced Skills for DSPs	48	L45 -- Human Services	Tier 3/ Healthcare II

Description:	This course covers the skills required to provide support to individuals with intellectual and developmental disabilities with trauma-informed care, community engagement, and self-care. Emphasis is placed on knowledge of common signs of trauma responses in individuals with intellectual and developmental disabilities, strategies to maintain trust with individuals with intellectual and developmental disabilities, and techniques to advocate respectfully and effectively for individuals with intellectual and developmental disabilities. Upon completion, students should be able to apply trauma-informed principles, effectively recognize trauma responses, apply practice methods to ensure the safety of individuals with intellectual and developmental disabilities, and recognize common indicators of stress and burnout. This course is specific to curriculum materials approved by the NC DHHS Division of Mental Health, Developmental Disabilities, and Substance Use Services. For details on setting up course sections, contact the Workforce Continuing Education department at the NC Community College System Office.
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