

PUBLIC SAFETY MEMO PS25-16

TO: Chief Academic Officers, Senior Continuing Education Officers, Curriculum Registrars, Continuing Education Registrars, EMS School Directors

FROM: Tonya Clark, Public Safety Training Specialist-EMS Programs
Kenny Weatherington, Director, Public Safety Training Programs

SUBJECT: Course Number Modifications of EMS Workforce Continuing Education Anatomy & Physiology Courses

DATE: October 20, 2025

This memo provides updates on course number modifications to three (3) EMS Anatomy and Physiology (A&P) courses in the combined course library affecting workforce continuing education programs.

In a continuing effort to ensure colleges are PropelNC ready, and to ensure appropriate alignment of Propel Partner courses, modification of course numbers have been completed for the EMS A&P courses listed below. **No other changes were made to the courses.**

Curriculum Partner Course	Existing WCE Course	*Existing WCE Course's End Date	*New Course Number
BIO-163	EMS-3163: Basic Anatomy & Physiology	3/01/26	EMS-2163
BIO-168	EMS-3168: Anatomy & Physiology I	3/01/26	EMS-2168
BIO-169	EMS-3169: Anatomy & Physiology II	3/01/26	EMS-2169

*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 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.

Details:

As these courses are Propel Partner courses directly aligned to equivalent curriculum courses, colleges are reminded of the following:

- As these courses are directly aligned with existing curriculum courses, all course content, course hours and student learning outcomes must be equivalent in the Workforce Continuing Education courses.
- The Workforce Continuing Education courses are fee waiver eligible for qualifying students. The curriculum equivalent courses **are not fee waiver eligible courses** with the exception of Basic Law Enforcement Training (BLET) via sponsorship letters, and Career and College Promise CTE pathways in curriculum programs.
- Colleges must follow all prescribed accreditation components and State Comprehensive Articulation requirements related to faculty credentials for students to be eligible for Credit for Prior Learning transfer within community colleges and universities. Colleges must also follow course requirements prescribed by the North Carolina Office of EMS.
- Use of Public Safety Special Topics course numbers for parallel Curriculum courses in Workforce Continuing Education courses is **not** appropriate.

Contacts for Questions:

- For specific questions about EMS courses/programs, contact Tonya Clark at clarkt@nccommunitycolleges.edu.
- For general questions, contact Kenny Weatherington at weatheringtonk@nccommunitycolleges.edu
- For questions or assistance with the XUIC and XULU process, please submit [ServiceNow](#) incident.
- For questions concerning the new and terminated courses related to the Combined Course Library, contact Reyna Rodriguez at rodriguezr@nccommunitycolleges.edu.