

Compliance Services

TOP COMPLIANCE ISSUES
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Compliance Team

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Compliance Services Webpage

Link: [Compliance & Accountability - NCCCS](#)

NCCCS Website



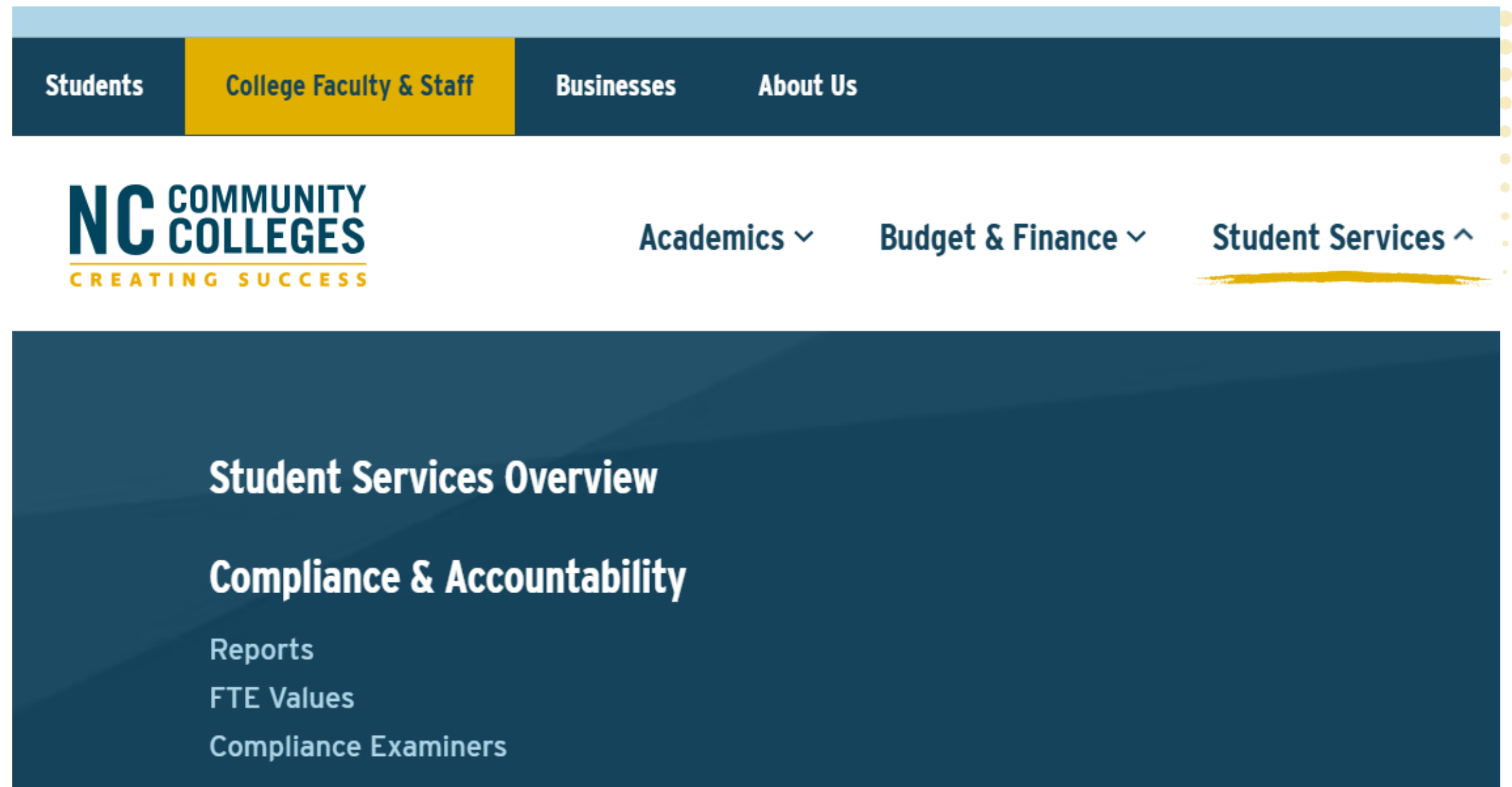
College Faculty & Staff



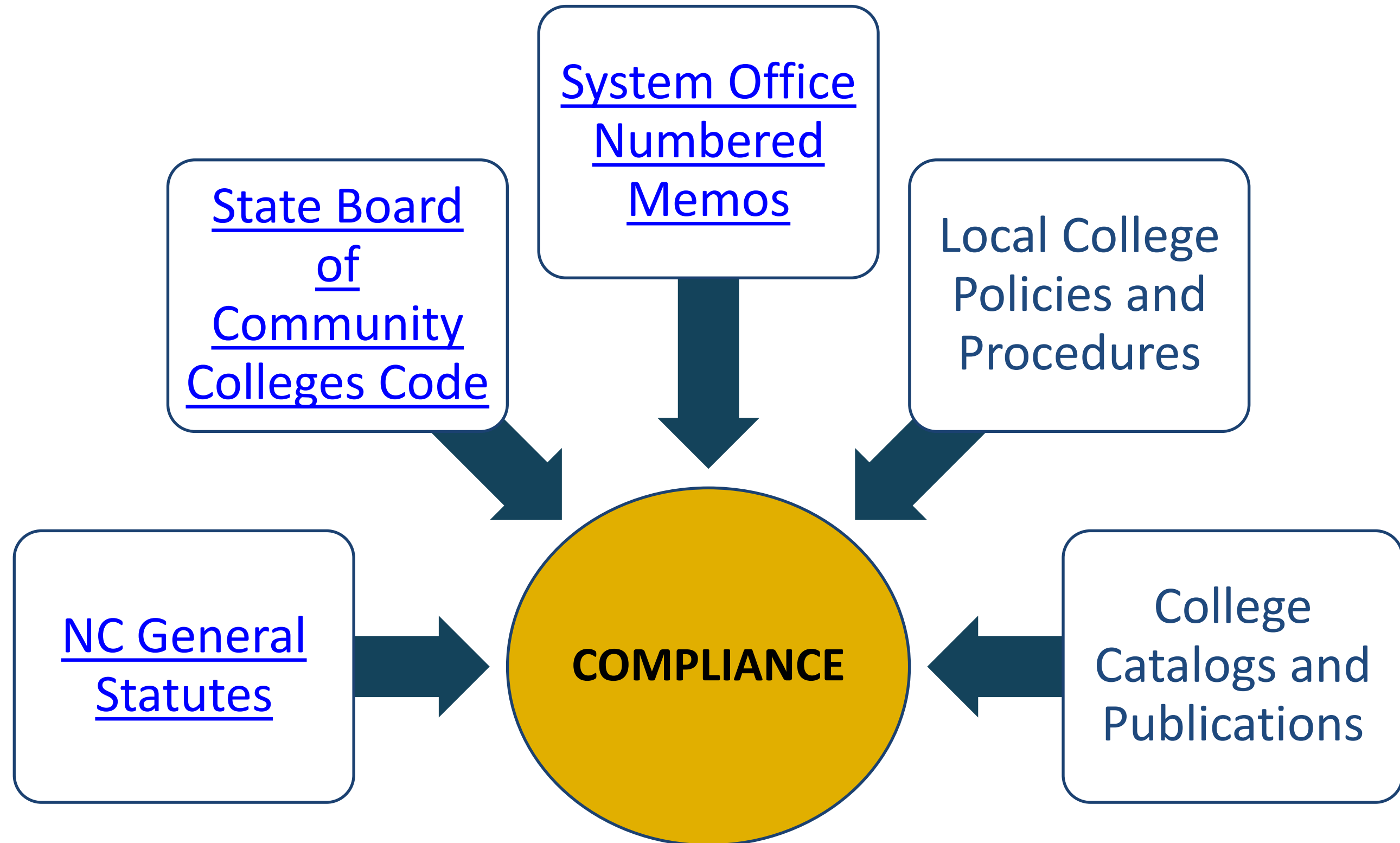
Student Services



Compliance &
Accountability



REFERENCES



COMPLIANCE REVIEW

1

College and Career Readiness

- Attendance Records
- XPA Reports
- Captive Co-opted

[CC25-068 FY2025-26
Compliance Services
Updates and Review
Procedures](#)

2

Workforce Continuing Education

- Attendance Records
- XPA Reports
- CCP
- WBL
- BLET
- ISAs
- Captive Co-opted (Prison)
- Basic Skills Plus

3

Curriculum

- Attendance Records
- XPA Reports
- CCP
- WBL
- BLET
- ISAs
- Captive Co-opted (Prison)
- Basic Skills Plus
- Skills Labs

Official Attendance Records

» *very* «
Important

- Every class must have one official attendance record.
- For compliance reviews, please provide the final attendance record that was used to complete the ICR.
- Attendance should be clearly documented on all parts of the record (Seated/Online and Lecture/Lab/ Clinical).

Attendance records must be
verified and signed by the
instructor who TAUGHT the class.

Top Compliance Issues

CU Top Compliance Issues

Instructor Signature

The instructor of record must sign/certify the official attendance record.

Signed and dated after census.

Number of Students at Census

Use official withdrawal date, not LDA, to report number of students in attendance at census.

BLET

Limited enrollee students should be enrolled in a separate BLET section.

WBL

Students must have a timesheet in order to be reported for FTE.

CCR Top Compliance Issues

Membership Hour Classes

Instructor must be paid for all hours reported.
Class must be held for all hours reported.

Calculating Hours

Round time to the quarter hour.
Record time on the roster correctly.

Online Sections

Time should be totaled daily and may be reported weekly on the roster.
Show your work! How did you get the total hours reported on the attendance roster?

Instructor Payment

Instructor(s) were not paid for enough hours to cover all class hours held and reported.

WCE Top Compliance Issues

Instructor Signature

The instructor of record must sign/certify the official attendance record.

Signed and dated after end of class.

Instructor Contracts

For NCCCSO Compliance, instructor contracts may be signed at any time.

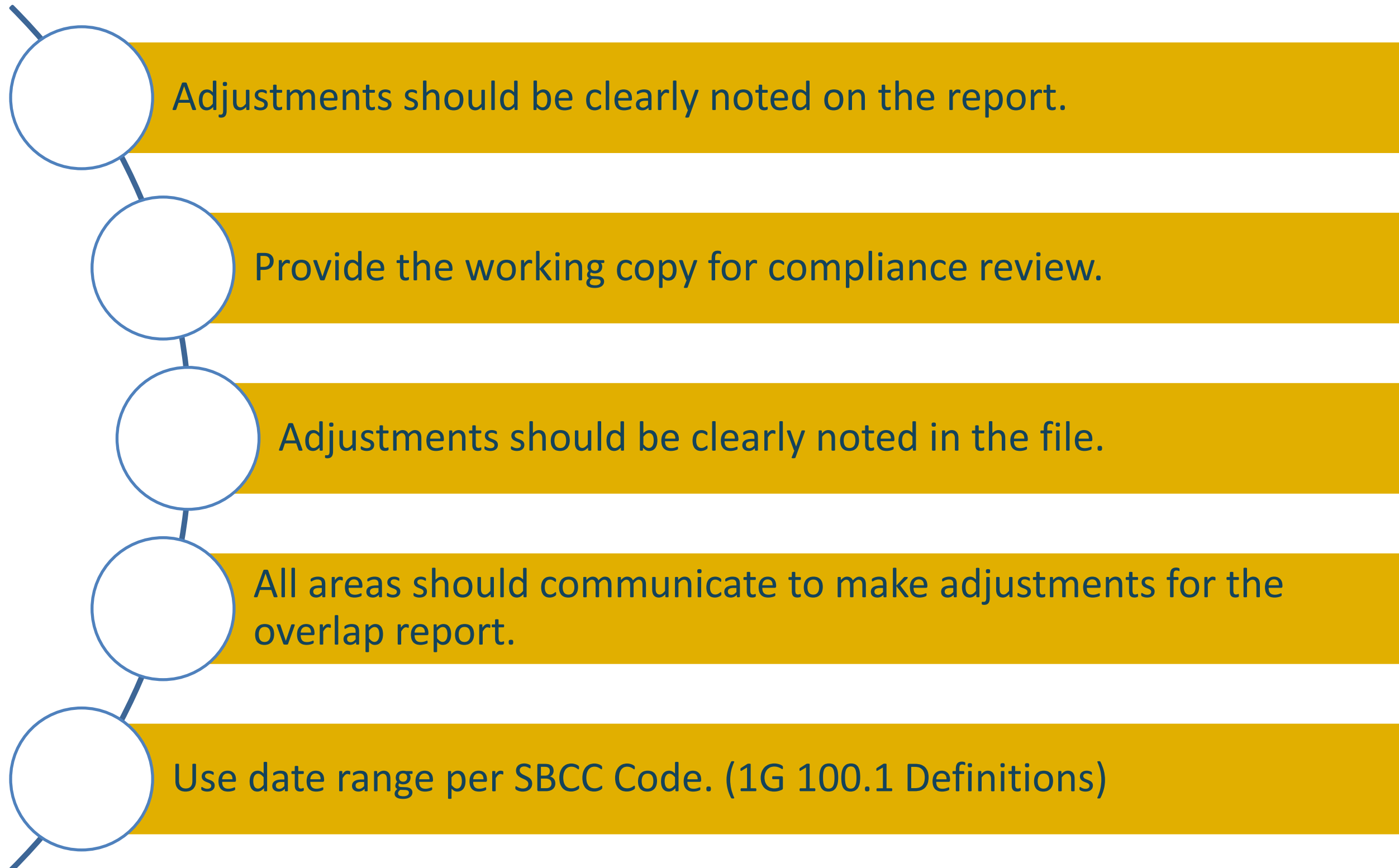
Third Party Instructors

PSA payment documentation must be included in the class file.

Online Classes

Attendance for online classes must be maintained throughout the class.

Overlap Report (XPAQ)



Best Practices to Mitigate Risk

Review records and make adjustments prior to submitting the ICR (FTE Report).

Communicate with the staff member who submits the ICR to make sure BLET and WBL students are reported correctly.

Review LMS documentation prior to submitting the ICR to make sure students entered prior to or on census.

For classes with an online and seated portion, attendance should be indicated on both rosters.

Use the same entry assignment for all online classes.

Teach instructors how to accurately complete attendance documentation.

Limit the number of staff who can override class conflicts.

Instructor Responsibilities

Certify (sign) and date the attendance record.

- CU Membership hour classes: certify on or after the census date
- CCR/WCE and Contact hour classes: certify on or after the last day of class

- Review attendance roster for accuracy (schedule, student names, etc.).
- Mark attendance correctly for each student.
- Note any changes to the regular schedule of the class, and how the hours were made up.
- Return the attendance record along with additional documentation, if applicable, in a timely manner to the appropriate staff member.
- Additional documentation may include:
 - Time in/out sheets for contact hour classes (including independent study classes)
 - LMS documentation for online, hybrid, blended, or hyflex classes
 - Clinical documentation
- Review instructional payment contract for accuracy

Records Submission

- Records should be submitted in a timely manner.
- Establish a set period for records to be returned to the office.
- Enforce the submission policy.



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