

**NUMBERED MEMO CC25-093**

**TO:** Senior Continuing Education Administrators

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

**SUBJECT:** State Board WCE & CCR Course Approvals

**DATE:** November 26, 2025

On **November 21, 2025**, the State Board approved new Workforce Continuing Education courses for placement in the Combined Course Library. See Attachment A for detailed information.

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 the 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@ncccommunitycolleges.edu](mailto:WCERequests@ncccommunitycolleges.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 4**

**Requesting College or Agency: NC Fire Rescue Commission NC OSFM**

| <b>Course ID</b> | <b>Course Title</b>                   | <b>Recommended Hours</b> | <b>Program Area</b>        | <b>Tier/ Work-force Sector</b> |
|------------------|---------------------------------------|--------------------------|----------------------------|--------------------------------|
| FRC-1218         | Technical Rescuer Health and Wellness | 8                        | R30 Fire & Rescue Services | Tier 3/Public Safety           |

|              |   |
|--------------|---|
| Description: | This certification-related course in health and wellness will present Technical Rescuer (TR) with an overview of a healthy lifestyle and its importance to emergency services operations. 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. |
|--------------|---|

**Rationale:** To maintain consistency with the new FRC prefixes being assigned, FIP-6504 TR Health and Wellness (2013 ed.) will be replaced by FRC-1218 TR Health and Wellness (2021 ed.).

Per the request of the NC Fire Rescue Commission, the System Office will put an end date on the current NFPA 2013 Ed. FIP-6504 as follows:

- FIP-6504 has an end date of December 31, 2025.
- In addition to the end date, the course will be permanently archived in the CCL after final affected IRC data reports have been submitted.
- No classes using this course number may be scheduled after the established end date, as they will not be recognized for certification purposes by the NCFRC/OSFM.

## New Course 2 of 4

Requesting College or Agency: Surry Community College/Virtual Learning Community

| Course ID | Course Title       | Recommended Hours | Program Area                       | Tier/ Work-force Sector |
|-----------|--------------------|-------------------|------------------------------------|-------------------------|
| INS-3130  | Property Insurance | 28                | F75 Real Estate, Insurance, & Appr | Tier 3/Bus. & Mgmt.     |

|              |   |
|--------------|---|
| Description: | This course is designed for instructional areas related to property insurance topics, including property insurance terms and concepts, North Carolina insurance law, and multiple areas within property insurance. The course is intended to prepare students to pass the NC Department of Insurance property insurance license exam. |
|--------------|---|

**Rationale:** The existing INS-3129 (Property and Casualty Insurance) course offers instruction on both types of insurance. However, many students seek a shorter/more targeted course that addresses just one of these certifications. Property and Casualty have separate DOI certification exams. The two insurance courses shown here were developed to provide shorter/more targeted paths to certification for students.

## New Course 3 of 4

Requesting College or Agency: Surry Community College/Virtual Learning Community

| Course ID | Course Title       | Recommended Hours | Program Area                       | Tier/ Work-force Sector |
|-----------|--------------------|-------------------|------------------------------------|-------------------------|
| INS-3131  | Casualty Insurance | 28                | F75 Real Estate, Insurance, & Appr | Tier 3/Bus. & Mgmt      |

|              |   |
|--------------|---|
| Description: | This course is designed for instructional areas related to casualty insurance topics, including casualty insurance terms and concepts, North Carolina insurance law, and multiple areas within casualty insurance. The course is intended to prepare students to pass the NC Department of Insurance casualty insurance license exam. |
|--------------|---|

**Rationale:** The existing INS-3129 (Property and Casualty Insurance) course offers instruction on both types of insurance. However, many students seek a shorter/more targeted course that

addresses just one of these certifications. Property and Casualty have separate DOI certification exams. The two insurance courses shown here were developed to provide shorter/more targeted paths to certification for students.

#### New Course 4 of 4

**Requesting College or Agency: Sandhills Community College**

| Course ID | Course Title                     | Recommended Hours | Program Area                         | Tier/ Work-force Sector                          |
|-----------|----------------------------------|-------------------|--------------------------------------|--|
| TRF-3400  | Golf Course Equipment Technician | 100               | C30<br>Agriculture/Natural Resources | Tier<br>2/Agriculture<br>Natural<br>Resources II |

|              |   |
|--------------|---|
| Description: | This course is designed to provide individuals with the required knowledge, tools, and skills to become a Golf Course Equipment Technician. Golf Course Equipment Technicians are responsible for the maintenance and repair of equipment needed to maintain a golf course in line with the employer's requirements. The course is for individuals seeking skills, knowledge, and progress in the golf course industry. Topics include cutting units, engine systems, fabrication, and turfgrass operations. Upon completion, students will be able to operate and repair a range of equipment and machinery safely and competently and know when, how, and why the equipment maintenance operations are conducted. This course is meant to be offered in conjunction with the USGA Greenkeeper Apprenticeship Program (GAP). |
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**Rationale:** The USGA and local golf courses became interested in hosting a distinct apprenticeship focused on the equipment maintenance aspects of golf course work, and the existing course in the CCL did not cover that scope.

## Course Modifications

### Course Modification 1 of 1

Requesting College or Agency: Sandhills Community College

| Course ID | Course Title         | Program Area                      | Current Recommended Hours | Proposed Recommended Hours |
|-----------|----------------------|-----------------------------------|---------------------------|----------------------------|
| TRF-3300  | Golf Course Operator | C30 Agriculture/Natural Resources | 112                       | 120                        |

|              |  |
|--------------|--|
| Description: | This course is designed to provide individuals with the required knowledge, tools, and skills to become a Golf Course Operator (sometimes also called Golf Course Technician). Golf Course Operators are responsible for the maintenance, care, and overall appearance of a golf course in line with the employer's requirements. The course is for individuals seeking skills, knowledge, and progress in the golf course industry. Topics include turfgrasses, soil science, water and irrigation management, pest management, and turfgrass fertility. Upon completion, students will be able to operate a range of equipment and machinery safely and competently and know when, how, and why the maintenance operations are conducted. This course is meant to be offered in conjunction with the USGA Greenskeeper Apprenticeship Program (GAP). |
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**Rationale:** Additional course hours are requested to prepare students more fully to transition to a work or work-based learning environment. In addition, to reduce confusion between this existing course and the proposed new Golf Course Equipment Technician course, it is recommended that the course title be changed to match the curriculum and the USGA apprenticeship title, Golf Course Operator.