

Compliance Services

Work-Based Learning (WBL) Conference

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Compliance Team

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Compliance Services Webpage

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

NCCCS Website



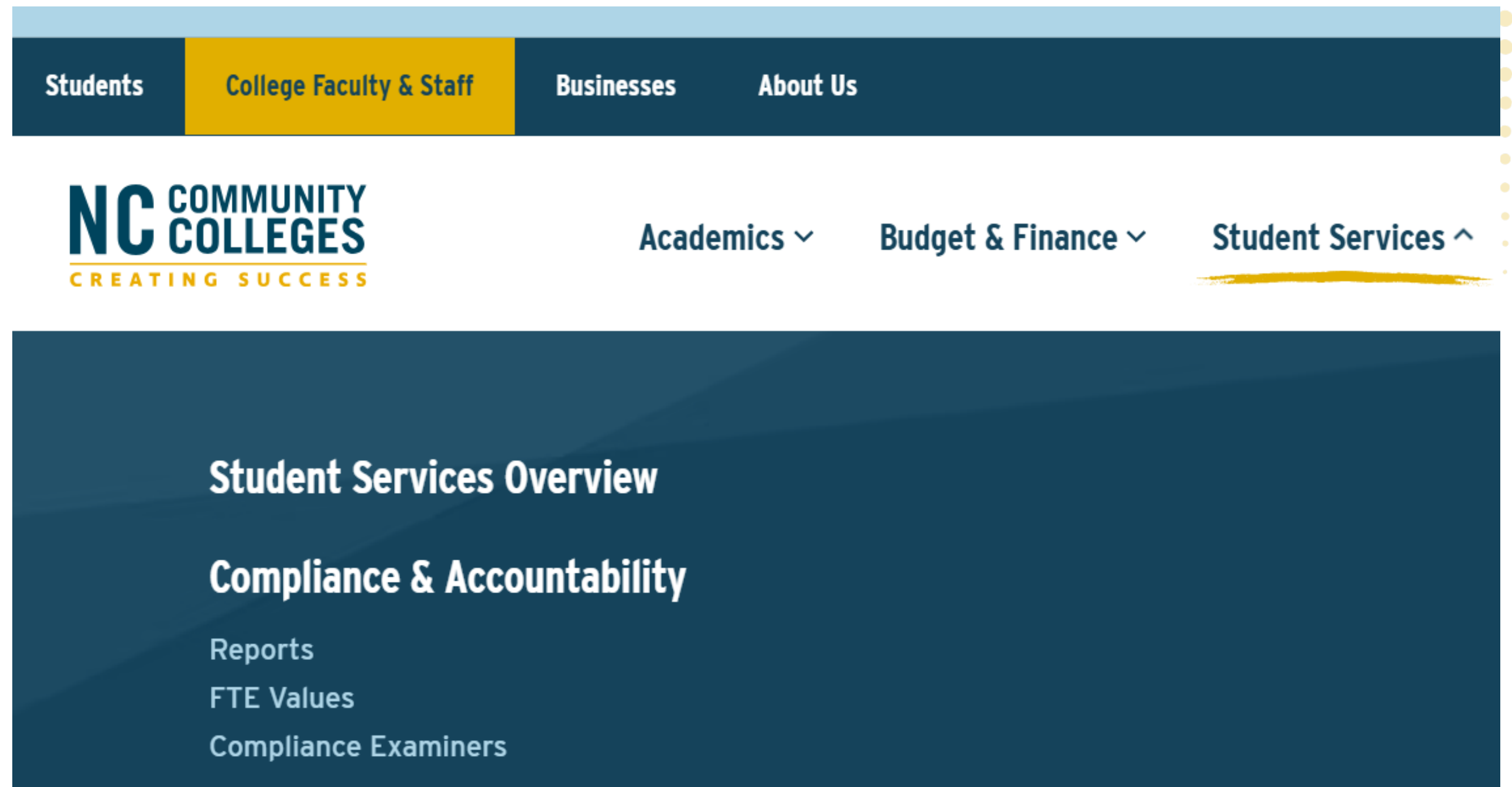
College Faculty & Staff



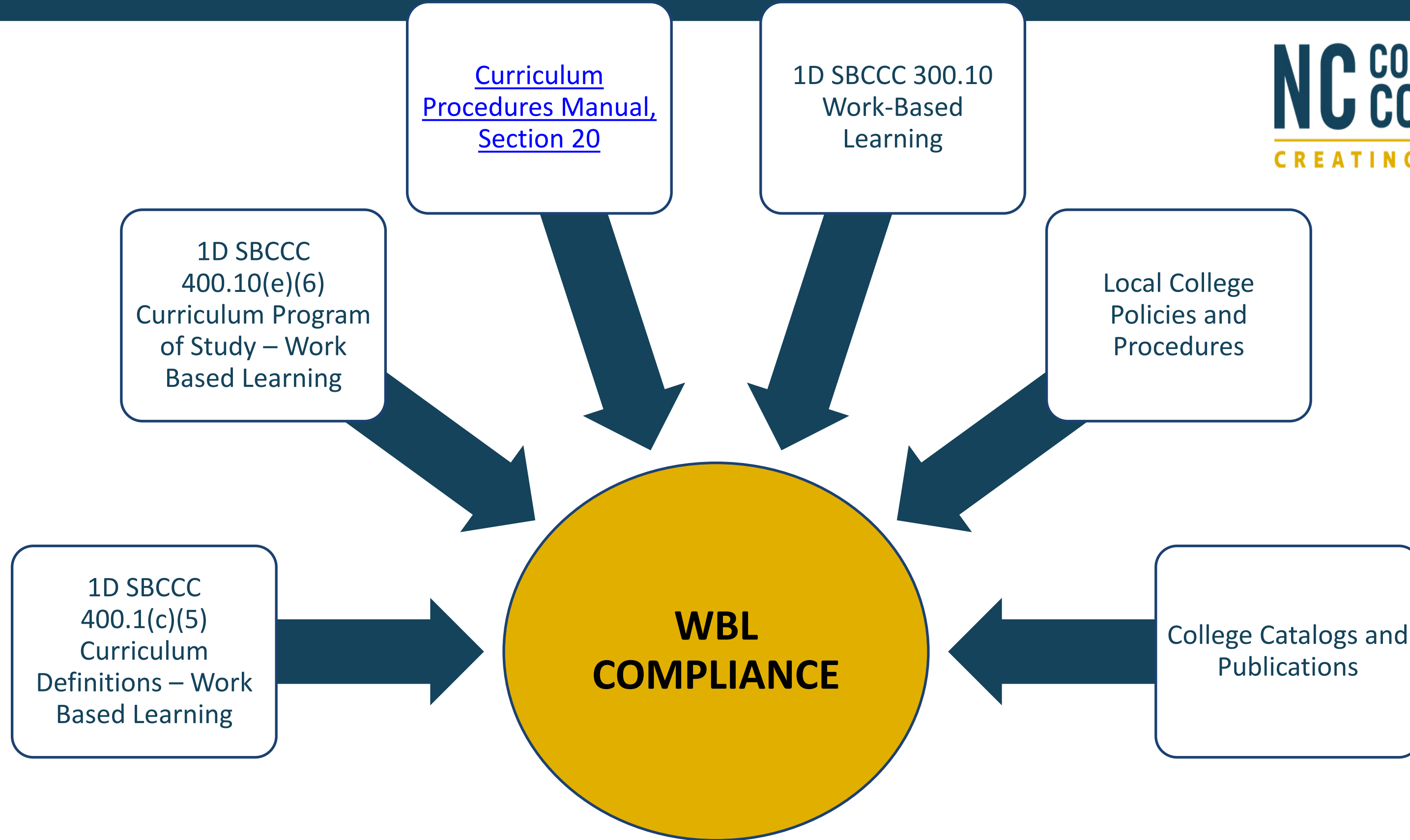
Student Services



Compliance &
Accountability



WBL REFERENCES



WBL Attendance Records

WBL class files should contain the following:

One official attendance record

- Signed by the instructor or WBL coordinator
- Include withdrawal dates, if applicable.

Scheduled Hours

- Must match the number of hours reported on the ICR.
- CU: Do not report more than 320 hours per student (640 hours for Apprenticeship)

Student Timesheets

- Must be easy to read.
- Must be signed by student and employer.

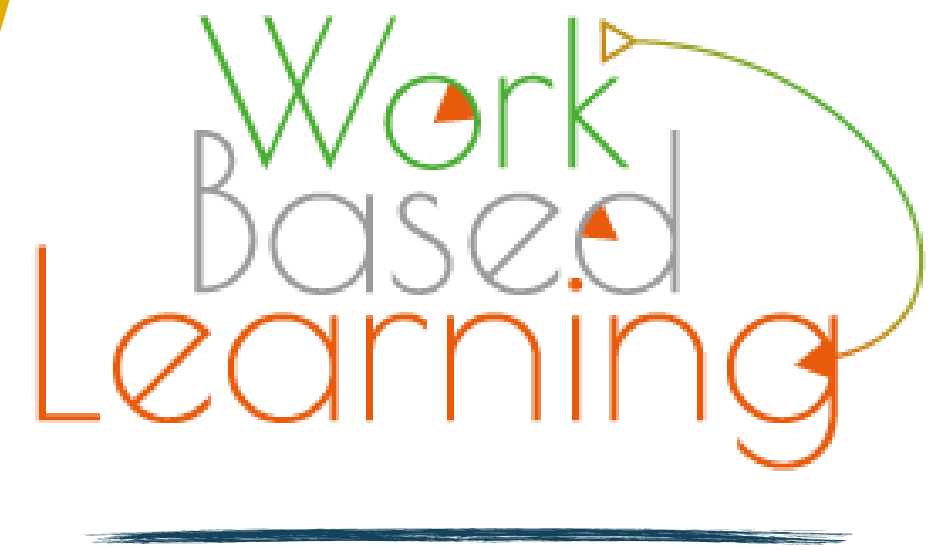
Workbooks should be provided for all students reported for budget FTE.

WBL Workbooks

Student workbooks should contain:

- Transcript
- WBL application
- MLOs or Job Description*
- Employer consultation
- Student Evaluation
- Timesheets

**For students enrolled in a Registered Apprenticeship or Pre-Apprenticeship program, an apprenticeship agreement may be provided in lieu of MLOs.*



Reporting WBL Students for FTE

Students may be reported if they meet **BOTH** of the following requirements:

1. Every student must do at least one of the following by the census date:

- A. Attend an orientation session OR
- B. Begin the work experience

2. Every student must begin the work experience and have timesheets.

- Do not report students who did not begin the work experience.

WBL Internal Audit Report

Curriculum Only (XPAA)

- Generate and review the XPAA report after the last census date of each term.
- Students must be enrolled in a program that lists WBL as a requirement or option.
- Make appropriate notes on ALL reports.

WCE WBL Requirements

WBL class must:

- Be a minimum of 20 hours and maximum of 192 hours.
- Be linked to a WCE course
- Have a student orientation component not to exceed 4 hours
- Have a post-training student/employer evaluation component not to exceed 2 hours.

Linked WCE class must:

- Be aligned with skill development in MLO
- Be scheduled for at least 96 hours
- Lead to state regulated or industry recognized credential

Student Eligibility Criteria:

- Meet age requirements
- Enroll in linked WCE class
- Complete a minimum of 48 hours in a WCE course prior to enrollment in WBL course.
- Submit an application
- Meet job specific requirements of the employer

Additional Documentation

WCE

- Documentation of registration fee payment from student
- Documentation of payment to the instructor



WORK-BASED LEARNING

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