

NUMBERED MEMO CC26-014

TO: Senior Continuing Education Administrators

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

SUBJECT: State Board WCE & CCR Course Approvals

DATE: **March 20, 2026**

On **March 20, 2026**, 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@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**

Approval for New Course 1 of 3

College or Agency: NC Fire Rescue Commission/NC OSFM and NCCCS

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Workforce Sector
FRC-1800	Fire & Life Safety Educator I	36	R30-Fire & Rescue Services	Tier 3/ Public Safety and First Responders

Description:	<p>This certification-related Fire and Life Safety Educator I (FLSE) course covers the basics of fire and life safety and is the first of three FLSE levels. Students will be introduced to injuries that occur in North Carolina and programs that are designed to prevent these injuries. Students will also discuss the mission of their organizations and the responsibility of prevention education, to include using correct/current fire & life safety educational messages and the role of the Fire & Life Safety Educator. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024 edition) Chapter 9.</p> <p>This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.</p>
Credential:	Fire & Life Safety Educator I
Credentialing Agency:	NC Fire Rescue Commission, Office of State Fire Marshal (OSFM)

Rationale: The NC Fire Rescue Commission regulates these courses and has updated the courses to align with the most current NFPA standards.

Additional Information:

- As requested, the System Office will put an end date on current NFPA 2015 Ed. Based course, as follows:
 - The following course has an end date of June 30, 2026.
 - In addition to the end date, the course will be permanently archived in the CCL after final IRC data reports have been submitted.
 - No classes using this course number may be scheduled to begin or end after the

established end date, as they will not be recognized for certification purposes by the NCFRC/OSFM.

Current Course ID	Current Course Title	END DATES	Note
FIP4630	FLSE Educator I	June 30, 2026	Do not use for any course scheduled on or after 7/1/2026

Approval for New Course 2 of 3

College or Agency: NC Fire Rescue Commission/NC OSFM and NCCCS

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Workforce Sector
FRC-1801	Fire & Life Safety Educator II	36	R30-Fire & Rescue Services	Tier 3/ Public Safety and First Responders

Description:	<p>This certification-related Fire and Life Safety Education II (FLSE) course covers the basics of fire and life safety and is the second of three FLSE levels. Students will discuss the planning process, conducting a needs assessment, applied learning theory, statistical analysis methods, resource identification and acquisition and coalition building strategies. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024 edition) Chapter 10.</p> <p>This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.</p>
Credential:	Fire & Life Safety Educator II
Credentialing Agency:	NC Fire Rescue Commission, Office of State Fire Marshal (OSFM)

Rationale: The NC Fire Rescue Commission regulates these courses and has updated the courses to align with the most current NFPA standards.

Additional Information:

- As requested, the System Office will put an end date on current NFPA 2015 Ed. Based course, as follows:
 - The following course has an end date of June 30, 2026.
 - In addition to the end date, the course will be permanently archived in the CCL after final IRC data reports have been submitted.
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Current Course ID	Current Course Title	END DATES	Note
FIP4631	FLSE Educator II	June 30, 2026	Do not use for any course scheduled on or after 7/1/2026

Approval for New Course 3 of 3

College or Agency: NC Fire Rescue Commission/NC OSFM and NCCCS

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Workforce Sector
FRC-1802	Fire & Life Safety Educator III – Program Manager	36	R30-Fire & Rescue Services	Tier 3/ Public Safety and First Responders

Description:	<p>This certification-related Fire and Life Safety Education III- Program Manager course covers the basics of fire and life safety and is the third of three FLSE levels, known as FLSE Program Manager. Students will discuss creating and leading a community risk reduction program, collaborating with external partners, developing short- and long-term plans, and writing grants and reports. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024 edition) Chapter 11.</p> <p>This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact OSFM for details.</p>
Credential:	Fire & Life Safety Educator III
Credentialing Agency:	NC Fire Rescue Commission, Office of State Fire Marshal (OSFM)

Rationale: The NC Fire Rescue Commission regulates these courses and has updated the courses to align with the most current NFPA standards.

Additional Information:

- As requested, the System Office will put an end date on current NFPA 2015 Ed. Based course, as follows:
 - The following course has an end date of June 30, 2026.
 - In addition to the end date, the course will be permanently archived in the CCL after final IRC data reports have been submitted.
 - No classes using this course number may be scheduled to begin or end after the established end date, as they will not be recognized for certification purposes by the NCFRC/OSFM.

Current Course ID	Current Course Title	END DATES	Note
FIP4632	FLSE Educator III	June 30, 2026	Do not use for any course scheduled on or after 7/1/2026