

NUMBERED MEMO CC26-021

TO: Senior Continuing Education Administrators

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

SUBJECT: State Board WCE & CCR Course Approvals

DATE: **May 18, 2026**

On **May 15, 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 16

College or Agency: Cape Fear Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Workforce Sector
DEN-3019	Train the Trainer: Radiography for Dental Educators	16	L30 - Health Occupations	Tier 3/ Healthcare I

Description:	This course provides comprehensive preparation for dental educators who teach or supervise dental radiography in North Carolina. It integrates core radiographic science, radiation biology, safety and protection, infection control, and intraoral techniques with instructional methodology, North Carolina-specific laws, regulations, and competency-based assessment strategies. Emphasis is placed on paralleling and related intraoral techniques, radiographic error recognition and correction, radiographic anatomic interpretation, and the design of syllabi, objectives, rubrics, and remediation plans that meet NC State Board of Dental Examiners and NC Radiation Protection Section requirements. Through a combination of lectures, discussions, case-based activities, and intensive laboratory practice, participants will develop both technical proficiency in dental radiography and the ability to evaluate, coach, and calibrate students and colleagues in safe and effective radiographic practice. Colleges offering this course must be CODA accredited and approved by the NC State Board of Dental Examiners.
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Rationale: North Carolina has one approved dental radiography instructor training course housed in the UNC System, and its waitlist has grown to the point that faculty cannot be prepared in a reasonable timeframe. December 2026, the NC State Board of Dental Examiners formally requested that the NCCCS address this gap, prompting a collaborative of the NC State Board of Dental Examiners, Office of Proprietary Schools, and CODA accredited NCCCS dental program faculty to develop this train-the-trainer course and expand statewide access.

Short Title: TTT: Radiog for Den Educators

Approval for New Course 2 of 16

College or Agency: Cape Fear Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Workforce Sector
NUR-3014	Academic and Clinical Readiness for LPN to ADN Transition	116	L30 - Health Occupations	Tier 3/ Healthcare I

Description:	This course is designed to evaluate the clinical and academic readiness of Licensed Practical Nurses (LPNs) preparing to enter an accelerated LPN to Associate Degree Nursing (ADN) program. The course focuses on the transition to the ADN role through review and application of foundational nursing concepts, clinical judgment, medication safety, communication, and interdisciplinary collaboration. Learners participate in targeted learning activities and clinical exercises culminating in a high-stakes simulation used to assess safe, competent, entry-level clinical performance.
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Rationale: Designed to assess readiness at a critical transition point, the course bridges the gap between LPN preparation and associate-degree nursing competencies, drawing on content parallels with curriculum course NUR-214 while serving the distinct workforce development context of apprenticeship education. By establishing a structured entry point for LPN learners, this course supports both learner success and the broader goal of expanding the registered nursing workforce pipeline through earn-while-you-learn models.

Short Title: Readiness LPN-ADN Transition

Approval for New Course 3 of 16

College or Agency: VFIS of North Carolina/NCCCS

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Workforce Sector
FIP-3654	VFIS: Utility Vehicle Operations	8	R30 - Fire & Rescue Services	3/Public Safety & First Responders

Description:	This course addresses safety topics pertaining to UTVs and ATVs within an ESO fleet, including the importance of safe vehicle operations, the need for continued training, the vehicle operator, protective gear, preplanning, basic safety, and maintenance.
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Rationale: This course supports continuing training needs for safety practices related to public safety response and supports the continuing education needs of first responders to maintain existing credentials.

Short Title: VFIS: Utility Vehicle Ops

Approval for New Course 4 of 16

College or Agency: VFIS of North Carolina/NCCCS

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Workforce Sector
FIP-3655	VFIS: Emergency Vehicle Driver Trailer Operations	8	R30 - Fire & Rescue Services	3/Public Safety & First Responders

Description:	This hands-on course educates responders on safe trailer operations, the tow vehicles, brake requirements, tow hitch, ball and coupler assembly, inspecting the vehicle, loading the trailer, and driving with a trailer. After classroom discussion, participants test their knowledge on a skills course.
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Rationale: This course supports continuing training needs for safety practices related to public safety response and supports the continuing education needs of first responders to maintain existing credentials.

Short Title: VFIS: EVD Trailer Ops

Approval for New Course 5 of 16

College or Agency: VFIS of North Carolina/NCCCS

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Workforce Sector
FIP-3656	VFIS: Risk Accountability	8	R30 - Fire & Rescue Services	3/Public Safety & First Responders

Description:	This course is designed for field supervisory personnel and training officers. Risk Accountability reintroduces the student to risk control with emphasis on identifying, managing and controlling risks, as well as potential risk pitfalls associated with Emergency Service Organizations. The program is instructor driven and interactive through group discussion. It concludes with review of case studies covering various risks including vehicle operations, medical malpractice, general liability from a facilities perspective, and employment practices liability. The overall goal of the program is to provide an understanding of how each individual position within an organization plays an integral and vitally important role in overall risk reduction. Risk reduction will aid in the creation and sustainability of a safety culture within the organization. Additional topics include written policies, rules, and regulations, as well as equal and equitable enforcement. This program is applicable to career, volunteer, or combination departments for both fire and EMS.
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Rationale: This course supports continuing training needs for safety practices related to public safety response and supports the continuing education needs of first responders to maintain existing credentials.

Short Title: VFIS: Risk Accountability

Approval for New Course 6 of 16

College or Agency: VFIS of North Carolina/NCCCS

Course ID	Course Title	Recommended Hours	Program Area	Tier/ Workforce Sector
FIP-3657	VFIS: Crew Resource Management	8	R30 - Fire & Rescue Services	3/Public Safety & First Responders

Description:	This course reviews the basic principles and concepts of Crew Resource Management (CRM) including decision-making, human aspects (Human ware), open communication, shared understanding, improved situational awareness, organizational culture, complacency, developing a learning culture, improving task allocations, self-reflection, and implementation guidance. Resources will be provided to help the participant develop a mental toolkit for use when human error and severe conditions exist, whether on scene or during response.
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Rationale: This course supports continuing training needs for safety practices related to public safety response and supports the continuing education needs of first responders to maintain existing credentials.

Short Title: VFIS: Crew Resource Mgmt

Bundled courses by Skills Cluster (Proposed as 9000-Series Courses)

1. Industrial Maintenance & Electrical Systems:
 - a. ELC-9000 Foundations of Electrical Systems
 - b. MEC-9000 Foundations of Mechanical Systems
 - c. MEC-9001 Foundations of Industrial Maintenance Systems

2. Welding & Fabrication:
 - a. WLD-9300 Foundations of Combo Welding
 - b. WLD-9000 Foundations of MIG Welding
 - c. WLD-9001 Foundations of TIG Welding
 - d. WLD-9002 Foundations of Stick Welding

3. HVAC Systems:
 - a. AHR-9100 HVAC Maintenance Fundamentals I
 - b. AHR-9200 HVAC Maintenance Fundamentals II (Advanced)
 - c. AHR-9300 HVAC Maintenance Fundamentals Combo

1. Industrial Maintenance & Electrical Systems

Approval for New Course 7 of 16

College or Agency: AdvanceNC (composed of 12 community colleges, plus 4-year institutions and workforce development boards)

a. Foundations of Electrical Systems

Course ID	WCE Course/ Program of Study Title	Hours	Program Area	Tier/ Workforce Sector
ELC-9000	Foundations of Electrical Systems	400	H30 - Construction and Skill Trades	Tier 1A/ Trades and Transportation

Description:	<p>The Foundations of Electrical Systems program builds essential skills for entry-level industrial maintenance technicians to interpret electrical schematics, take electrical measurements, and install and troubleshoot basic motors, controls, and circuits while complying with OSHA regulations and applying safety protocols for electrical, mechanical, and industrial work environments.</p> <p>This program teaches the same content as is taught in (either) ELC-112 or ELC-131, ELC-117, and (either) ISC-110 or ISC-112.</p> <p>As a 9000-series course (WCE Program of Study), this course must be run as described, with the same course/program title and at the number of hours appropriate for similar CU courses.</p>
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Short Title: Foundations of Electrical Sys

Approval for New Course 8 of 16

College or Agency: AdvanceNC

b. Foundations of Mechanical Systems

Course ID	WCE Course/ Program of Study Title	Hours	Program Area	Tier/ Workforce Sector
MEC-9000	Foundations of Mechanical Systems	176	P35 - Industrial/ Manufacturing	Tier 1A/ Engineering/Adv Manufacturing

Description:	<p>The Foundations of Mechanical Systems program builds essential skills for entry-level industrial maintenance technicians to inspect, repair, and maintain mechanical equipment. Learners apply dimensional measurement techniques and perform preventive maintenance while following OSHA-aligned safety protocols for mechanical power transmission, fluid power, and manufacturing environments.</p> <p>This program teaches the same content as is taught in MNT-110, MEC-111, and (either) ISC-110 or ISC-112.</p> <p>As a 9000-series course (WCE Program of Study), this course must be run as described, with the same course/program title and at the number of hours appropriate for similar CU courses.</p>
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Short Title: Foundations of Mechanical Sys

Approval for New Course 9 of 16

College or Agency: AdvanceNC

c. Foundations of Industrial Maintenance Systems

Course ID	WCE Course/ Program of Study Title	Hours	Program Area	Tier/ Workforce Sector
MEC-9001	Foundations of Industrial Maintenance Systems	544	P35 - Industrial/ Manufacturing	Tier 1A/ Engineering/Adv Manufacturing

Description:	<p>The Foundations of Industrial Maintenance Systems program builds integrated mechanical and electrical skills for entry-level industrial maintenance technicians to inspect, maintain, and troubleshoot equipment, apply dimensional measurement and electrical diagnostics, and safely restore system functionality while complying with OSHA-aligned workplace safety standards.</p> <p>This program teaches the same content as is taught in (either) ELC-112 or ELC-131, ELC-117, MNT-110, MEC-111, and (either) ISC-110 or ISC-112.</p> <p>As a 9000-series course (WCE Program of Study), this course must be run as described, with the same course/program title and at the number of hours appropriate for similar CU courses.</p>
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Short Title: Foundations of Ind Maint Sys

2. **Welding & Fabrication**

Approval for New Course 10 of 16

College or Agency: AdvanceNC

a. **Foundations of Combo Welding**

Course ID	WCE Course/ Program of Study Title	Hours	Program Area	Tier/ Workforce Sector
WLD-9300	Foundations of Combo Welding	560	H30 - Construction and Skill Trades	Tier 1A/ Trades and Transportation

Description:	<p>The Foundations of Combo Welding program prepares learners for a combo welder helper role by building skills in blueprint and weld symbol interpretation, material preparation and fitting, equipment setup, safe work practices, and in-process quality inspection across multiple welding methods.</p> <p>This program teaches the same content as is taught in WLD-110, WLD-115, WLD-121, WLD-131, and WLD-141.</p> <p>As a 9000-series course (WCE Program of Study), this course must be run as described, with the same course/program title and at the proposed number of hours.</p>
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Approval for New Course 11 of 16

College or Agency: AdvanceNC

b. Foundations of MIG Welding

Course ID	WCE Course/ Program of Study Title	Hours	Program Area	Tier/ Workforce Sector
WLD-9000	Foundations of MIG Welding	368	H30 - Construction and Skill Trades	Tier 1A/ Trades and Transportation

Description:	<p>The Foundations of MIG Welding program prepares learners for an entry-level MIG welder or welder helper role by building skills in machine setup and parameter adjustment, blueprint and weld symbol interpretation, multi-position GMAW welding, material preparation, safe work practices, and visual inspection of weld quality during production.</p> <p>This program teaches the same content as is taught in WLD-110, WLD-121, WLD-122, and WLD-141.</p> <p>As a 9000-series course (WCE Program of Study), this course must be run as described, with the same course/program title and at the proposed number of hours.</p>
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Approval for New Course 12 of 16

College or Agency: AdvanceNC

c. Foundations of TIG Welding

Course ID	WCE Course/ Program of Study Title	Hours	Program Area	Tier/ Workforce Sector
WLD-9001	Foundations of TIG Welding	368	H30 - Construction and Skill Trades	Tier 1A/ Trades and Transportation

Description:	<p>The Foundations of TIG Welding program prepares learners for an entry-level TIG welder or welder helper role by building skills in GTAW machine setup, torch and filler rod control, heat input management, blueprint and weld symbol interpretation, material preparation, safe work practices, and visual inspection of high-quality, defect-free welds.</p> <p>This program teaches the same content as is taught in WLD-110, WLD-131, WLD-132, and WLD-141.</p> <p>As a 9000-series course (WCE Program of Study), this course must be run as described, with the same course/program title and at the proposed number of hours.</p>
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Short Title: Foundations of TIG Welding

Approval for New Course 13 of 16

College or Agency: AdvanceNC

d. Foundations of Stick Welding

Course ID	WCE Course/ Program of Study Title	Hours	Program Area	Tier/ Workforce Sector
WLD-9002	Foundations of Stick Welding	464	H30 - Construction and Skill Trades	Tier 1A/ Trades and Transportation

Description:	<p>The Foundations of Stick Welding program prepares learners for an entry-level stick welder or welder helper role by building skills in SMAW equipment setup, electrode selection, joint fit-up, multi-position plate and pipe welding, blueprint and weld symbol interpretation, safe work practices, and in-process weld inspection and defect troubleshooting.</p> <p>This program teaches the same content as is taught in WLD-110, WLD-115, WLD-116, and WLD-141.</p> <p>As a 9000-series course (WCE Program of Study), this course must be run as described, with the same course/program title and at the proposed number of hours.</p>
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Short Title: Foundations of Stick Welding

3. HVAC Systems

Approval for New Course 14 of 16

College or Agency: AdvanceNC

a. HVAC Maintenance Fundamentals I

Course ID	WCE Course/ Program of Study Title	Hours	Program Area	Tier/ Workforce Sector
AHR-9100	HVAC Maintenance Fundamentals I	208	H30 - Construction and Skill Trades	Tier 1A/ Trades and Transportation

Description:	<p>The Foundations of HVAC: Components & Safety program introduces the basic concepts behind HVAC system repairs. Learners gain an understanding of common equipment components, electrical controls, refrigeration fundamentals, and standard repair methods, along with safety procedures and clean, organized work practices.</p> <p>This program teaches the same content as is taught in AHR-110, AHR-111, and AHR-160.</p> <p>As a 9000-series course (WCE Program of Study), this course must be run as described, with the same course/program title and at the proposed number of hours.</p>
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Short Title: HVAC Maintenance Fund I

Approval for New Course 15 of 16

College or Agency: AdvanceNC

b. HVAC Maintenance Fundamentals (Advanced)

Course ID	WCE Course/ Program of Study Title	Hours	Program Area	Tier/ Workforce Sector
AHR-9200	HVAC Maintenance Fundamentals II (Advanced)	288	H30 - Construction and Skill Trades	Tier 1A/ Trades and Transportation

Description:	<p>The Foundations of HVAC: System Operations & Basic Repairs is an upskilling program that builds on foundational HVAC knowledge. Learners deepen their understanding of residential and light commercial system operations, basic mechanical assessments, refrigeration principles, and system testing, while practicing proper documentation, refrigerant handling concepts, and safe, organized work practices.</p> <p>This program teaches the same content as is taught in AHR-113, AHR-114, and AHR-115.</p> <p>As a 9000-series course (WCE Program of Study), this course must be run as described, with the same course/program title and at the proposed number of hours.</p>
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Short Title: HVAC Maintenance Fund II Adv

Approval for New Course 16 of 16

College or Agency: AdvanceNC

c. HVAC Maintenance Fundamentals Combo

Course ID	WCE Course/ Program of Study Title	Hours	Program Area	Tier/ Workforce Sector
AHR-9300	HVAC Maintenance Fundamentals Combo	496	H30 - Construction and Skill Trades	Tier 1A/ Trades and Transportation

Description:	<p>The Foundations of HVAC: System Maintenance, Repair & Diagnostics program prepares learners to perform core HVAC maintenance, repair, and diagnostic tasks for residential and light commercial systems. Learners develop skills in equipment repairs and replacements, system maintenance and efficiency, basic mechanical overhauls, refrigerant management concepts, and system troubleshooting, while applying safety, compliance, and critical thinking practices needed to support entry-level HVAC technician work.</p> <p>This program teaches the same content as is taught in AHR-110, AHR-111, AHR-113, AHR-114, AHR-115, and AHR-160.</p> <p>As a 9000-series course (WCE Program of Study), this course must be run as described, with the same course/program title and at the proposed number of hours.</p>
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Short Title: HVAC Maintenance Fund Combo