

NUMBERED MEMO CC26-029

TO: Senior Continuing Education Administrators

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

SUBJECT: State Board WCE & CCR Course Approvals

DATE: July 20, 2026

On **July 17, 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 Workforce Sector Designations

Approval for New Course 1 of 11

College or Agency: Pamlico Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
ENV-3101	Management of Solid Waste – Core	40	C30 – Agriculture/Natural Resources	Agriculture Natural Resources I
Description:	This course examines contemporary environmental issues concerning the disposal of wastes. Topics include problems associated with the disposal of municipal solid waste, low-level radioactive waste, high-level radioactive waste, hazardous waste, and toxic materials. Upon completion, students should be able to demonstrate an understanding of the methodologies and technologies involved in the proper handling and disposal of wastes.			
Credential:	None			
Credential Agency:	N/A			

Rationale: Consultations with the NCDEQ Division of Waste Management and the Coastal Environmental Partnership identified a critical, ongoing need for accessible recertification training for waste management professionals. This industry-specific training is not currently offered within the NC Community College System. A partnership with NCCCS would allow NCDEQ to provide standardized, high-quality training at a more competitive cost than private alternatives. This course serves as a catalyst for a long-term partnership, creating a sustainable new revenue stream for NCCCS in an underserved market. The course provides CEUs applicable toward the following credentials: Managing Integrated Solid Waste Management Systems (MISWMS), Sustainable Materials Management (Recycling and Special Waste), Landfill and Landfill Gas Management, and Manager of Landfill Operations (MOLO).

Short Title: Mgmt of Solid Waste – Core

Approval for New Course 2 of 11

College or Agency: Pamlico Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
ENV-3201	Management of Solid Waste – Intermediate Level with Practicum	72	C30 – Agriculture/Natural Resources	Agriculture Natural Resources I
Description:	This intermediate course builds on foundational waste management concepts by emphasizing applied practice of contemporary treatment and remediation technologies. Students engage with real or simulated field scenarios involving municipal solid waste, hazardous waste, radioactive materials, and industrial byproducts. Topics include operational assessment of treatment systems, microbial process performance, bioremediation strategy design, and the environmental impacts of industrial waste streams. Upon completion, students should be able to apply treatment technologies in field or pilot-scale contexts, analyze operational data, design appropriate bioremediation approaches, and conduct environmental impact evaluations.			
Credential:	None			
Cred. Agency:	N/A			

Rationale: This intermediate course with practicum builds directly on ENV-3101 Management of Solid Waste – Core. The practicum component ensures learners gain hands-on, applied experience with real-world waste management systems, strengthening the workforce pipeline for solid waste operations statewide. Labor market data indicates approximately 1,010 annual job openings for solid waste operators in NC, with a growth rate of +1.5% (Source: NC Commerce Analytics). NCDEQ Division of Waste Management and the Coastal Environmental Partnership requested training support and participated in developing this course with Pamlico Community College.

Short Title: Mgmt of Solid Waste-Interm

Approval for New Course 3 of 11

College or Agency: Sandhills Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
ARC-2114	Architectural CAD	64	H30 – Construction and Skill Trades	Trades and Transportation
Description:	This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. This Workforce Continuing Education (WCE) course aligns with the ARC-114 curriculum. Accordingly, it should be utilized as approved by the State Board of Community Colleges, as listed in the Combined Course Library (CCL), and at the approved recommended hours.			
Credential:	None			
Cred. Agency:	N/A			

Rationale: This Workforce Continuing Education (WCE) course aligns with the existing ARC-114 curriculum (CU) course. The Combined Course Library (CCL) does not currently include a WCE course with the ARC prefix. Expanding access through WCE aligns with NCCCS goals to increase workforce training opportunities in construction and skilled trades. Drafters account for approximately 16,200 annual job openings nationally, driven primarily by workforce replacement (Bureau of Labor Statistics, 2024–2034 outlook).

Short Title: Architectural CAD

Approval for New Course 4 of 11

College or Agency: Sandhills Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
CMT-2210	Construction Management Fundamentals	48	H30 – Construction and Skill Trades	Trades and Transportation
Description:	This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry. This Workforce Continuing Education (WCE) course aligns with the CMT-210 curriculum. Accordingly, it should be utilized as approved by the State Board of Community Colleges, as listed in the Combined Course Library (CCL), and at the approved recommended hours.			
Credential	None			
Cred. Agency:	N/A			

Rationale: This Workforce Continuing Education (WCE) course aligns with the existing CMT-210 curriculum (CU) course. The CCL does not currently include a WCE course with the CMT prefix in this content area. Expanding access through WCE aligns with NCCCS goals to increase workforce training opportunities in construction and skilled trades. Employment of construction managers is projected to grow 9% from 2024 to 2034, much faster than average for all occupations, with approximately 46,800 annual openings nationally (Bureau of Labor Statistics).

Short Title: Construction Management Fund

Approval for New Course 5 of 11

College or Agency: North Carolina Driver and Traffic Safety Education Association (NCDTSEA)
and Rowan-Cabarrus Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
EDU-3201	Driver's Education Instructor	80	J30 – Teacher Professional Dev.	Personal Services II
Description:	This course prepares individuals to become certified Driver Education instructors in North Carolina. Topics include North Carolina traffic laws, Graduated Driver Licensing (GDL) requirements, vehicle operation, hazard recognition, defensive driving strategies, impaired and distracted driving prevention, emergency procedures, and instructional methods for classroom and behind-the-wheel driver education. Emphasis is placed on safe driving practices, risk reduction, effective teaching strategies, student assessment, course scheduling, and preparation for permit and licensing requirements. Upon completion, students will be able to demonstrate knowledge of driver education content and instructional practices necessary to effectively teach, assess, and support novice drivers in accordance with North Carolina Driver Education standards.			
Credential:	None			
Cred. Agency:	N/A			

Rationale: Currently, the opportunity for public school personnel to obtain training to become a Driver's Education Instructor is limited. Due to limited funding, the Department of Public Instruction does not have the capacity to train instructors as it once did, reducing the talent pool and exacerbating a backlog for driver's education that worsened during the pandemic. The Division of Motor Vehicles also has limited resources and has indicated an interest in community colleges offering Driver Instructor training as in the past.

Short Title: Driver's Ed Instructor

Approval for New Course 6 of 11

College or Agency: Sampson Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
EDU-3202	Community School Coordinator	105	J30 – Teacher Professional Dev.	Personal Services II
Description:	The purpose of this course is to equip existing community school practitioners, especially but not limited to Community School Coordinators, with the tools needed to enhance and support their schools, students, families, and wider communities. The first course in this two-course sequence focuses on developing coordinators' knowledge of the systems, structures, and processes of community schools, and intentionally trains coordinators to build relationships and structures that support their whole school community using the Community School Implementation Framework for North Carolina. This course requires coordinators to complete modules that represent micro-credentials. These micro-credentials will: • Embed in the daily work as a coordinator • Honor students as an expert with deep knowledge of their community • Are grounded in the local landscape while connecting coordinators to statewide learning • Create lasting relationships, tools, and capabilities • Follow systems convening principles that recognize change happens through relationships, identity work, and social learning Micro-credentials are awarded based on demonstrated competency, not seat time or test scores. Each micro-credential will be awarded based on satisfactory completion and revision of required artifacts.			
Credential:	The course is designed to prepare students for the following micro-credentials: 1- Understand the Community 2- Understand the Model 3- Build Partnerships 4- Lead in the School Community 5- Share and Communicate Successes and Challenges* 6- Analyze Data and Set Goals* 7- Act and Reflect* *Micro-credential under development as of 7/2026			
Cred. Agency:	Southeast Regional Coalition for University-Assisted Community Schools			

Rationale: The North Carolina Community Schools Initiative is an evidence-based school improvement strategy that positions schools as community hubs by integrating education, health,

family, and social supports to improve outcomes for students and families. The initiative has grown rapidly, expanding from 11 community schools in 2023 to an estimated 50 full-service community schools by the end of 2026, with plans to scale to 100 schools across 50 districts and, ultimately, to implement the Community Schools framework more broadly in rural and Title I schools throughout the state. As this expansion continues, there is an increasing need for a consistent statewide approach to developing and supporting Community School Coordinators (CSCs), whose roles currently vary significantly across districts, creating challenges related to role clarity, professional development, career advancement, and compensation. This Workforce Continuing Education course addresses that need by establishing a professional standard for the CSC role through transferable skills training, competency-based badges, and a portfolio of evidence demonstrating impact on students, families, schools, and communities. In addition to supporting ongoing professional growth beyond onboarding, the course creates a statewide framework for coordinator preparation that promotes a shared understanding of the CSC role and lays the foundation for greater consistency in job expectations, professional recognition, and compensation across North Carolina.

Short Title: Comm School Coordinator

Approval for New Course 7 of 11

College or Agency: Sandhills Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
CST-2241	Planning/ Estimating I	64	H30 – Construction/ Skill Trades	Trades and Transportation
Description:	This course covers the procedures involved in planning and estimating a construction/building project. Topics include Construction Specifications Institute (CSI) MasterFormat and performing quantity takeoffs of materials required for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project. This Workforce Continuing Education (WCE) course aligns with the CST-241 curriculum. Accordingly, it should be utilized as approved by the State Board of Community Colleges, as listed in the Combined Course Library (CCL), and at the approved recommended hours.			
Credential	None			
Cred. Agency	N/A			

Rationale: This Workforce Continuing Education (WCE) course aligns with the existing CST-241 curriculum (CU) course. Expanding access through WCE aligns with NCCCS goals to increase workforce training opportunities in construction and skilled trades.

Short Title: Planning/Estimating I

Approval for New Course 8 of 11

College or Agency: Sandhills Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
CMT-2212	Total Safety Performance	48	H30 - Construction and Skill Trades	Trades and Transportation
Description:	This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the workplace. Topics include safety management, controlling construction hazards, communicating and enforcing policies, OSHA compliance, personal responsibility and accountability, safety planning, training, and personal protective equipment. Upon completion, the student should be able to properly supervise safety at a construction jobsite and qualify for OSHA Training Certification. This Workforce Continuing Education (WCE) course aligns with the CMT-212 curriculum. Accordingly, it should be utilized as approved by the State Board of Community Colleges, as listed in the Combined Course Library (CCL), and at the approved recommended hours.			
Credentials:	OSHA 30 (CPR and First Aid)			
Credentialing Agency:	OSHA Education Center www.oshaeducationcenter.com			

Rationale: This Workforce Continuing Education (WCE) course aligns with the existing CMT-212 curriculum (CU) course. The Combined Course Library (CCL) does not currently include a WCE course with the CMT prefix. Expanding access through WCE aligns with NCCCS goals to increase workforce training opportunities in construction and skilled trades

Short Title: Total Safety Performance

Approval for New Course 9 of 11

College or Agency: Rowan-Cabarrus Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
FIP-2162	Firefighter Safety & Wellness	48	R30 - Fire & Rescue Services	Public Safety and First Responders
Description:	The purpose of this course is to reduce firefighter injuries and fatalities by discussing topics that impact firefighter safety. Emphasis is placed on national standards, the 16 Life Safety Initiatives, and current events to identify changes needed to create a culture of safety. Upon completion, students should be able to define and describe the need for cultural and behavioral changes within the emergency services. This Workforce Continuing Education (WCE) course aligns with the FIP-162 curriculum. Accordingly, it should be utilized as approved by the State Board of Community Colleges, as listed in the Combined Course Library (CCL), and at the approved recommended hours.			
Credential:	None			
Cred. Agency:	N/A			

Rationale: This Workforce Continuing Education (WCE) course aligns with the existing FIP-162 curriculum (CU) course. The course will support fire and rescue agencies in attracting and recruiting students to the profession while providing expanded educational opportunities to support economic mobility for students under the Propel NC model.

Short Title: Firefighter Safety & Wellness

Approval for New Course 10 of 11

College or Agency: Rowan-Cabarrus Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
FIP-2277	Fire and Social Behavior	48	R30 - Fire & Rescue Services	Public Safety and First Responders
Description:	This course covers fire-related aspects of human behavior, with an emphasis on research and a systems approach to human-behavior analysis. Topics include identification of populations and structures at high risk, evaluation of systems models, and use of computer models to predict human behavior during fires. Upon completion, students should be able to identify and anticipate human behavior in response to various residential, commercial, board-and-care facility, and wildland/rural fire events. This Workforce Continuing Education (WCE) course aligns with the FIP-162 curriculum. Accordingly, it should be utilized as approved by the State Board of Community Colleges, as listed in the Combined Course Library (CCL), and at the approved recommended hours.			
Credential:	None			
Cred. Agency:	N/A			

Rationale: This Workforce Continuing Education (WCE) course aligns with the existing FIP-277 curriculum (CU) course, Fire and Social Behavior. The course will support fire and rescue agencies in attracting and recruiting students to the profession while providing expanded educational opportunities to support economic mobility for students under the Propel NC model.

Short Title: Fire and Social Behavior

Approval for New Course 11 of 11

College or Agency: Piedmont Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
PAD-2152	Ethics in Government	48	R30 - Fire & Rescue Services	Public Safety and First Responders
Description:	This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making. This Workforce Continuing Education (WCE) course aligns with the PAD-152 curriculum. Accordingly, it should be utilized as approved by the State Board of Community Colleges, as listed in the Combined Course Library (CCL), and at the approved recommended hours.			
Credential:	None			
Credentialing Agency:	N/A			

Rationale: This Workforce Continuing Education (WCE) course aligns with the existing PAD-152 curriculum (CU) course, Ethics in Government. The course will support fire and rescue agencies in attracting and recruiting students to the profession while providing expanded educational opportunities to support economic mobility for students under the Propel NC model.

Short Title: Ethics in Government