

CCR Membership Hour Classes

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College and Career Readiness (CCR)

CCR class files should contain the following:

- One official attendance record (ADVANSYS) signed by an instructor who taught hours in the class.
- Supporting documentation (time in/out including [clock time software](#) documentation)
- Final grade roster (GROS) with student hours
- Instructor payment documentation
- LEIS forms are not needed for state compliance.
- **NOTE: If a student attends class, the student must be reported.**

Contact Hours VS Membership Hours

Contact Hours

SBCC Code: Non-regularly scheduled classes

Report only the hours the student is attending the class.

BSP 2000 can only be reported as contact hours.

Membership Hours

SBCC Code: Regularly Scheduled or Independently Scheduled

Report all scheduled hours for students who attend by the census date.

Census date is calculated based on the delivery method.

Important Notes about Membership Classes

Classes are scheduled and held for a specific number of hours.

Students are expected to attend all hours held.

Students may be reported if they attend class by census and do not officially drop/withdraw on or before the census date.

Class hours missed due to inclement weather or other reasons must be made up in some way or not reported for FTE.

FTE is calculated based on the number of students at census and the number of hours the class was held.

Hours reported on the ICR (FTE report) should not exceed class hours held and should not exceed paid instructional hours.

It is recommended that each college adopt an official drop/withdrawal policy for CCR membership hour classes.

Traditional (TR) CCR Membership Hour Classes

Scheduled Hours

- Traditional classes are 100% face-to-face.
- Must be scheduled and held for a specific number of hours.

Census date

- Calculated based on 10% of the total scheduled hours.
- Example: 10% of 96 hours = 9.6 hours – Census Date is on the date the 10th hour is held.
- Students may be reported if they physically attend class prior to or on the census date.
- Students may not be reported if they officially drop/withdraw prior to or on the census date.

Instructor Payment

- Instructors must be paid for all hours the class is scheduled and held.

Hybrid (HY) & Blended (BL) CCR Membership Hour Classes

Scheduled Hours

- Hybrid: less than 50% seated hours – more than 50% online hours.
- Blended: more than 50% seated hours – less than 50% online hours.
- Note number of seated hours and online hours on the attendance record.

Census date

- Calculated based on college policy. Be consistent.
- Students may be reported if they physically attend class by census OR complete an online assignment by census.
- Do not report students who officially drop/withdraw on or before the census date.

Instructor Payment

- Instructors must be paid for all hours the class is scheduled and held.
- Note instructors who taught online hours versus seated hours.

Online (IN) CCR Membership Hour Classes

Scheduled Hours

- Online (IN) classes are independently scheduled and 100% online.
- Must be scheduled for a specific number of hours.

Census date

- Calculated on total number of scheduled hours divided by 4. Count backwards from last day of class.
- Example: 96 scheduled hours divided by 4 = 24. Census Date is on the date the 24th day from the last day of the class.
- Students may be reported if they complete an online assignment prior to or on the census date.
- Students may not be reported if they officially drop/withdraw prior to or on the census date.

Instructor Payment

- Instructors must be paid for all hours the class is scheduled.

Instructor Payment Documentation

Instructor payment documentation must be provided in the class files, including third party pay.

Documentation must include class name, number of hours taught by each instructor, and pay rate/total amount paid.

Multiple instructors:
Provide number of hours taught by each instructor.
(PT and FT)

“Zero pay contracts” may be included for FT faculty who taught hours in the class. Note number of hours taught by this instructor.

Instructors paid by timesheets – include timesheets with the class file.

Do not report more hours than the instructor was paid.

CCR Membership Class Policies/Processes

Colleges should implement policies/processes specific to CCR membership classes.

- Membership courses must include a syllabus that clearly communicates attendance and withdrawal policies, specifically addressing requirements and expectations related to the census date.
- College staff should also review their local attendance policies to ensure alignment with membership course requirements.
- NOTE: If a local attendance policy is not in place, programs should contact the System Office for guidance and promising practices related to attendance expectations.

CCR Overlap Report (XPAQ)

CCR membership hour classes may appear on the overlap report.

- Change output to include BSP when running XPAQ each semester.
- Students who appear on the overlap report are scheduled to be in two or more classes at the same time. These hours must be adjusted on the ICR.
- It may be necessary to pull the class files for these classes to determine if an overlap truly exists.
- The college's official CCR drop/withdrawal policy may be important in these situations.

Overlap Scenario

A CCR student appears on the overlap report in the following classes:

- BSP 3400 held Monday and Wednesday 8 am to 1 pm from 1/10/2026 – 3/10/2026.
- BSP 4100 held Wednesday and Friday from 12 pm to 5 pm from 2/10/2026 to 5/10/2026.

Is there an overlap? Does an adjustment need to be made?

- A. No, dates and times do not overlap and an adjustment does not need to be made.
- B. Yes, times from 12 pm to 1 pm overlap on Wednesdays for February and March.

Answer: B is correct
Remove all hours for the class with the least number of hours..

Instructor Responsibilities

Certify (sign) and date the attendance record at the end of the class.

- Review attendance roster for accuracy (schedule, student names, etc.).
- Mark attendance correctly for each student.
- Note any changes to the regular schedule of the class, and how the hours were made up.
- Return the attendance record along with additional documentation, if applicable, in a timely manner to the appropriate staff member.
- Additional documentation may include:
 - Time in/out sheets for contact hour classes
 - Clock time software documentation for online, hybrid and blended classes.
- Review instructional payment contract for accuracy.

Best Practices (CCR)

Note number of hours each instructor taught on their contract.

Total the sign in/out sheets by day and/or

Total the clock-time software hours by student per day

Encourage the instructors to sign each time in/out sheet.

Note hours used in quarter hours (0.25, 0.5, 0.75, 1.00) on the time in/out documentation.

Check to make sure the total time is calculating correctly for the online time in/out documentation.

Make sure all documentation is legible.

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