



IIPS CONFERENCE 2026

COMPLIANCE SERVICES

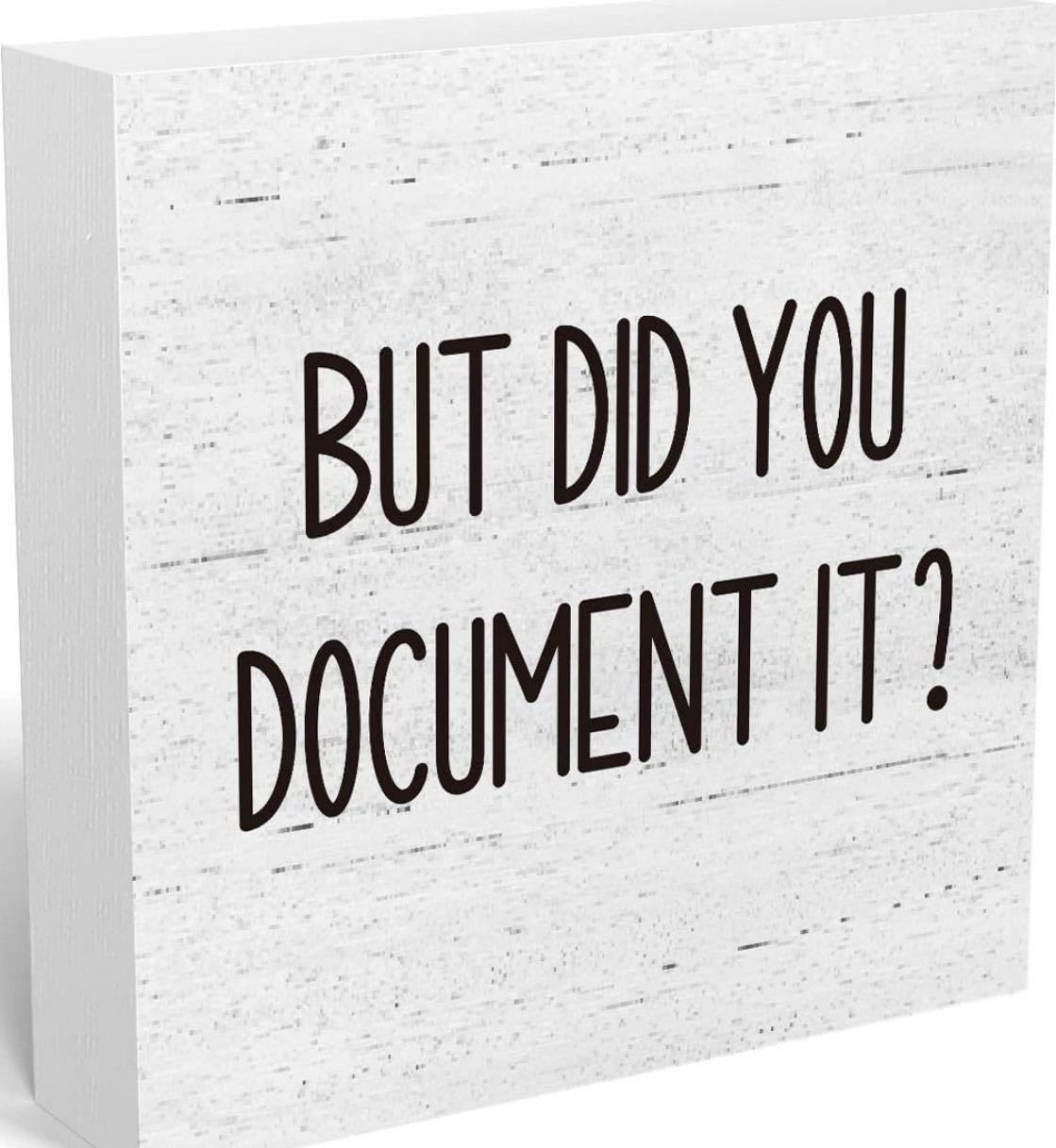
Compliance Team

Amanda Tolar, Director

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AGENDA

1. Overview
2. Instructor Signatures Quiz
3. Overlap Report Guidance
4. Best Practices
5. Top Compliance Issues



BUT DID YOU
DOCUMENT IT?

WHAT WE DO

- Ensure you have clear and accurate documentation of the hours you reported for FTE on your college's ICR report.
- Ensure you are adhering to all NC General Statutes, State Board of Community Colleges Code, and your own college's policies.

Quiz Instructor Signatures

Question 1 of 4

There are multiple instructors who teach a Nurse Aide class. Two are full-time instructors and two are part-time instructors. Who signs the attendance record?



Any of the four instructors may sign the attendance record if there is documentation showing they taught hours in the class.

Question 2 of 4

An FIP class is taught by Fire Services Incorporated, which is a third-party vendor. The PSA states that the instructor will be Kenny Weatherington. No one from the college will be teaching any instructional hours for this class.

Who signs the attendance record?



Kenny Weatherington must sign the attendance record even if he is not set up as an instructor in Colleague.

Question 3 of 4

A math class is taught by Susan Miller, who is currently a full-time college instructor. Ms. Miller is retiring at the end of the class.

Who signs the attendance record?

Susan Miller must sign the attendance record. This would be the same answer if she were a part-time employee.

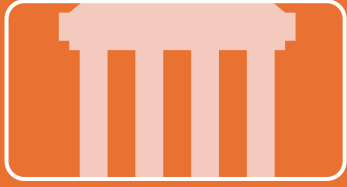
Best Practice: Obtain all documentation for this instructor, including signatures, by the last day of employment.

Question 4 of 4

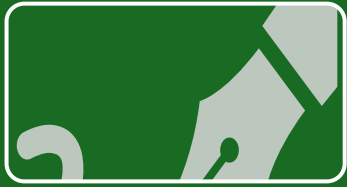
Who signs the attendance record if an instructor (FT or PT) leaves prior to the end of the class, either of their own accord or because they were released from their contract (fired)?

The attendance record may be signed by the college instructor who completes the class or a co-instructor. If the class is not picked up by another college instructor, then the instructor who is leaving must sign the attendance record.

INSTRUCTOR SIGNATURE CERTIFICATION OF OFFICIAL ATTENDANCE RECORDS



Attendance records are legal documents.



Official attendance records must be signed by an instructor who taught the class.



Electronic signatures must follow your college's internal Electronic Signature Policy.



Please ensure all attendance records are signed by an instructor of record. Hours will be included in a finding if the attendance record is not signed.

OVERLAP REPORT (XPAQ)

- Provides staff with a list of schedule conflicts for students where class dates/times overlap.
- Hours cannot be reported for students in classes where dates/times conflict.
- Classes on this report have overlapping dates and/or times and **MUST** be checked for actual conflicts.
- Areas of Review:
 - Workforce Continuing Education (WCE)
 - Curriculum (CU)
 - College and Career Readiness (BSP)

GENERATING THE OVERLAP REPORTS

- Start and End Dates for XPAQ regardless of area:
 - Fall: August 15 – December 31
 - Spring: January 1 – May 15
 - Summer: May 16 – August 14
- Reports should be generated on or after the last day of the period.
- For the CCR report, change output to include BSP.
- Review reports and make notes for adjustments needed.
- Make the adjustments as needed on the ICR.

A true overlap exists when students are scheduled to physically be in two places at the same time.

DETERMINE IF THERE IS A TRUE OVERLAP.

TYPES OF CLASS OVERLAPS

Membership Hour to Membership Hour

- If any time overlaps and the student did not officially drop/withdraw, all hours for one class must be removed.

Membership Hour to Contact Hours

- Only the contact hours that overlap need to be removed.

Contact Hour to Contact Hour

- Only contact hours from one of the classes need to be removed.

Fully online (asynchronous) classes

- These should not appear on the XPAQ report. If they do, please contact your BSA for assistance with class set up.

PUBLIC SAFETY CLASS CONFLICTS



North Carolina Department of
PUBLIC SAFETY

- **CJC, EMS, EPT, FIP, SAF, etc.**
- **Only the actual overlapping hours need to be removed.**
- **Reminder for Public Safety Fee Waivers**
 - Students must attest (signature required) to their agency affiliation and job classification in order to receive the fee waiver.
 - Do not report FTE for students who do not attest to both their agency affiliation and job classification.
 - For online classes, the fee waiver attestation should be a separate process from the completion of the online entry assignment.

Review records in
real time.

Collaborate across
all areas.

CCR: Have
instructors sign the
time in/out sheets
each day.

Limit access to
schedule conflict
overrides.

Online classes: All
students should
complete the same
entry assignment.

Best Practices

TOP COMPLIANCE ISSUES

CCR

- Instructor Signatures
- Miscalculated hours
- Instructor Payment

WCE

- Instructor Signatures
- Instructor Payment
- Scheduled Hours

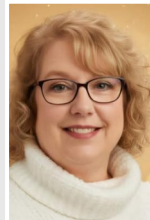
CU

- Instructor Signatures
- LMS Documentation
- Scheduled Hours

CONTACT US LET US HELP YOU!



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