

NUMBERED MEMO CC26-055

TO: Senior Continuing Education Administrators

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

SUBJECT: State Board WCE & CCR Course Approvals

DATE: September 21, 2026

On **September 18, 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 2

College or Agency: North Carolina Forensic Tests for Alcohol Branch (Div. of Public Health)/System Office

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
CJC-4046	Field Sobriety Testing (SFST)	24	R20-Criminal Justice	Public Safety & First Responders
Description:	This course is designed to train and certify law enforcement officers to evaluate and administer the three-part standardized field sobriety test. The training follows the nationally standardized curriculum developed by the International Association of Chiefs of Police (IACP) with North Carolina standards. Participants for this course must be law enforcement officers employed by a law enforcement agency. Topics may also include recertification training related to standardized field sobriety testing. Contact the North Carolina Forensic Tests for Alcohol Branch and the Impaired Driving Advisory Committee for course standards.			
Credential:	None			
Credentialing Agency:	None			

Rationale: Many certified North Carolina law enforcement officers who completed Basic Law Enforcement Training (BLET) before Standardized Field Sobriety Testing (SFST) was incorporated into the 2025 BLET curriculum did not receive this training as part of their basic academy experience. As a result, these officers must obtain SFST training separately to perform impaired-driving enforcement duties. Also, out-of-state law enforcement officers seeking North Carolina certification through the lateral transfer process may not have completed equivalent SFST training. This course recognizes this specialized, standardized training, and ensures appropriate recognition of the competencies gained through successful course completion. Establishing SFST as a separate course will support consistent tracking of training completion and facilitate the accurate awarding of Credit for Prior Learning. Upon successful completion of the course, a certificate of completion is issued to students by the NC Forensic Tests for Alcohol Branch of the Division of Public Health.

Short Title: Field Sobriety Testing

Approval for New Course 2 of 2

College or Agency: Rowan-Cabarrus Community College

Course ID	Course Title	Recommended Hours	Program Area	Workforce Sector
EPT-2225	Hazard Analysis/Risk Assessment	48	R41-Emergency Management	Public Safety & First Responders
Description:	This course covers the probability and frequency of hazards, the level of hazard exposure, and the effect or cost, both direct and indirect, of this exposure. Topics include identifying and characterizing hazards, evaluating hazard severity and frequency, estimating risks, and determining potential societal and economic effects. Upon completion, students should be able to identify the potential hazards and risks within a community. This Workforce Continuing Education (WCE) course aligns with the EPT-225, Hazard Analysis/Risk Assessment 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:	None			

Rationale: This new course request aligns with the curriculum course EPT-225, Hazard Analysis/Risk Assessment. The course will support public safety 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, as well as providing opportunities for Credit for Prior Learning in degree pathways.

Short Title: Haz Analysis/Risk Assess