NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Mr. George Fouts
Interim President

April 18, 2016

MEMORANDUM

TO: Senior Continuing Education Administrators

FROM: Margaret Roberton,
                  Associate Vice-President, Workforce Continuing Education

RE: State Board Course Approvals – April 15, 2016

At the April 15, 2016 meeting, the State Board approved the following Continuing Education courses for placement or modification in the Combined Course Library. Attached is the detail information for each course.

New Course

State Board Approval Date	Course Id	Course Title	Recommended Hours	Tier Level
April 15, 2016	CTR-3110	Clinical Research Specialist	110	2

Course Modifications

State Board Approval Date	Course Id	Course Title	Recommended Hours	Tier Level
April 15, 2016	FIP-7000	Traffic Incident Management	Increase from 4 to 6	3
April 15, 2016	CIS-3103	Data Entry Operations	Increase from 30 to 60	3
April 15, 2016	SEC-3100	Workplace Security Concepts	Increase from 30 to 60	3
April 15, 2016	EPT-4971	All-Haz Facilities Unit	Increase from 24 to 35	3
April 15, 2016	UPDATE FROM ITN-3000 TO WEB-3000	Web Design & Development	Increase from 30 to 60	3

If you have any questions concerning these courses, see the contact person listed on the attachment. If you have questions regarding the process for adding a new course or making a modification to an existing course to the CCL, contact me at robertonm@nccommunitycolleges.edu or call at 919-807-7159.

CC: Continuing Education Registrars

CC16-019
E-mail Copy

Combined Course Library (CCL) Updates
Workforce Continuing Education

New Courses

State Board Approval Date	Course Id	Course Title	Description	Recommended Hours	Program Area	Tier Level	Contact Person
4-15-2016	CTR-3110	Clinical Research Specialist	This course prepares individuals to work in a clinical research environment by teaching clinical trial structure, the regulatory requirements that govern clinical trial execution, and basic knowledge of collecting and analyzing clinical trial data. Upon completion, students will have a basic knowledge of clinical research concepts and structure enabling them to apply their skills in a clinical trial site or contract research organization environment. Credentialing Agency: Association of Clinical Research Professionals - www.acrpnet.org/	110	L30 – Health	2	Margaret Roberton

Contact Information

Margaret Roberton   919-807-7159   robertonm@nccommunitycolleges.edu

Combined Course Library (CCL) Updates
Workforce Continuing Education

Course Modification

State Board Approval Date	Course Id	Course Title	Comments	Recommended Hours	Program Area	Tier Level	Contact Person
4-15-2016	FIP-7000	Traffic Incident Management	Request for change from certifying agency: Department of Insurance – Office of State Fire Marshal	Increase from 4 to 6	R30 – Fire & Rescue Services	3	Tracy McPherson
4-15-2016	CIS-3103	Data Entry Operations	Request for change to align training structure opportunities to curriculum crosswalk (CIS 103)	Increase from 30 to 60	F30 – Computers	3	Margaret Roberton
4-15-2016	SEC-3100	Workplace Security Concepts	Request for change to align training structure opportunities to curriculum crosswalk (SEC 110)	Increase from 30 to 60	F30 – Computers	3	Margaret Roberton
4-15-2016	EPT-4971	All-Haz Facilities Unit	Request for change to meet industry standard as defined by the Federal Emergency Management Administration (FEMA)	Increase from 24 to 35	R41 – Emergency Management	3	Tracy McPherson
4-15-2016	Update from ITN-3000 to WEB-3000	Web Design & Development	Request for change to align training structure opportunities to curriculum crosswalk (WEB 110)	Increase from 30 to 60	F30 – Computers	3	Margaret Roberton

Contact Information

Margaret Roberton   919-807-7159   robertonm@nccommunitycolleges.edu
Tracy McPherson   919-807-7117   mcphersont@nccommunitycolleges.edu