



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Dr. James C. Williamson*

*President*

July 25, 2017

**MEMORANDUM**

TO: Senior Continuing Education Administrators

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

RE: State Board Course Approvals – July 21, 2017

At the July 21, 2017 meeting, the State Board approved the following Continuing Education courses for placement in the Combined Course Library. Attached is the detail information for the courses.

**New Courses**

State Board Approval	Course Id	Course Title	Recommended Hours	Tier Level
July 21, 2017	FIP 4630	FLSE Educator Level I	36	3
July 21, 2017	FIP 4631	FLSE Educator Level II	36	3
July 21, 2017	FIP 4632	FLSE Educator Level III	36	3

**Modified Courses**

State Board Approval	Course Id	Course Title	Recommended Hours	Tier Level
July 21, 2017	FLI 3700	Interpreter / Translator Training	100	3
July 21, 2017	EMS 4400	Paramedic Initial	550	2

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](mailto:robertonm@nccommunitycolleges.edu) or 919-807-7159.

CC: Continuing Education Registrars

CC17-031  
Email Copy

## Combined Course Library (CCL) Updates Workforce Continuing Education

### New Courses

State Board Approval	Course Id	Course Title	Description	Hours	Program Area	Tier	Contact Person
7/21/2017	FIP 4630	FLSE Educator Level I	<p>This certification-related Fire and Life Safety Education (FLSE) course covers the basics of fire and life safety. Students will be introduced to injuries that occur in North Carolina and programs that are designed to prevent these injuries. Students will also discuss the mission of their organizations and the responsibility of prevention education, to include using correct/current fire &amp; life safety educational messages and the role of the Fire &amp; Life Safety Educator. This class is designed to give firefighters and fire &amp; life safety educators ideas and confidence to teach fire safety to all ages. Students will participate in fire safety lessons and teach a safety lesson plans that they can use at their own fire department. Students will also be introduced to new Community Risk Reduction resources they can obtain at no cost. Class is designed to show a new educator how to keep successful records and reports. Students will review and document various fire and life safety educational programs, describe various formats, prepare written reports, and discuss time management and organizational skills. Information will be presented on how to develop and maintain a work schedule, arrange meetings, presentations, and community events, while reducing scheduling conflicts. Working with local media outlets and distributing fire &amp; life safety materials and messages to the community will be discussed. This is a NC Fire and Rescue Commission certification course approved for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.</p>	36	R30 – Fire & Rescue Services	3	Winfield Abee

Combined Course Library (CCL) Updates  
**Workforce Continuing Education**

State Board Approval	Course Id	Course Title	Description	Hours	Program Area	Tier	Contact Person
7/21/2017	FIP 4631	FLSE Educator Level II	<p>This certification-related Fire and Life Safety Education (FLSE) course is the second of three FLSE levels. Using their local data, students will establish the types of problems occurring in their community and then develop a plan to decrease these injuries or losses through a community risk assessment. To make the class more effective, students should bring fire and injury loss statistics from their local areas. Students will develop lesson plans and learning objectives for a Fire and Life safety program to meet the need in their community. Students will also develop appropriate informational materials, objectives, and instructional materials for a specific audience and topic, along with an evaluation component for an educational program. Students will use program needs, past expenditures and personnel costs to create a budget that meets their current budget guidelines. This is a NC Fire and Rescue Commission certification course approved for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.</p>	36	R30 – Fire & Rescue Services	3	Winfield Abee

Combined Course Library (CCL) Updates  
**Workforce Continuing Education**

State Board Approval	Course Id	Course Title	Description	Hours	Program Area	Tier	Contact Person
7/21/2017	FIP 4632	FLSE Educator Level III	Using local demographics, students will identify issues and plan priorities for the life safety education programs and will create a marketing plan designed to increase awareness in their community. Educators will discuss suggestions for working with elected officials to reduce injury, death and property damage. Participants will create a developmentally appropriate training program for their agency and compile education materials to supplement the new program. Participants will identify the training needs for Fire and Life Safety Educators within their organization, based on NFPA 1035, and will discuss methods to track customer satisfaction and success of the program. Participants will discuss methods to recruit, coordinate and train volunteer educators. Using local data, students will establish the types of fire and life safety problems occurring in their community and then develop a budget to use in completing a grant proposal. Students will have the opportunity to write a grant proposal that can be submitted to a Grantor at the end of the class. Students should bring fire and injury loss statistics from their local areas and ideas for their grant proposal. The goal is for students to complete a grant application that is ready to submit for possible funding. This is a NC Fire and Rescue Commission certification course approved for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.	36	R30 – Fire & Rescue Services	3	Winfield Abee

**Contact Information**

Winfield Abee 828-327-7000 ext. 4423 [abeew@nccommunitycolleges.edu](mailto:abeew@nccommunitycolleges.edu)

Combined Course Library (CCL) Updates  
**Workforce Continuing Education**

**Modified Courses**

<b>State Board Approval</b>	<b>Course Id</b>	<b>Course Title</b>	<b>ORIGINAL Recommended Hours</b>	<b>NEW Recommended Hours</b>	<b>Contact Person</b>
07/21/2017	FLI 3700	Interpreter/Translator Training	48	100	Nate Humphrey
07/21/2017	EMS 4400	Paramedic Initial	500	550	Kenny Weatherington

**Contact Information**

Nate Humphrey      919-807-7158    [humphreyj@nccommunitycolleges.edu](mailto:humphreyj@nccommunitycolleges.edu)  
 Kenny Weatherington    919-291-6341    [weatheringtonk@nccommunitycolleges.edu](mailto:weatheringtonk@nccommunitycolleges.edu)