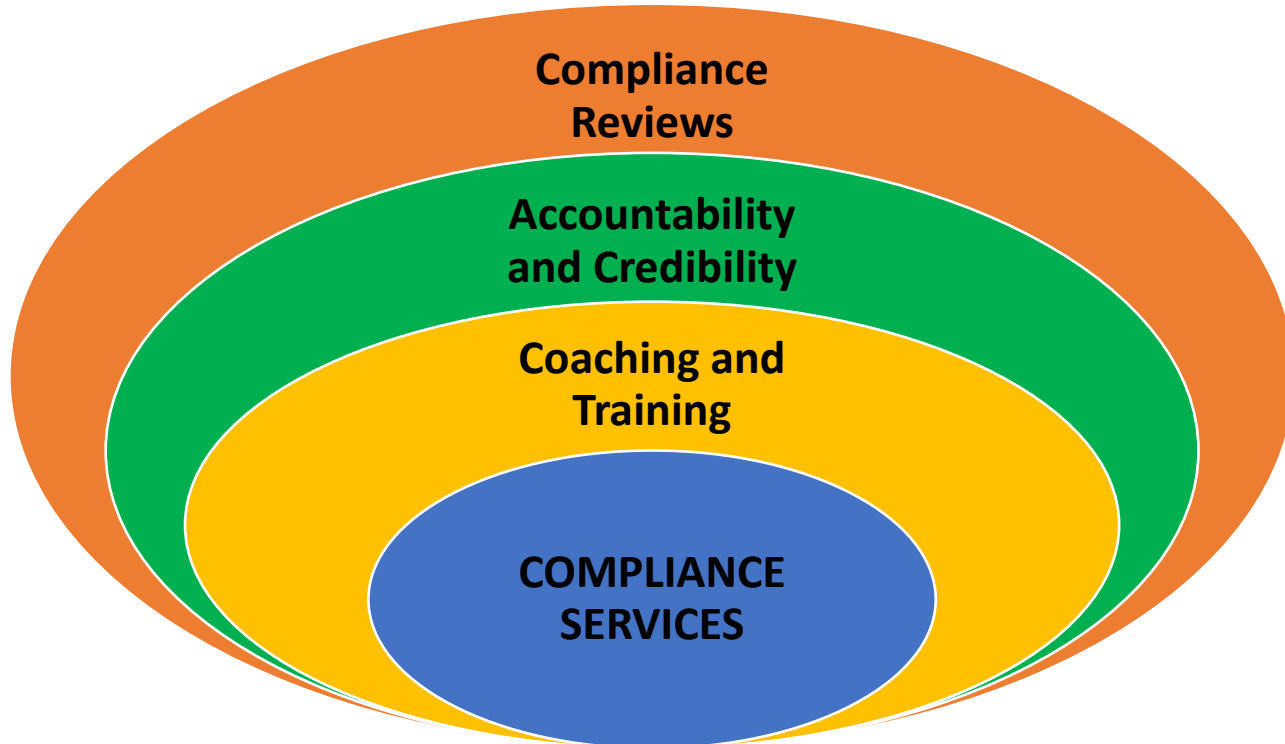North Carolina
Community College System

Work-Based Learning (WBL) Compliance
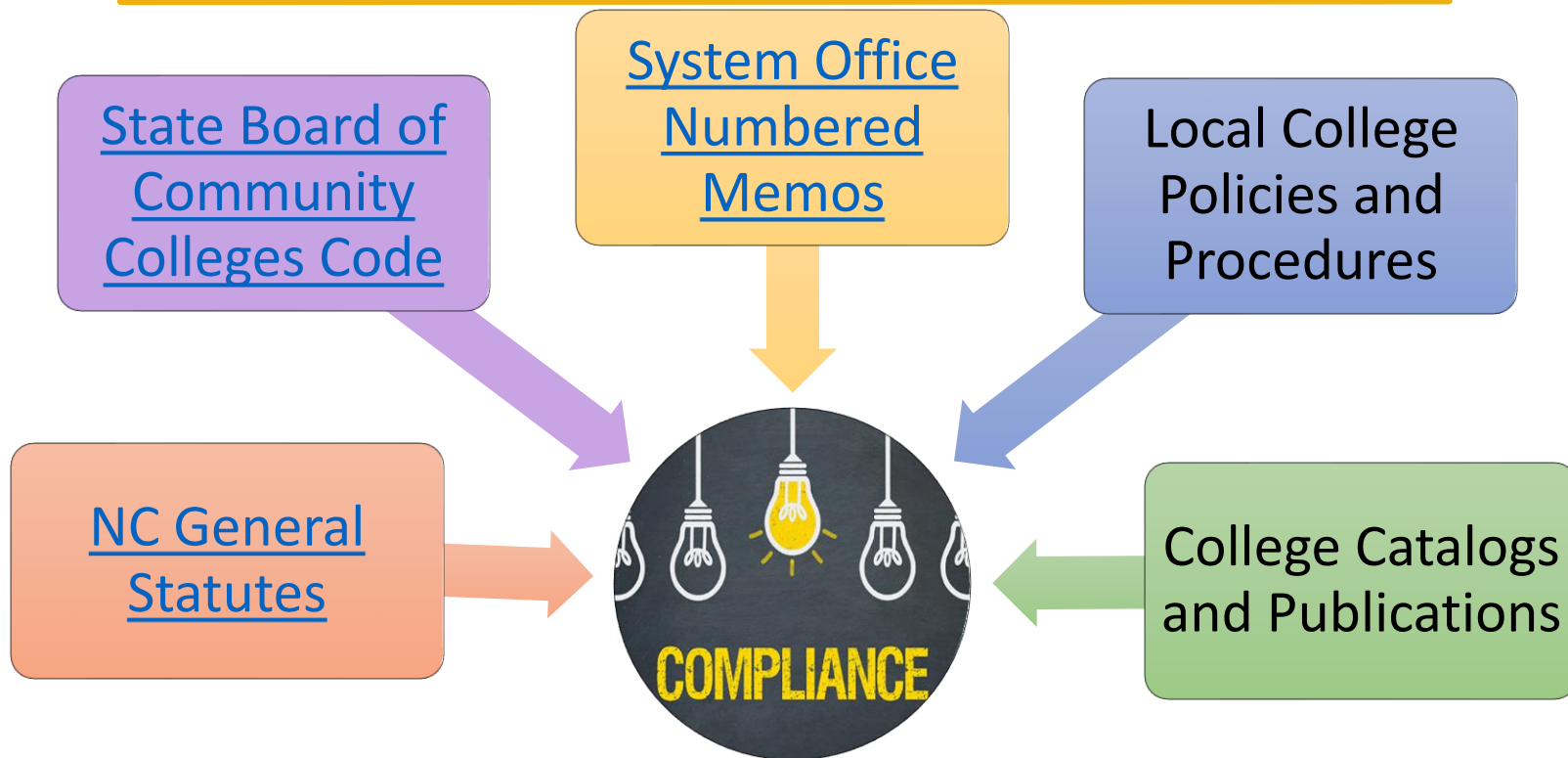
Amanda Tolar, Director of Compliance Services
November 3, 2023

Compliance Services Mission

References

State Board of Community Colleges Code

System Office Numbered Memos

Local College Policies and Procedures

NC General Statutes

College Catalogs and Publications

COMPLIANCE

Curriculum Requirements

- A workbook must be maintained for all WBL students reported for FTE.
- Documentation of attendance through census date must be noted on the official attendance record
  - Attendance through census documented with orientation OR timesheets
- Students must start the work experience – documented with timesheets
- Maximum hours = 320 (max 640 hours for Apprenticeships)

References
- 1D SBCCC 400.1(c)(5) Curriculum Definitions – Work Based Learning
- 1D SBCCC 400.10(e)(6) Curriculum Program of Study – Work Based Learning
- Curriculum Procedures Manual, Section 20

CU WBL Internal Audit Report (XPAA)

- All students reported should have the WBL class included in their program of study.

- Generate and review reports each semester.

- Make appropriate notes on reports; sign and date

```
17 Oct 2023                        Curriculum Co-Op Students Report                              Page:  1
                               North Carolina Community College
                                   Reporting Term: 2022FA


Student ID Student Name          Term    Start Dt  Section Name       Sta   Sta Dt  Grd Prog ID  Academic Program                    Alv
---------- -------------------- ------- -------- ------------------- --- -------- --- -------- ------------------------------------ ---
0076330    Fleming, Patrick, G   2022FA  08/15/22  WBL-112-01A         A    08/15/22  A   A55180   Criminal Justice Technology         CU

0076602    McCullough, Bryan     2022FA  08/15/22  WBL-112-01A         N    08/01/22  B   A50420   Welding Technology                  CU
```

North Carolina Community College System

Con Ed Requirements (WBL 3100)

- Minimum of 20 hours for work-based learning course section
- CE course requirements:
  - Aligned with skill development in MLO
  - Scheduled for 96 hours
  - Leads to state regulated or industry recognized credential
- Completed minimum of 48 hours in a CE course prior to starting WBL course
- Completed workbook for each student reported
- Documentation of student payment
- Documentation of instructor payment

References
- 1D SBCCC 300.10 Work Based Learning
- Curriculum Procedures Manual, Section 20

Contact Information

Please feel free to email any questions or comments.

Amanda Tolar	• tolara@nccommunitycolleges.edu
Norman Cooper	• coopern@nccommunitycolleges.edu
Sabra Matney	• matneys@nccommunitycolleges.edu
Susan Miller	• millers@nccommunitycolleges.edu
Tonya Waddle	• waddlet@nccommunitycolleges.edu