North Carolina Community College System
Dr. Jeff A. Cox
President
200 W. Jones St., Raleigh NC 27603

NUMBERED MEMO CC25-091

TO: Members of the State Board of Community Colleges, Chairs of the Community College Boards of Trustees, Community College Presidents, Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Chief Financial Officers, Distance Learning, Financial Aid Officers, Personnel Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Jonnell Carpenter, *NCCCS General Counsel*

SUBJECT: Proposed Amendment of 4A SBCCC 100.3 - Definitions

DATE: November 25, 2025

On November 21, 2025, the State Board of Community Colleges (SBCC) initiated the rulemaking process to amend **4A SBCCC 100.3 - Definitions**. The proposed amendment would add a definition for "Pre-Apprenticeship Program" to ensure clarity, consistency, and alignment with both state and federal standards governing workforce development and apprenticeships pathways. The proposed amendment is published on the NC Community College System's website, Numbered Memos - NCCCS (nccommunitycolleges.edu). For your convenience, a copy of the proposed rule, with the adopted language indicated, is attached to this memorandum. Strikethroughs indicate deletions of existing language and underlines indicate additions of language.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits public comments on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on December 25, 2025**. Any member of the public has the right to request a hearing on the proposed rule. **Requests for a hearing must be received by no later than 5:00 p.m. on December 10, 2025**.

Written comments and requests for hearing shall be directed to the following address: Jonnell Carpenter, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to **publiccomments@nccommunitycolleges.edu**. Thank you for your attention to this matter.

CC25-091

Email Copy
Attachment

State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: November 25, 2025

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amendment of 4A SBCCC 100.3 - Definitions

Specify whether the SBCC proposes to amend, adopt, or repeal a rule:	Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
		X	

Rationale for proposed adoption, amendment, or repeal:	The proposed amendment seeks to add a definition for “Pre-Apprenticeship Program” to ensure clarity, consistency, and alignment with both state and federal standards governing workforce development and apprenticeship pathways.

Proposed Effective Date of Rule	February 1, 2026

4A SBCCC 100.3 is proposed for amendment as follows:

State Board of Community Colleges Code
TITLE 4 – APPRENTICESHIPNC

CHAPTER A. GENERAL PROVISIONS

4A SBCCC 100.3 Definitions

The definitions listed in 29 CFR 29.2 shall apply to terms found in the federal regulations administered by ApprenticeshipNC, as listed in 4A SBCCC 100.1. Other definitions that apply in this Chapter are as follows.

(a) Director – The Director of ApprenticeshipNC.

(b) Registration – The recognition by the Director and the recording with ApprenticeshipNC of an apprenticeship, apprenticeship agreement, or an apprentice signifying that the program, agreement, or individual complies with the rules, requirements, criteria, and standards of this Chapter.

(c) Related Instruction – An organized and systematic form of instruction designed to provide the apprentice or trainee with knowledge of the theoretical and technical subjects related to their trade or occupation. Such instruction may be given in a classroom, through occupational or industrial courses, by correspondence courses, through electronic media, or through other forms of self-study.

(d) Revision – Any substantive modification or change of the program standards of apprenticeship (including an affirmative action plan and a written description of the selection procedure) or of an apprenticeship agreement.

(e) Standards – The program standards of apprenticeship as set forth in 29 CFR 29.5.

(f) Technical Assistance – Guidance provided by ApprenticeshipNC staff in the development, revision, amendment, or processing of a potential or current program sponsor's Standards of Apprenticeship, Apprenticeship Agreements, or advice or consultation with a program sponsor to further compliance with this Chapter or guidance from ApprenticeshipNC on how to remedy nonconformity with this Chapter.

<u>(g) Pre-Apprenticeship Program – A training model designed to assist individuals who do not currently possess the minimum requirements for selection into an</u>

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apprenticeship program, to meet the minimum selection criteria established in a program sponsor's apprenticeship standards as required under applicable federal regulations, and which maintains at least one documented partnership with a Registered Apprenticeship program. It involves a form of structured workplace education and training in which an employer, employer group, industry association, labor union, community-based organization, or educational institution collaborates to provide formal instruction that will introduce participants to the competencies, skills, and materials used in one or more apprenticeable occupations.

History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8
Eff. September 1, 2021.
Amend Eff. _____

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