

North Carolina Community College System Economic & Workforce Development Division

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Memorandum

To: Senior Continuing Education Administrators **Dated Materials**
From: Scott Ralls, Vice-President
Economic and Workforce Development
Subject: Notification of Projected Removal of PRE 3701 from the
CE Master Course List (MCL)
Date: February 12, 2002

As a result of the reorganization of the Human Resources Development (HRD) program and subsequent State Board approval of six new HRD courses for placement on the MCL, the HRD Advisory Task Force recommended the withdrawal of PRE 3701, Employment Readiness, from the Continuing Education Master Course List (MCL). The Continuing Education Peer Review Team concurred that PRE 3701 is a duplication of the new HRD courses and should be removed from the currently approved list and archived. Therefore, effective June 30, 2002, PRE 3701 will no longer be an approved MCL course.

We are aware that some colleges, having previously received State Board approval, are currently offering PRE 3701 in a prison setting. Colleges may continue offering employment readiness type training in the prison setting by submitting a letter of intent to convert their currently approved PRE 3701 course offerings to an appropriate HRD course. The process for submission and approval of a letter of intent is listed below.

- ∇ Using the attached form, colleges may request to convert currently approved employment readiness offerings being conducted in the prison setting to an appropriate HRD course. As with all prison setting offerings, a conversion request must be submitted for each course in each prison facility. Please note, all conversion requests must be consistent with the scope and hours of the HRD course to which conversion is sought.
- ∇ All conversion requests must be received by the System Office on/or before Monday, April 1, 2002.
- ∇ Colleges will be notified when conversion reviews are complete.

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Please electronically forward all requests followed by a signature copy. Direct any questions to Peggy Graham at Grahamp@ncccs.cc.nc.us or 919-733-7051, Ext. 432. Thank you for your cooperation.

C: Presidents
Ray Harrington

CC02-031
Email Only

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