

**REFERENCES**  
**FALL 2008 NCCCAEA CONFERENCE**  
**Joseph S. Koury Convention Center**  
**AUDIT SERVICES UPDATE**  
**Elizabeth C. Self**  
**Associate Director**





## **CONTINUING EDUCATION SAMPLE REVIEW**

**Title 23 NCAC 02D .0324**, *Reporting of Student Hours in Membership for Continuing Education Classes*;  
**Title 23 NCAC 02D .0325**, *Limitations in Reporting Student Membership Hours*;  
**The NCCCS Continuing Education Guidelines (October 2003)**;  
**CC99-185**, *GED Testing Hours*;  
**CC01-066**, *Alternative Attendance Option (“Flip-Flop”) Clarification*;  
**CC04-050**, *Basic Skills Policy and Procedures Manual*;  
**CC04-092**, *Collection and Deposit of Institutional Funds*;  
**CC04-109**, *Clarification of Reporting and Documenting Student Membership Hours*;  
**CC04-118**, *Continuing Education Guidelines*;  
**CC04-236**, *Vocational Education in Basic Skills*;  
**CC04-237**, *Basic Skills Issues*;  
**CC06-186**, *Registration Fee Waivers for Department of Correction Personnel*;  
**CC06-225**, *Employability Lab (HRD 3002)*;  
**CC06-265**, *Annual Literacy Data Report/LEIS Changes*;  
**CC07-136**, *Revision of Training Program Guidelines*;  
**CC07-142**, *Revision of Small Business Center Network Guidelines*;  
**CC08-010**, *Tuition and Fee Waivers Clarification*.

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## **BASIC SKILLS**

**Title 23 NCAC 02C .0305(a) and (b)**, *Education Services for Minors*;  
**Title 23 NCAC 02D .0324(b)(3)**, *Reporting of Student Hours in Membership for Continuing Education Classes*;  
**Title 23 NCAC 02E .0403(d)**, *Instruction to Captive or Co-Opted Groups*;  
**CC93-259**, *Reporting Student Hours For Basic Skills*;  
**CC95-185**, *Recording Assessment Hours for Basic Skills Students*;  
**CC99-185**, *GED Testing Hours*;  
**CC01-006**, *English as a Second Language (ESL) Assessment Training Follow-Up*;  
**CC01-018 plus attachment new LEIS forms**, *New LEIS Forms*;  
**CC01-035**, *Pre- and Post- Testing Learners in Compensatory Education Classes*;  
**CC01-229**, *GED Classes in Spanish*;  
**CC02-128**, *Breaks in Basic Skills Classes*;  
**CC04-050**, *Basic Skills Policy and Procedures Manual*;

**CC04-236**, *Vocational Education in Basic Skills*;  
**CC04-237**, *Basic Skills Issues*;  
**CC05-169**, *LEIS Forms*;  
**CC06-265**, *Annual Literacy Data Report/LEIS Changes*; and  
**Basic Skills Policy and Procedures Manual for Community Colleges**

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**SELF-SUPPORTING PROGRAMS**

**Title 23 NCAC 02D .0203(b)(3)**, *Fees for Extension Programs*;  
**CC98-306**, *Self-Supporting Recommendations*;  
**CC02-107**, *Self-Supported Curriculum Classes for Summer Term*; and  
**CC05-129**, *Deposit of Self-Supporting Fees*.  
**NCCCS Accounting Procedures Reference Manual**  
[http://www.ncccs.edu/Business\\_Finance/accountingProceduresManual.htm](http://www.ncccs.edu/Business_Finance/accountingProceduresManual.htm)

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**NEIT / FIT PROGRAMS**

**G.S. 115D 5.1**, *Workforce Development Programs*;  
**Title 23 NCAC 02E .0401**, *Training for New and Expanding Industry*;  
**CC06-045**, *Customized Industry Training Program (CIT)*;  
**CC08-110**, *The Uses of NEIT & CIT Administrative Allowances*;  
**New and Expanding Industry Training (NEIT) Program Guidelines**, (approved April 18, 1997, amended March 19, 2004, and amended July 20, 2007);  
**Focused Industry Training (FIT) Program Guidelines**, (Adopted by State Board July 2000, amended July, 2007).

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## **COMPUTER AUDIT PROGRAM RESULTS**

**Title 23 NCAC 02D .0325(b)**, *Limitations in Reporting Student Membership Hours;*  
**CC98-362**, *Classification of Continuing Education Topics;* and  
**CC99-235**, *Computerized Audit Programs.*

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## **CRIMINAL JUSTICE / BLET**

**GS 115D-5(b)**, *Administration of institutions by State Board of Community Colleges; personnel exempt from State Personnel Act; extension courses; tuition waiver; in-plant training; contracting, etc., for establishment and operation of extension units of the community college system; use of existing public school facilities.;*

**Title 23 NCAC 02D .0323(b)(3)**, *Reporting of Student Hours in Membership for Curriculum Classes;*

**Title 23 NCAC 02D .0324(a)(3)**, *Reporting of Student Hours in Membership for Continuing Education Classes;*

**Title 23 NCAC 02D .0202(a)(7)(C)**, *Tuition and Fees for Curriculum Programs;*

**Title 23 NCAC 02C .0301(b)**, *Admissions to Colleges;*

**CC89-31**, *Waiver of Fees for Firefighting, Law Enforcement and Emergency Services Personnel;*

**CC05-232**, *Basic Law Enforcement Training (BLET) Update – Curriculum and Continuing Education;*

**S03-003**, *Basic Law Enforcement Training (BLET) Hours for Training;* and

**CC08-010**, *Tuition and Fee Waivers Clarification.*

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## **CAPTIVE CO-OPTED**

**G.S. 115D-5(c)**, *Administration of institutions by State Board of Community Colleges; personnel exempt from State Personnel Act; extension courses; tuition waiver; in-plant training; contracting, etc., for establishment and operation of extension units of the community college system; use of existing public school facilities.;*

**Title 23 NCAC 02E .0403**, *Instruction to Captive or Co-Opted Groups;*

**Title 23 NCAC 02D .0325(f)**, *Limitations in Reporting Student Membership Hours;*  
**Title 23 NCAC 02D .0325(g)**, *Limitations in Reporting Student Membership Hours;*  
**Title 23 NCAC 02E .0204(I)(c)**, *Courses and Standards for Curriculum Programs;*  
**CC94-248**, *Elimination of Multi-Entry/Multi-Exit Programming in All Prison Classes;*  
**CC94-297**, *No Multi-Entry/Multi-Exit Classes in Prisons-Further Classification;*  
**CC95-201**, *Uniform Implementation of Special Provisions;*  
**CC02-200**, *Approval of Revised Cooperative Agreement on Programming of Correctional Education;*  
**CC02-232**, *Basic Skills Approval Required for Captive Co-opted Groups;*  
**CC02-243**, *Clarification: Basic Skills Approval Required for Captive Co-opted Groups;*  
**CC04-050**, *Basic Skills Policy and Procedures Manual;*  
**CC06-269**, *Course Requisites;*  
**CC08-067**, *Course Approval Process – Captive and Co-opted Groups;* and  
**CC08-120**, *Revised Policy Concerning Curriculum Programs for Captive / Co-opted Groups.*

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**INSTRUCTIONAL SERVICE AGREEMENTS (ISAs)**

**Title 23 NCAC 02E .0604**, *Instructional Service Agreements;*  
**CC04-173**, *Instructional Service Agreements (ISA);*  
**CC04-219**, *Deadlines for Level Three Instructional Service Agreements (Collaboratives) and Curriculum Instructional Contracts;* and  
**CC06-189**, *Level III Instructional Service Agreements.*

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**FEES**

**Title 23 NCAC 02D .0201**, *Tuition and Fees for Curriculum Programs;*  
**CC02-150**, *New State Board Policy Regarding Fees;*  
**CC04-092**, *Collection and Deposit of Institutional Funds;* and  
**CC07-078**, *Emergency Services Training Fee Deposits.*

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**ACCOUNTABILITY AND CREDIBILITY PLAN**

**Title 23 NCAC 02E .0305, *Continuing Education Program Management*; and  
CC00-147, *Revisions to Accountability and Credibility Plan for Continuing Education*.**

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