
Continuing Education Course Approval Process

Course Submission

Requests for new courses or modifications to existing courses can be submitted by individual colleges, external agencies, and/or the System Office. All requests must be submitted on the *Continuing Education Course Submission Form* which serves as a checklist for required documentation; identifies the pending course ID number; details the course plan (outline, learning objectives, evaluation methods, etc.); and contains the approval signatures from the college Senior Continuing Education Administrator. Requests can be submitted anytime during the month to the contact information below. All requests received by the last day of the month will be reviewed by the Workforce Development Leadership Committee (WDLC) at their next monthly meeting.

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In addition to the paper submission, all course requests must be submitted electronically through the CIS system. The procedures for electronic submission can be found at the following link:

https://www.nccommunitycolleges.edu/sites/default/files/basic-pages/workforce-continuing-education/ccl-ce_course_request_user_guide_may_2009-quick_access_nh_0.pdf.

When a college initiates a request (new or modification), they can offer that specific course, as often as needed, for 90 days while the request is going through the approval process.

System Office Actions

The System Office, in collaboration with the Workforce Development Leadership Committee (WDLC), reviews all *Continuing Education Course Submission Forms* to ensure that all required documents and data entry requirements are complete. The course request will not be sent forward to the WDLC until all requirements are met. Once the requirements are met, the System Office will prepare any additional supporting documentation needed for the WDLC review process. This includes background information on the course, any similar course offerings in continuing education and curriculum, and any external agency requirements that govern the occupational course. All course requests will be compiled into a "course review packet" and sent to the WDLC prior to their monthly meeting.

WDLC Review Process

The WDLC will review all course requests using the criteria outlined on the following page. If the course meets all criteria, the System Office will submit the necessary documents to the State Board for final approval. If approved, the course is officially placed on the Combined Course Library/Master Course List (CCL/MCL).

CRITERIA FOR THE WDLC COURSE REVIEW:

1. The *Continuing Education Course Submission Form* is accurately completed.
2. The request meets the definition of an Occupational Extension course.

Occupational Extension courses consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields.

Reference: 1D SBCCC 200.3(2)(a)

- a) If the course does not meet the definition of an Occupational Extension course, the System Office will send an official notification letter to the requester stating the reason(s) why the course did not meet the definition.
 - b) If the requester does not agree with the WDLC recommendations, they can resubmit the course request with additional documentation.
3. A similar/duplicate course does not exist on the CCL/MCL.
 - a) If a similar/duplicate course exists, the System Office will send an official notification letter to the requester stating the requested course already exists on the CCL/MCL, describes the appropriate course code that should be used, and informs them to cease using the pending course ID number. If the requester does not agree with the WDLC recommendations, they can resubmit the course request with additional documentation.
 - b) If a similar/duplicate course does not exist, then the course plan/outline and other related documents are reviewed.
 4. If a request is governed by an external certifying agency, the course requirements must meet the minimum requirements for certification as identified by the agency.
 5. After a review of all documents, the WDLC makes a recommendation to approve/not approve the course request.
 - a) If the request is not approved, the System Office will send an official notification letter to the requester stating the reason(s) why the course was not approved. If the requester does not agree with the WDLC recommendations, they can resubmit the course request with additional documentation.
 - b) If the request is approved, the System Office will prepare the necessary paperwork to submit the course for State Board approval.
 - c) If necessary, the WDLC may opt to make various modifications to an approved course request before it is submitted to the State Board for approval. If significant modifications are made, the System Office will notify the requester before the course is submitted for State Board approval.

All requests for new courses or course modifications approved by the WDLC will be submitted to the State Board for final approval. If the course modification is a change in a course title or course description, the System Office will make the necessary changes on the CCL/MCL. This change does not require State Board approval.

6. The System Office will send a notification to the requester stating that their course request has been approved by the WDLC and will be submitted to the State Board for final approval.

System Office Actions

Once the State Board has given final approval of a course request, the System Office will do the following:

1. Update the CCL/MCL in the CIS computer system by making any necessary changes to course information to include changing the course status to "AB," (Approved by the Board).
2. Send an official notification letter to the requester stating that their course request has been approved by the State Board.
3. Send notification to all colleges detailing updates to the CCL/MCL.
4. Electronically transmit the course updates to local colleges through the CIS system.