



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 20, 2008

Deadline April 11, 2008

MEMORANDUM

TO: Senior Continuing Education Administrators
FROM: Barbara Boyce, State Director of Continuing Education
SUBJECT: Database for CE Captive Approvals

The System Office is creating a comprehensive database for Continuing Education that will maintain an official list of ALL State Board captive course approvals by college, by facility, and by course in an exportable/printable format.

The first step in populating this database is to get a current listing of course approvals. To ensure that we have accurate records, we are asking colleges to complete a form titled "CE Captive Approvals." A sample of the form along with the instructions for completing this form is included in this memo. The deadline for submitting your list is April 11, 2008. We will match your list with our records. Before the database is officially populated, the System Office and the college will sign-off on the list of approved courses agreeable to both parties.

If you have questions, please contact Barbara Boyce at (919) 807-7158 or Joann Ingoglia at (919) 807-7223.

CC08-068
E-Mail

BAB/ji
Attachments
c: Presidents
Gloria Upperman, Division of Prisons
Arthur Clark, Division of Prisons

Continuing Education Captive Approvals – Course List Instructions

The System Office is creating a comprehensive database for Continuing Education that will maintain an official list of ALL State Board captive course approvals by college, by facility, and by course in an exportable/printable format. To ensure that we have accurate records, we are asking colleges to use the instructions below to complete the form titled "Continuing Education Course Approval List," which is attached in a separate document. The deadline for submitting your list is April 11, 2008. We will match your list with our records. Before the database is officially populated, the System Office and the college will sign-off on the list of approved courses agreeable to both parties.

Step 1: Attached to this email, you will find a separate file called CE Captive Approvals. Please save the file to your hard drive and rename it using the following format for the title: **College Name_CE Captive Approvals**.

For example: **Durham TCC_CE Captive Approvals**

Step 2: Open up the document and complete the form using the instructions below. Please do not change the format of the form (font type, size, column headers, etc). You may add rows as needed.

College Name (a)	Facility Name (b)	Facility ID (c)	Course ID (d)	CE Master Course List Title (e)	Local Course Title (f)	State Board Approval Date (g)
Piedmont CC	Dan River Prison Work Form	3080	HOR3307	Horticulture	Organic Farming	06/12/2004

<u>Column</u>	<u>Heading</u>	<u>Instructions</u>
(a)	College Name	Enter the name of your college; please abbreviate community college.
(b)	Facility Name	Enter the full name of the facility (DOC, Federal or other). See Attachment A for a reference list of the facility names operated by the Department of Correction.
(c)	Facility ID	Enter the DOC facility number. Otherwise, please leave blank.
(d)	Course ID	Enter the 3-letter prefix/4-digit course ID. Please do not leave a space between the prefix and number.
(e)	CE Master Course List Title	Enter the course title approved by the State Board. If your course title has been archived or is marked for archiving, we will work with you to get it transitioned to a current title.
(f)	Local Course Title	Enter your local course title. If your local course title is the same as the CE Master Course List, then enter that same title in this column.
(g)	State Board Approval Date	Using the following format XX/XX/XXXX, enter the State Board Approval Date. If you do not know the exact date, please enter the year.

Step 3: Completed forms should be sent **electronically** by April 11, 2008, to Joann Ingoglia, Continuing Education Program Assistant at ingogliaj@nccommunitycolleges.edu.

If you have general questions, please call Joann Ingoglia (919-807-7223). If you have program-specific questions, please call Barbara Boyce (919-807-7158).

Department of Correction Facilities

Please use the following Facility ID codes and Matrix categories when completing the CE Captive Request Form.

Facility	Facility ID	Matrix
Albemarle Correctional Institution	4580	4b
Alexander Correctional Institution	4870	3
Anson Correctional Center	4570	3
Avery-Mitchell Correctional Institution	4680	3
Bertie Correctional Institution	4880	4a
Black Mountain Correctional Center for Women	3040	2
Bladen Correctional Center	4315	2
Brown Creek Correctional Institution	3510	4b
Buncombe Correctional Center	4675	3
Cabarrus Correctional Center	4510	3
Caldwell Correctional Center	4625	3
Caledonia Correctional Institution	3305	3
Carteret Correctional Center	4110	3
Caswell Correctional Center	4415	3
Catawba Correctional Center	4555	3
Central Prison	3100	4b
Charlotte Correctional Center	4530	2
Cleveland Correctional Center	4560	3
Columbus Correctional Institution	4355	2
Craggy Correctional Center	4630	3
Craven Correctional Institution	3085	2
Dan River Prison Work Farm	3080	3
Davidson Correctional Center	4420	3
Duplin Correctional Center	4125	3
Durham Correctional Center	4210	2
Eastern Correctional Institution	3400	4b
Foothills Correctional Institution	3720	4b
Forsyth Correctional Center	4430	3
Fountain Correctional Center for Women	3020	3
Franklin Correctional Center	4215	3
Gaston Correctional Center	4515	2
Gates Correctional Center	4130	1
Greene Correctional Institution	4140	2
Guilford Correctional Center	4440	1
Harnett Correctional Institution	3805	4b
Haywood Correctional Center	4640	2
Hoke Correctional Institution	4320	3
Hyde Correctional Institution	4180	4b
Johnston Correctional Institution	4230	3

Facility	Facility ID	Matrix
Lanesboro Correctional Institution	4865	3
Lincoln Correctional Center	4525	3
Lumberton Correctional Institution	4365	2
Marion Correctional Institution	3730	3
Maury Correctional Institution	4875	4a
McCain Correctional Hospital	3700	2
Morrison Correctional Institution	3930	3
Mountain View Correctional Institution	4855	3
Nash Correctional Institution	3710	4b
NC Correctional Institution for Women	3010	4b
Neuse Correctional Institution	3060	2
New Hanover Correctional Center	4170	2
North Piedmont Correctional Center for Women	3090	2
Odom Correctional Institution	3310	4b
Orange Correctional Center	4240	2
Pamlico Correctional Institution	4850	3
Pasquotank Correctional Institution	3740	3
Pender Correctional Institution	4150	3
Piedmont Correctional Institution	3500	2
Polk Correctional Institution	3980	2
Raleigh Correctional Center for Women	3030	2
Randolph Correctional Center	4445	2
Robeson Correctional Center	4340	2
Rowan Correctional Center	4540	1
Rutherford Correctional Center	4655	2
Sampson Correctional Institution	4345	3
Sanford Correctional Center	4360	1
Scotland Correctional Institution	4860	3
Southern Correctional Institution	3600	4b
Tabor Correctional Institution	4885	3
Tillery Correctional Center	3320	3
Tyrrell Prison Work Farm	3070	3
Umstead Correctional Center	4255	1
Union Correctional Center	4550	3
Wake Correctional Center	4265	2
Warren Correctional Institution	4290	3
Wayne Correctional Center	4175	2
Western Youth Institution	3905	3
Wilkes Correctional Center	4665	2
Wilmington Residential Facility for Women	3050	1

Reference: Department of Correction (2008)