



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
***R. Scott Ralls, President***

November 13, 2008

**IMPORTANT INFORMATION**

**MEMORANDUM**

**TO:** Presidents  
Senior Continuing Education Administrators

**FROM:** Kennon D. Briggs

**SUBJECT:** **Work Station Training Occupational Skills Training Program**

Effective January 1, 2009, the **Work Station Training Occupational Skills Training Program** (formerly called In-Plant Training) will be terminated. Below are general guidelines for the closeout of this program.

1. **Effective immediately**, the System Office will no longer accept any request for Work Station Training. Colleges who have pending requests are approved to offer courses with a start date prior to December 1, 2008.
2. **Effective December 31, 2008**, the following course codes will be removed and archived from the Continuing Education Master Course List:
  - **WST3000** .....Workstation: Customized On-The-Job Training
  - **WST4000** .....Workstation: Company-Provided Training

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

KDB/sth

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