



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

July 31, 2013

Memorandum

To: Presidents
Chief Continuing Education Officers

From: Sharon Morrissey, NCCCS Executive VP for Programs & Chief Academic Officer

Subject: Clarification of Physical Education in Occupational Extension

System Office staff has received inquiries about offering physical education classes for public service agencies through Occupational Extension. Physical fitness classes do not meet the State Board of Community College's definition for Continuing Education Occupational Extension and therefore should not be offered for budgetary FTE.

The purpose of Continuing Education Occupational Extension is to provide individuals with workplace skills:

Occupational Extension courses consist of single courses, each complete in itself, designed for the specific purposes of training an individual for full- or part-time employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields. [SBCCC 02E.0101(2)(a)]

A public service agency's training request for physical fitness training does not fit an Occupational Extension definition.

Colleges may provide physical education classes in Continuing Education as self-supporting. State Board Code 02E.0101(2)(c)(ii) defines recreational programs in Continuing Education as "self-supporting courses which the college may provide at the request of the community but for which the college receives no budgetary credit."

If you have questions about physical education classes for public service agencies, please contact Barbara Boyce, Associate Vice President for Workforce Continuing Education, at 919-807-7158.

c: President R. Scott Ralls
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Barbara Boyce

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