



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

Public Safety Memo PS20-08 ADDENDUM

July 2, 2020 Revised

**Updated Information**

To: Senior Continuing Education Administrators  
North Carolina Community College System

From: Mickey Biggs, Criminal Justice Training Specialist  
Tracy McPherson, Director, Public Safety Training Programs  
North Carolina Community College System

RE: **Impartial Policing Train-the-Trainer: Additional Seats Available**

Several colleges have asked if they might send more than two instructors to the Impartial Policing Train-the-Trainer (TtT) events in July and August. The answer is yes, as follows:

- We have been able to secure some additional registration slots for the July/August classes, and we will be processing requests for additional seats through the waiting list process below. Please do not register the additional persons through the online registration portal.
- In addition, we are working to create an additional Train-the-Trainer option, tentatively set for September, that will be a virtual training option rather than a face-to-face course. Details to come.

**Train-the-Trainer Waiting List Instructions:**

1. Colleges may continue to register up to two participants via the registration link originally provided; however, guaranteed slots will not be available after July 8 for Wake Tech or July 20 for all other sites. This priority registration process allows all colleges equal access to seats until these dates. After these dates, all seats will be opened up to those on the waiting list.

Class Location/Date	Dates We Will Start Assigning Waiting List Seats
Wake Tech July 13-14	On July 20, 2020, we will start assigning seats to those on the waiting list
Craven Aug. 3-4	
Randolph <del>Aug. 10-11</del> Aug 5-6	
WPCC <del>Aug 24-25</del> Aug 10-11	

2. Colleges wishing to register additional instructors should send an email to me at [mcphersont@nccommunitycolleges.edu](mailto:mcphersont@nccommunitycolleges.edu) requesting that names of the additional instructors be added to the waiting list. It would helpful if the words "waiting list" are in the subject line.
  - a. Do not register the additional instructors through the registration portal.
  - b. If a college submits more than one name for the waiting list, please identify priority order.
  - c. Please provide instructor name, email, and phone number and preferred class location(s) for each name submitted.
3. Those on the waiting list will be advised via email of their status starting July 8 and July 20 as explained above. Questions should be sent to me at [mcphersont@nccommunitycolleges.edu](mailto:mcphersont@nccommunitycolleges.edu).

Details on this training may be found in the original memo PS20-08 (attached). Thank you.