

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. William S. Carver, II
Interim President

Public Safety Memo PS22-04

October 1, 2022

To: Senior Continuing Education Administrators
North Carolina Community College System

From: Tracy McPherson, Director, Public Safety Training Programs

RE: Fee-Waiver Documentation for Full-Time Custodial Employees of the NC Corrections System

The System Office has received a number of questions about the fee-waiver status of certain employees within the state corrections system, with specific questions related to appropriate waiver documentation.

The purpose of this memo is to confirm that **colleges may issue registration fee waivers for eligible training for “full-time custodial” employees within the corrections system, even if these employees are not required to be certified, if appropriate documentation is on file from state corrections officials.** This guidance is consistent with related legislation and State Board of Community Colleges polices and merely confirms that additional documentation is needed for NCCCS compliance purposes, as explained below.

- Per NC General Statute 115D-5(b)(2), the State Board of Community Colleges may authorize registration fee waivers to support the training needs of “full-time custodial” employees **and** employees “required to be certified” within Adult Correction and Juvenile Justice of the state’s corrections system. Waivers for these employees are authorized for eligible training, and related guidance is found on pages 23-24 and Appendix C of the *Tuition and Registration Fee Waiver Reference Guide* issued via [CC18-053 | NC Community Colleges](#).
- Appendix C, referenced above, lists the position classifications of those “required to be certified,” and this list is used by colleges to confirm waiver status of these employees. However, Appendix C does not clearly identify how to confirm employees who meet the definition of “full-time custodial,” yet are not required to be certified. These employees must be confirmed directly by state corrections officials, as explained below.
- A representative from **state-level corrections administration**, who is assisting with the coordination of training with the college, **must confirm via email or other documentation** any students considered full-time employees with custodial responsibilities, in order for these students to be issued a fee waiver. Colleges should keep this documentation on file as the basis of issuing these fee waivers. *Some employees fall into both categories, but additional confirmation is only required for full-time custodial employees who are not required to be certified.*

To summarize: waivers may be issued for “full-time custodial” employees **and** employees “required to be certified” under the processes described above. No other employees may be waived. If you have additional questions, please contact our office via publicsafetytraining@nccommunitycolleges.edu or email me at mcphersont@nccommunitycolleges.edu. Please share with colleagues, as appropriate. Thank you.

C: Nate Humphrey, NCCCS Amanda Tolar, NCCCS
Stephanie Freeman, Office of Staff Training and Development, NCDPS