



PEP State-Level Validation Form

For Fiscal Year 2011-2012

Facility:	College:
Prison Name	College Name

Course/Registration Funding Approval

The purpose of this form is to validate the Community College Course IDs/State Titles and the maximum DOC Registration Funding Amount approved for this prison. This document validates DOC's commitment to pay the tuition/registration fees for inmates enrolled in **these specific course IDs** up to, but not exceeding, the DOC **Final Registration Fund Allocation** specified below. It also confirms the State Board of Community Colleges (SBCC) approval status of each Course ID.

Monitoring of Funds

DOC has confirmed that all courses listed below align with the established priorities of the Prison Education Program. The agency has a limited amount of registration funds to cover the needs of the entire prison system. The **Final Registration Fund Allocation** below has been set aside specifically for programming at this facility for the entire fiscal year (July 1, 2011 – June 30, 2012). When all allotted funds are depleted, no additional student registrations can be paid. It is imperative that local colleges and prisons assist in the management of these funds to ensure that the final total for the fiscal year will not exceed the specified allocation below. The local tracking of expenditures should be integrated into the local billing process outlined in PEP Memo #5 dated June 28, 2011. All PEP memos can be found on the NC Community College System website at http://www.nccommunitycolleges.edu/Business_and_Industry/continuingeducation.htm --- Scroll to section titled Captive & Co-opted.)

NCCCS Course IDs and Registration Funding Maximum Approved by DOC for Fiscal Year 2011-2012

Final Registration Fund Allocation:

(Maximum Approved by DOC for Fiscal Year 2011-2012)*

\$ 53,000 (example only)

(1) DOC Priority	(2) NCCCS Course ID	(3) NCCCS Course Title (State Title on Master Course List)	(4)* SBCC Approval Status*
3-ICP	AHR-3128	EPA Refrigerant Recovery/Recycling	Prior
3-ICP	AHR-3131	HVAC Heating and Air Conditioning	July'11
3-ICP	ELC-3014	Electricity and Electronics	Prior
5-VST	CAS-3120	Integrated Software: Computer Apps	Prior

***(4) SBCC Approval Status Key:** Prior = prior approval on file; July'11 = approved as of July 1, 2011; Aug'11 = on agenda for August 19, 2011 State Board meeting; Pending = approval not yet granted

NOTE: Basic Skills and Human Resources Development (HRD) courses are not listed on this form because there is no cost for Basic Skills courses, and it is assumed that only inmates who meet the requirements for the HRD waiver will be enrolled (resulting in no cost to DOC). These classes are encouraged by DOC, as they are a top priority of the Prison Education Program. State Board of Community Colleges approval is still necessary. Colleges should ensure (for these or any classes in the prison setting) that SBCC approval has been obtained prior to starting such classes. Approvals on the books prior to July 1, 2011 are still valid.

The Prison Education Program (PEP) is a joint partnership of the NC Department of Correction/Division of Prisons and the NC Community College System. If you have questions, please contact any of the following PEP Team members: Gloria M. Upperman (Gloria.Upperman@doc.nc.gov or 919-838-3642); Dr. Tony Reggi (Anthony.Reggi@doc.nc.gov or 919-838-3643); or Tracy McPherson (mcphersont@nccommunitycolleges.edu or 919-807-7117).

Example Only