

Request for Evaluation of Continuing Education Units for Curriculum Credit**Note: Please Read the instructions on the back before completing this form.**

Date

Name: _____ Student ID: _____
 First Middle Last

Email: _____ Phone: _____

Please check all that apply:

☐ I have been accepted into an Associate Degree, Diploma, or Certificate program.

Program name: _____

☐ I have completed all courses for my program of study,
or☐ I am currently taking at least one course in my program of study.

Course(s): _____

☐ The continuing education units for curriculum credit evaluation were earned in the last five years.

CE Course for Evaluation	CEUs	Date Completed	Curriculum Course	Credit hours

Student Signature: _____

For office use only:

Program code: _____ Program start term: _____

Records Staff Signature: _____ Process date: _____

Instructions for Evaluation of Continuing Education Units for Curriculum Credit

This form is to be used when a student is requesting evaluation of continuing education credits for curriculum course credits.

- Students currently or previously enrolled in Central Carolina Technical College pre-approved continuing education training courses may request “Exempt” course credit in corresponding curriculum programs. Only courses pre-approved for articulation from continuing education to the curriculum course will be considered for conversion.
- Prior to requesting curriculum credit, the student must first register, pay, and pass the continuing education course with a grade of satisfactory.
- In order to request awarded credit, the student must be enrolled in the corresponding curriculum program and be enrolled in at least one curriculum program course or have completed all curriculum courses.
- The student must apply for the conversion of continuing education units to curriculum credit within five (5) years of earning each applicable unit.
- A maximum of twenty-five percent (25%) of an Associate of Applied Science degree, diploma, or certificate may be earned with continuing education units that have been accepted as curriculum credit; the remaining of any credential must be earned by completing CCTC curriculum education credit courses.
- Continuing education units may only be applied to specific curriculum courses and may not be used as substitutions for other required courses or courses in other programs of study.
- The credit hours of the course will count toward graduation at CCTC but may not transfer to other colleges or universities. Exemption credit will be awarded with a grade of “E”.

Submit this completed form and supporting documentation to the Office of Student Records, Main Campus Building M200 Room M2210 or by email at records@cctech.edu.

The Continuing Education to Curriculum Awarded Credit form and the list of pre-approved continuing education courses with corresponding curriculum programs is currently under development. To date, available crosswalks exist for the following:

- XLOG 620 Commercial Driver’s License CDL to TDR 102 Fundamentals of Truck Driver Training (requires submission of CDL license)