***** Official documentation. Please keep for your records. *****

North Carolina Community College System and Division of Adult Correction
Prisoner Education Program

PEP State-Level Validation Form 2013-14

Additional instructions on completing/submitting this form can be found in PEP Memo 12*

Facility:	College:
<<Facility Name>>	**<<College Name>>**

Instructions: This signed form is due September 20, 2013. Keep a copy for your records and have the College PEP Contact submit the signed original via mail to Tracy McPherson, NCCCS, 5003 Mail Service Center, Raleigh, NC 27699-5003.

Total PEP Allocation for FY2013-14: <<total allocation>>

The Total Allocation above is based on the following:

Total Spent Last Year (as of 07/01/13)	**GED Testing/Scoring Projection**	**Last Year's CRC Request**	**Amount Available for OE/Curriculum Tuition/Fees for this year (2013-2014)**
	<<amount inserted>>	<<amount inserted>>	<<amount inserted>>
<<amount inserted>> *(for reference)*	Funds to cover (bill for) payment for GED Batteries and Scoring for Jan – June 2014. *Additional instructions to come.*	Colleges may redistribute/reallocate funds between these two categories but cannot bill for more than the total.	

Division of Adult Correction's Authorized Course ID/Fee Billing List

Reminder: Each college must confirm that State Board of Community Colleges' approval is also in place prior to starting any course.

NCCCS Course ID	Local Course Title
	Courses listed based on courses approved for billing for each specific prison

By signing this form, the signees confirm the following: 1) that the college and prison have jointly planned and agreed to a detailed course schedule for the year that includes only courses that fall under the specific Course IDs above and can be implemented within the funding allocation above; **2)** that both the college and the prison will manage course enrollments and registration/billing procedures to ensure that courses have an adequate number of qualified students and that registration funds are billed promptly and not overspent; and **3)** college and prison officials will notify one another and Tony Reggi at the Division of Adult Correction (Anthony.Reggi@ncdps.gov) of any changes in conditions that impact this plan.

Signatures Acknowledging Statements Above:

College President	**Date**	**Prison Superintendent**	**Date**
College PEP Contact	**Date**	**Prison PEP Contact**	**Date**

Submit signed original by September 20, 2013 per instructions above. Retain a copy for your files/to use for billing. You will not be sent a confirmation copy.

(*Note: PEP Memos are archived for reference at http://www.nccommunitycolleges.edu/Business_and_Industry/ConEd/PrisonEducationMemos.htm)