



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. William S. Carver, II, Interim President

November 10, 2022

Public Safety Memo PS22-06

Action Requested by Nov. 23, 2022

To: Senior Continuing Education Administrators

From: Tracy McPherson, Director, Public Safety Training Programs
North Carolina Community College System

RE: **Action Needed: Additional Clean-Up of FIP Certification Course Codes (Part 2 of Two-Part Process)**

Colleges offering fire-related state certification training are requested to review the seven FIP courses listed below to ensure that they are appropriately coded at the college level and to advise the System Office when action is complete using the process outlined below. This is a follow-up to [PS22-03](#), and action is requested by Nov 23, 2022.

Thank you in advance for your attention to this matter, as it is necessary to the accurate functioning of the System-wide data-transfer process tied to the state certification-management system, administered by the NC Office of State Fire Marshal (OSFM), that is used to issue state fire certifications to your students. If you have questions about this request, or the data-transfer process in general, please contact Kenny Weatherington, NCCCS Fire and Rescue/Emergency Management Training Specialist, at weatheringtonk@nccommunitycolleges.edu for assistance.

Action Required: Review/Correct These FIP Courses (Part 2 of Two-Part Process)

Please review the following courses to ensure that the appropriate COURSE TYPE is applied at your college for these courses. **The courses listed are unique situations requiring particularly careful attention, and they can only be reviewed/corrected individually by each college.** See screenshot on next page for appropriate field. *Note: Course sections already completed do not need to be reviewed/changed, but please correct current and future sections.*

CODE AS "CERT" IN COURSE TYPE FIELD - even though they are not state certification courses

The following courses are NOT state certification courses; however, OSFM has specified that student data MUST BE TRANSFERRED to OSFM through our data-transfer system, and this can only be accomplished by coding them as CERT.

Course ID	Course Title	Course Type Code in Colleague
FIP-3716	Chief 101	Mark as CERT
FIP-3717	Chief 101 Update	Mark as CERT
FIP-7000	Traffic Incident Management	Mark as CERT

DO NOT CODE AS "CERT" (LEAVE BLANK) IN COURSE TYPE FIELD – even though they are state certification courses

The following courses ARE state certification courses; however, OSFM has specified that student data MUST NOT BE TRANSFERRED through our data-transfer system, which is only accomplished by leaving this field BLANK (not coding as CERT).

Course ID	Course Title	Course Type Code in Colleague
FIP-3563	Haz Mat Technician	Leave Field BLANK
FIP-3713	Fire Officer III	Leave Field BLANK
FIP-3813	Fire Instructor III	Leave Field BLANK
FIP-7100	Fire Investigation Technician	Leave Field BLANK

(Continued)

Section : (10076) FIP-3005-02

Section 02 Term 2017CE3 Con Ed Fall

Start/End 11/12/17 11/12/17

Synonym 9623

Depts/Pct 1 CER30 100.00

Cred Type/Hrs CE Continuing Educat 8.00

Credits CEUs 0.80

Course Lvl 1 CCE Continuing Ed

Acad Lvl CE Continuing Education

Grade Scheme CE Continuing Education

Short Title Portable Extinguishers

Status A Active Date 11/09/17

National ID 43.0201 Fire Protect

Govt IDs 1 FIP-3005

Location MC Main Campus

Course Types 1 CERT Certificati

Program Area R30 Fire & Rescue Se

This is the Colleague screen to use when reviewing/cleaning up these FIP courses at your local college. *Completed course sections do not need to be reviewed/changed.*

This clean-up can only be accomplished locally.

Please note that the fire-certification data-transfer process is “triggered” (enabled) only when an FIP course is marked as CERT.

BE AWARE: Per this memo, some courses that are not certification courses must be marked CERT to allow for transfer (and vice versa). Please contact us if you have questions.

Action Required: Ensure that Part 1 of Course Clean-Up Has Been Completed

This is the second of a two-part process to clean up the coding of selected FIP courses. Part 1 is explained in the attached memo PS22-03, with a requested completion date of August 12, 2022. If for some reason your college has not completed Part 1, please complete Parts 1 and 2 at this time and confirm both with Kenny Weatherington by November 23, 2022, via email as requested below.

Action Required: Confirm Successful Review/Clean-Up of Courses (Parts 1 & 2) by November 23, 2022

Please email Kenny Weatherington at weatheringtonk@ncccommunitycolleges.edu by the end of the day on Wednesday, November 23, 2022, that your college has successfully completed both parts of this review.

Note: Progress on this course review and clean-up is being shared with the Certification Board of the NC Fire and Rescue Commission at its December 1, 2022, meeting, as this project is a joint effort of the System Office and the NCCCS Fire and Rescue Advisory Committee in response to data-transfer concerns of the Certification Board. The discussion is primarily centered on the need to ensure accurate interplay between this traditional data-transfer process and the relatively new OSFM portal system. When FIP courses are not coded correctly, as outlined in our memos, the two systems do not align efficiently causing error messages that delay the process. Your assistance with this process will help ensure that the two electronic systems align effectively.

In summary, three actions are being requested related to this FIP data-transfer review/clean-up project:

- 1) Complete Part 1 requested via attached memo PS22-03 dated July 22, 2022
- 2) Complete Part 2 requested via this memo PS22-06
- 3) Confirm to Kenny Weatherington via email to weatheringtonk@ncccommunitycolleges.edu that your college has successfully completed **both parts** by November 23, 2022. (Senior CE Admin. or designee)

Thank you for your attention to this at your college and to your support of fire and rescue training and certification.

Attachment: PS22-03 (Part 1 of Two-Part Process)

C: Dr. Levy Brown
Kenny Weatherington

Fire and Rescue CC Email List
CE Registrars CC Email List



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Thomas A. Stith III

President

Public Safety Memo PS22-03

ACTION NEEDED BY AUGUST 12, 2022

July 22, 2022

To: Senior Continuing Education Administrators
North Carolina Community College System

From: Tracy McPherson, Director, Public Safety Training Programs

RE: **Correct of Errors in Data Sent Electronically to Office of State Fire Marshal (OSFM)**

This memo is relevant to colleges offering fire and rescue courses and is specific to errors identified statewide in the transfer of student data to the NC Office of State Fire Marshal (OSFM). **Please see action needed below** and share on your campus as appropriate.

Please let us know via email to Kenny Weatherington at weatheringtonk@nccommunitycolleges.edu when your college has completed this process **or** email to let us know your college needs additional technical assistance to complete this urgent process. Thank you in advance for your attention to this issue by August 12, 2022.

Identified Errors in Data Transmission to OSFM

For decades, our System has had an electronic data transfer process that enables student-completion data for fire certification courses to transfer electronically to OSFM to populate students' OSFM transcripts. In recent months, an issue has been identified that is causing significant errors in transmission, and these errors may only be corrected by specific action in Colleague at each college.

The issue is that many courses that are NOT state certification courses are being transferred to OSFM due to the way the courses have been built locally. In the past, if these non-certification courses were coded as "CERT" at the college level and were inadvertently sent to OSFM, it did not generate errors that inhibited the processing of the certification records at OSFM. That is no longer the case.

Action Needed to Fix Errors

- **Please review each of the 48 courses listed on the "Non-Certification FIP Courses" list on page 2 to ensure that they are not marked locally as certification courses. We apologize for the length of this list, but any of these non-certification courses could be the cause of the errors.**
- **In Colleague, in the section build, these courses should NOT have the determiner "CERT" in the course type field. Please see the screenshot on page 2 of the relevant field.**
- **If your college utilizes local Co-Co's, those course references will need to be checked/corrected also to ensure the course type field is blank.**

Section : (10076) FIP-3005-02

Section: 02 Term: 2017CE3 Con Ed Fall

Start/End: 11/12/17 11/12/17

Synonym: 9623

Depts/Pct: 1 CER30 100.00

Cred Type/Hrs: CE Continuing Educat 8.00

Credits: CEUs: 0.80

Course Lvl: 1 CCE Continuing Ed

Acad Lvl: CE Continuing Education

Grade Scheme: CE Continuing Education

Short Title: Portable Extinguishers

Status: A Active Date: 11/09/17

National ID: 43.0201 Fire Protect Delivery

Govt IDs: 1 FIP-3005 Sup

Location: MC Main Campus

Course Types: 1 CERT Certificati

Program Area: R30 Fire & Rescue Se

Controller Course Types Value 1/1

This field must be BLANK if on non-certification FIP course list

In the “course types” field at bottom of screen shot, remove the “CERT” reference, using the drill down box. This field should be blank for these courses:

Non-Certification FIP Course List (Do NOT Designate as CERT in Colleague Course Build)			
Course ID	Course Title	Course ID	Course Title
FIP-3124	NFPA 1403 Live Burn Compliance	FIP-4209	Clandestine Drug Labs
FIP-3401	Firefighter Recertification	FIP-4214	Fire Arson Detection
FIP-3402	Firefighter Cadet Training Program	FIP-4215	Adv Forensic Fire Investigations
FIP-3404	Fire Fighter Certification Training	FIP-4533	Emergency Mgt Incident Command
FIP-3500	National Fire Academy Courses	FIP-4535	Swift Water Rescue Technician
FIP-3517	NFA Leadership Growth	FIP-4551	Urban Search and Rescue USAR
FIP-3518	NFA Leadership Perspectives	FIP-4705	Area Fire/Rescue School
FIP-3519	NFA Leadership Frameworks	FIP-4711	SCBA Breathing Apparatus
FIP-3520	NFA Leadership Series	FIP-4714	Live Structural Burn Training
FIP-3621	EVD Trailer Towing Ops	FIP-4715	First Responder (Medical)
FIP-3700	Fire Officer Specialty	FIP-4716	Telecommunicator Training
FIP-3903	Industrial Fire Brigade: OSHA Compliance	FIP-4717	ISO Inspection - Fire
FIP-4000	Wildland Fire Protection	FIP-4725	Mobile Water Supply
FIP-4001	Wildland Fire Suppression	FIP-4727	Fire Operations: High-Rise Bldg
FIP-4004	Wildland/Urban Interface F/F	FIP-4728	Special Topics: Fire and Rescue
FIP-4106	Water Rescue and Recovery	FIP-4729	Gen Practices: Fire and Rescue
FIP-4112	Trench Rescue	FIP-4732	Child Passenger Safety
FIP-4113	Confined Space Rescue	FIP-4828	Flammable Liquid Firefighting
FIP-4115	Agricultural Machinery Rescue	FIP-4831	Helicopter Landing Operations
FIP-4116	Bus Rescue Operations	FIP-4863	Wildland/Urban Interface Fire Protection
FIP-4117	Managing the Search Function	FIP-4903	HAZMAT Recertification
FIP-4123	Underwater Search and Recovery	FIP-4904	HAZMAT LP and Compressed Gas
FIP-4124	Boat Water Rescue	FIP-4905	HAZMAT Chemistry
FIP-4132	Aircraft Rescue	FIP-4906	HAZMAT Transportation Accident

Additional Notes

- These non-certification FIP courses are not marked as “CERT” when created in Colleague at the state level. The issue is created when a college changes it in a course build.
- In the past, making such a change locally did not negatively impact the transfer of the FIP courses that should be transferred electronically; however, due to enhanced audit processes at OSFM, it is now creating a significant issue.
- It is this “CERT” field that enables the appropriate electronic transfer to OSFM, so that is why it is important that it not be changed in a course build from how it is coded in the state-level CCL for any FIP course.

Thank you for your attention to this matter. If you have questions, please contact Kenny Weatherington, Fire and Rescue/Emergency Management Training Specialist, at weatheringtonk@ncccommunitycolleges.edu or 919-291-6341.

As always, thank you for your support of fire and rescue training in your community and across the state. Your efforts are making a difference every day.

C: Dr. Levy Brown
Nate Humphrey
Kenny Weatherington
Monica Miller
Lashima Glaspie
Reyna Rodriguez
NCCCS Fire/Rescue School Directors
NCCCS Continuing Education Registrars