

**MEMORANDUM**

**TO:** College and Career Readiness Directors, Continuing Education  
Deans, Vice Presidents of Instruction, Chief Academic Officers

**FROM:** Arbony Cooper, State Director for WIOA-Title II

**SUBJECT:** 2025 Title II Providers' Guide and College & Career Readiness Manual

**DATE:** September 8, 2025

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The [2025 Title II Providers' Guide and College & Career Readiness Manual](#) was released on January 24, 2025, for Title II-funded adult education programs. This updated manual is available on the NC Title II College and Career Readiness webpage.

All guidance for Title II-funded adult education programs will now be based on the 2025 edition, which supersedes all previously published manuals, including the 2022–2023 Title II Providers' Guide and the 2009 Basic Skills Policy & Procedures Manual.

For questions or assistance, please contact Arbony Cooper, State Director for WIOA Title II, at [coopera@nccommunitycolleges.edu](mailto:coopera@nccommunitycolleges.edu).