



COLLEGE & CAREER READINESS

DISTANCE LEARNING MANUAL 2026-2027



Table of Contents

Definition of Distance Learning Programs	Error! Bookmark not defined.
Counting Distance Education Hours	Error! Bookmark not defined.
Curricula for Clock Time Use	Error! Bookmark not defined.
Distance Learning Clock-Time Course Approval Application	Error! Bookmark not defined.
Distance Learning Clock Time Software Approval Application	5
Curricula for Mastery & Teacher Verification Hours.....	Error! Bookmark not defined.
Utilizing 100-Hour Reentry Prerelease Program for Distance Learning.....	7
Utilizing Crossroads Cafe for Distance Learning.....	7
Utilizing HSE in the Community for Distance Learning.....	8
Piloting a Distance Ed Course to Determine Proxy Hours	8
Essential Elements of a Proxy Hour Study	9
Submitting the Proxy Hour Study to the System Office	9
Web Conferencing Software	10
Learning Management Systems	10

Definition of Distance Learning Programs

Distance learning programs are “non-classroom based” learning programs. In distance learning programs, students work alone, but have access to online, video, and/or print materials. Some distance programs are set up so that students work totally on their own, but there is another type of program known as “hybrid,” meaning, “instruction that mixes face-to-face classroom learning with distance education methods.”

Distance education is a formal learning activity in which students and instructors are separated by geography, time, or both for the majority of the instructional period. Distance learning materials are delivered through a variety of media including, but not limited to, print, audio recording, videotape, broadcasts, computer software, web-based programs, and other online technology. Teachers support distance learners through communication via mail, telephone, e-mail or online technologies and software.

Distance learners must be assessed under the same guidelines as all adult learners in the state. All components of the NC CCR Assessment Policy apply to distance education students. Students in distance education must have *at least 12 hours of contact* with the program before they can be reported to the NRS.

Counting Distance Education Hours

The NRS guidelines state that proxy contact hours must be developed using one of three specified models: 1) clock time, 2) teacher verification or 3) learner mastery. (*Proxy hours are hours where exact time spent on various activities cannot be directly verified but are calculated, based on an approved distance education curriculum and a specific model for estimating time.*) North Carolina will use all three models, depending upon which curriculum is used.

****See attached chart to determine which model is used with each curriculum.****

The clock time model may only be used with curricula that track the time the student interacts with the software and which also contain a mechanism to log students out of the program after a specified period of inactivity. One hour of clock time will be reported as one hour of instructional time.

The teacher verification model is based on the state assigning a predetermined number of proxy hours for completing activities (such as viewing a videotape and completing workbook lessons). North Carolina will use this model for most curriculum that is not tracked by clock time. If a program selects curriculum which is not counted by clock time, then the program must first pilot the curriculum and conduct research on the hours that it takes students to finish the units, etc. Then the program would apply for permission to the System Office thirty days prior to offering the curriculum. For example, students could keep logs of how long it takes them to complete assignments in a specific curriculum. Once that information is gathered, the program may be able to get an average length of completion time per assignment. The program could then apply to use that curricula, using the average length of time per unit for the contact hours.

Curricula for Clock Time Use

The following software programs have been approved by the System Office for use as *Clock Time Distance Ed programs* by all basic skills/adult ed programs in NC.

- | | |
|-------------------------------|--------------------------------|
| 1. Achieve3000 | 14. Ellii |
| 2. ACT WorkKeys | 15. EnGen |
| 3. Apex | 16. Essential Ed |
| 4. Ascend Math | 17. Get This Write |
| 5. Aztec | 18. Gradpoint |
| 6. Burlington English | 19. Hawkes Learning |
| 7. Common Core Achieve Online | 20. I-pathways |
| 8. Connect Ed | 21. IXL |
| 9. Connexus | 22. Learning Upgrade |
| 10. Conover Online | 23. New Reader's Press Online |
| 11. Edmentum | 24. NorthStar Digital Literacy |
| 12. EdReady | 25. Odysseyware |
| 13. Edgenuity | 26. Paxen Focus |
| | 27. Study Buddy |

Providers may use software programs not listed here for distance education with prior approval of the System Office. In order to receive approval, the software must have the ability to track time, to produce a detailed time-stamped login/logout report for each student, and to log students out after a maximum of 15 minutes of inactivity.

Please complete and submit the **Clock Time Software Approval Application**. This form can also be found as a Word document on the [NCTitle2.org Distance Education](https://www.nctitle2.org/Distance-Education) webpage.

Distance Learning Clock-Time Course Approval Application



Distance Learning Clock Time Software Approval Application

Software Name: _____
 Provider Name: _____
 Applicant Name: _____
 Applicant Email Address: _____

1) Give a brief overview/description of the software:

2) In order to be approved, the software must be capable of generating a Time-Stamped Student Login-Logout Report similar to this:

Walt Disney's Class						
Last Name	First Name	Email/Username	Date	Start Time	End Time	Total Study Time
Mouse	Mickey	mickeymouse	2024-07-10	17:22:25	19:16:45	01:54:20
Mouse	Mickey	mickeymouse	2024-07-10	19:42:45	19:50:20	00:07:35
Mouse	Mickey	mickeymouse	2024-07-10	20:06:00	20:53:27	00:47:27
Duck	Donald	dduck@disney.edu	2024-07-02	17:35:45	19:54:38	02:18:53
Duck	Donald	dduck@disney.edu	2019-07-02	18:08:53	19:36:38	01:27:45
Duck	Donald	dduck@disney.edu	2024-07-03	17:50:48	18:49:59	00:59:11
Duck	Donald	dduck@disney.edu	2024-07-09	17:49:49	18:24:11	00:34:22
Duck	Donald	dduck@disney.edu	2024-07-10	17:53:07	17:56:12	00:03:05
Duck	Donald	dduck@disney.edu	2024-07-10	18:14:38	19:25:30	01:10:52
Duck	Donald	dduck@disney.edu	2024-07-11	18:15:45	19:27:31	01:11:46
Pooh	Winnie	winniepooh	2024-07-11	14:50:07	14:51:18	00:01:11
Rabbit	Roger	rrabbit@disney.edu	2024-07-10	17:46:23	18:18:31	00:32:08
Rabbit	Roger	rrabbit@disney.edu	2024-07-10	18:29:48	18:36:13	00:06:25

3) Does the software have a feature that generates a Time-Stamped Student Login-Logout Report similar to the example above? _____

4) Attach an example copy of the Time-Stamped Student Login-Logout Report that the software generates.

5) After how many minutes of inactivity will the software log off an inactive student?

6) Please submit documentation from the publisher on the minutes of inactivity before a student is logged off.

Once you have completed this application form, email these three things to Daniel Loges at logesd@ncccommunitycolleges.edu

- 1) This **Application Approval Form**
- 2) An example **Time-Stamped Student Login-Logout Report** from the software
- 3) Documentation from the publisher on the minutes of inactivity before a student is logged off.

Curricula for Mastery & Teacher Verification Hours

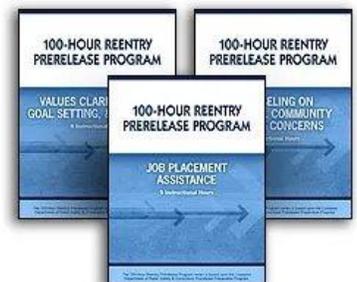
Proxy hours may also be used for selected curricula in North Carolina. The following chart lists the proxy hours for materials to be used in North Carolina. (*Note: If your program wants to use materials that are not on this chart or that use clock-time plus workbook/other activities, then you must conduct a pilot for determining proxy hours. See “Piloting a Distance Ed Course to Determine Proxy Hours.”*)

Number of Proxy Contact Hours for Approved Curricula in North Carolina			
Curriculum	Model	Criteria for Awarding Proxy Contact Hours	Proxy Contact Hours Credit
Aztec’s 100-Hour Reentry Prerelease Program	Teacher Verification	Successful completion of unit @ $\geq 70\%$	Differing hours per unit; total possible PCH = 100
Crossroads Café	Mastery	Passed unit assessment @ $\geq 70\%$	10 hours per unit; total possible PCH = 260
HSE in the Community	Teacher Verification	Successful completion of unit @ $\geq 70\%$	10 hours per unit. Total possible PCH = 190

Utilizing 100-Hour Reentry Prerelease Program for Distance Learning

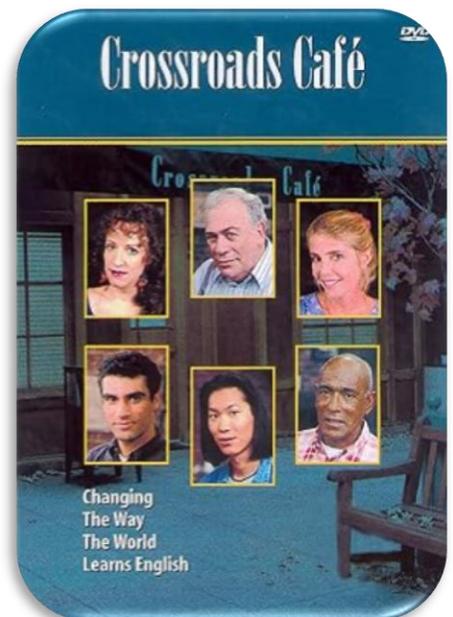
- 1) Students receive one 100-Hour RPP booklet per week.
- 2) Each week, when a booklet is returned, the instructor reviews and grades the booklet alongside the student.
- 3) If the student receives a grade of less than 70%, ask them to re-complete the booklet for the following week. No instructional hours can be recorded for booklets that do not receive a grade of 70% or better.
- 4) If the student receives a grade of 70% or better, record that booklet's corresponding hours of instruction and give them the next booklet in the series.
- 5) Retain all the original completed and graded booklets for review by NCCC System Office Compliance Examiners. If the student would like a copy of their work, offer them a photocopy of their completed booklet.
- 6) The instructional hours listed on the front of each booklet includes all time the student spends working with an instructor. Student instructional time for 100-Hour RPP may not be recorded on a separate contract or sign-in sheet.
- 7) Each 100-Hour RPP booklet is valued at a different number of instructional hours:

a. <i>Money Management Skills</i>	13 hours
b. <i>Employment Skills</i>	15.5 hours
c. <i>Anger Management</i>	7.5 hours
d. <i>Problem Solving & Decision Making</i>	8 hours
e. <i>Reentry Support Resources</i>	8.5 hours
f. <i>Counseling on Individual Reentry Concerns</i>	8 hours
g. <i>Job Placement Assistance</i>	9 hours
h. <i>Victim Awareness & Restitution</i>	7.5 hours
i. <i>Personal Development</i>	14 hours
j. <i>Values Clarification, Goal Setting, & Achieving</i>	9 hours
- 8) Students may only complete one 100-Hour RPP booklet per week.
- 9) 100-Hour RPP cannot be run as a membership hour course. It may only be run as a proxy hour course under BSP 2000.



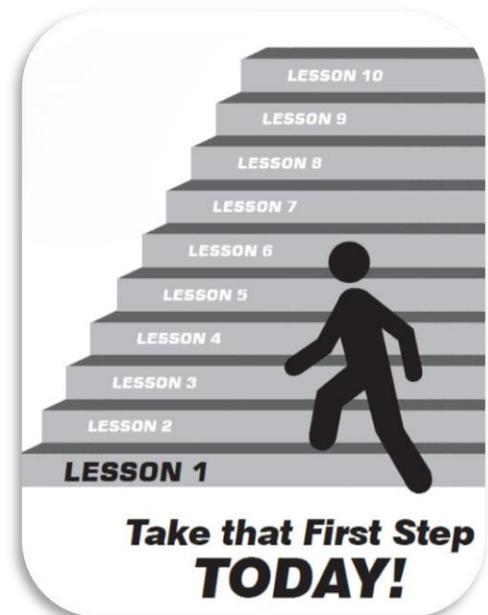
Utilizing Crossroads Café for Distance Learning

- 1) Students receive one Crossroads Café episode packet and assessment per week.
- 2) Each week, when the episode packet is returned, the instructor reviews and grades the assessment alongside the student.
- 3) If the student receives a grade of less than 70%, give them a fresh copy of the assessment to complete for the following week. No instructional hours can be recorded for booklets that do not receive a grade of 70% or better.
- 4) If the student receives a grade of 70% or better, record 10 hours of instruction and give them the next episode packet and assessment in the series.
- 5) Retain all the original completed and graded assessments for review by NCCC System Office Compliance Examiners.
- 6) The 10 proxy hours includes all time the student spends working with an instructor. Student instructional time for Crossroads Café may not be recorded on a separate contract or sign-in sheet.
- 7) Students may only complete one Crossroads Café episode and assessment per week.
- 8) Crossroads Café cannot be run as a membership hour course. It may only be run as a proxy hour course under BSP 2000.



Utilizing HSE in the Community for Distance Learning

- 1) Students receive one HSE ITC booklet per week.
- 2) Each week, when a booklet is returned, the instructor reviews and grades the booklet alongside the student.
- 3) If the student receives a grade of less than 70%, give them a fresh copy of the booklet to complete for the following week. No instructional hours can be recorded for booklets that do not receive a grade of 70% or better.
- 4) If the student receives a grade of 70% or better, record 10 hours of instruction and give them the next booklet in the series.
- 5) Retain all the original completed and graded booklets for review by NCCC System Office Compliance Examiners. If the student would like a copy of their work, offer them a photocopy of their completed booklet.
- 6) The 10 proxy hours includes all time the student spends working with an instructor. Student instructional time for HSE ITC may not be recorded on a separate contract or sign-in sheet.
- 7) HSE ITC cannot be run as a membership hour course. It may only be run as a proxy hour course under BSP 2000.



Piloting a Distance Ed Course to Determine Proxy Hours

Providers that would like to use curricula which are not in the above chart, or that use clock-time plus workbook/other activities, must conduct a **Proxy Hour Study**.

Once the type of distance education curriculum is selected, program staff should conduct a pilot project using the curriculum to determine how many proxy hours should be counted. One way to determine contact hours is to have students keep a log of the time that students work on each activity, then get an average per all students who worked on the activity. While the study is being conducted, providers will not count contact hours for the students involved in the study. After the study is conducted, providers must submit a **“Distance Learning Proxy Hour Study Report”** to Daniel Loges for approval. Final approval will include the number of contact hours to be awarded per unit.

Upon receipt of the proxy hour study at the NCCC System Office, the Proxy Hour Committee will review the study and respond to the initiating provider within 90 days from the date of the submission.

Essential Elements of a Proxy Hour Study

A study provides a research basis for assigning proxy contact hours. Here are the basic steps required to conduct a proxy hour study.

1. Contact Daniel Loges before beginning a proxy hour study.
2. The study must involve two groups of students. Each group must have a minimum of ten student participants who complete the study.
3. The first group will be doing the proposed distance education curriculum from home by themselves.
4. The second group will be doing the proposed curriculum in a seated class. The classroom teacher will track how long they spend teaching the curriculum content in the classroom, on a unit-by-unit basis. The classroom teacher will need to keep and submit time records for each lesson/unit.
5. Students in the group working from home are required to keep a record of the times that they spend working on each lesson/unit.
6. All student and teacher time records must be submitted as part of the proxy hour study. Programs have the flexibility to create time records that best meet their needs for the proxy hour study that is being conducted. However, time records **must** be used. Below is an example of the type of time record that could be used for a proxy hour study:

Student ID: _____
 Student Group: _____

LESSON	DATE	BEG TIME	END TIME	TOTAL TIME WORKED
EX: LESSON 1	07/21/19	6:23 pm	8:23 pm	2 Hours

7. Each activity and/or lesson must be aligned to the NC Adult Education Content Standards. The content standards must be cited for each activity/lesson.
8. After the first group has completed each lesson, average the time reported for each lesson.
9. Compare the average time reported for each lesson done at home with the time reported by the classroom teacher.'
10. Submit for approval the number of proxy hours you recommend for each lesson based on your findings from the comparison of the work done at home and the work done in the seated classroom.

Submitting the Proxy Hour Study to the System Office

Submit a **Proxy Hour Study Report** which includes the following:

- 1) Name of provider that conducted the proxy hour study.
- 2) Date of submission.
- 3) Names of all staff members involved in the proxy hour study.
- 4) Dates that the proxy hour study was conducted.
- 5) Name of the proposed course.
- 6) Brief overview of the course including materials, products, and curriculum to be used.
- 7) Describe the process that will be implemented for the delivery and exchange of the distance ed course.
- 8) Requested number of proxy hours for each lesson/unit.
- 9) Rationale for requested number of proxy hours.
- 10) All time records on which the number of proxy hours requested is based.
- 11) All of the actual lessons students will be studying along with the NC Adult Ed Content Standards citations.
- 12) Describe the methods that will be used for supporting learners at a distance.
- 13) Describe how students will be recruited for this distance ed course.
- 14) Explain the orientation process for students recruited for this course.
- 15) Describe which NRS assessments will be used, and how will they be administered.

Mail or email the final report to:

Daniel Loges
Director of Professional Development and Distance Education, Federal Programs
North Carolina Community College System Office
5016 Mail Service Center
Raleigh, NC 27699-5016

Email: logesd@ncccommunitycolleges.edu

Web Conferencing Software

CCR courses may be taught via any Web Conferencing Software that can produce time-stamped student login-logout reports. Web Conferencing Apps **do not need to be submitted** for approval.

Learning Management Systems

At this moment in time, no Learning Management Systems exist that can produce the time-stamped student login-logout reports North Carolina requires for asynchronous virtual instruction. Hopefully this issue will be rectified in coming years.