



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**MEMORANDUM**

**IMPORTANT INFORMATION**

**TO:** NC Community College Presidents  
**FROM:** H. Martin Lancaster, President  
NC Community College System  
**DATE:** November 6, 2006  
**SUBJECT:** BASIC Pilot Program

As a result of the ratification of Senate Bill 1523 on July 27, 2006, each State Agency, Department, Institution, University, Community College, and Local Education Agency will be required to electronically verify the legal employment eligibility of all new employees. This electronic verification will be completed in accordance with the BASIC Pilot Program, administered by the United States Department of Homeland Security. The requirement shall apply to all employees hired after January 1, 2007.

The BASIC Pilot Program involves verification checks of the Social Security Administration and the Department of Homeland Security databases. The program uses an automated system to verify employment eligibility and reduce the risk of unauthorized employment of aliens. The attached PowerPoint presentation provides an overview of the BASIC program.

Each community college will be required to register with the Department of Homeland Security and sign a Memorandum of Understanding in order to use the BASIC program. Instructions for registering with the BASIC program are attached. Each college will need to designate one or more employees to serve as the Corporate Administer who will be responsible for signing the MOU and who must complete a live online "webinar" training administered by the BASIC program. We recommend that colleges coordinate this training with other colleges within their region to ensure everyone can receive their training in a timely manner. Once you complete the webinar training, you will be able to add users to your account as follows:

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There are three types of user with the BASIC Program.

1. General Users run verification queries and can only print reports of their own activity on the BASIC system.
2. Program Administrators create user accounts, may view reports, update user profile information, reset passwords and may run verification queries.
3. Corporate Administrators register new user sites, oversee all user accounts, update personal profiles and reset passwords, may view/run reports for all sites, and do not run verification queries. A person may be designated as both a Corporate Administrator and a Program Administrator.

We urge you to complete your registration as soon as possible and make arrangements for the webinar training. Please contact Jane Phillips (919) 807-6972 or Kim Van Metre (919) 807-7071 at the System Office if you have any questions or need assistance.

Thank you.

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