

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NON-CREDIT COURSES
Procedure No. 5-12 (B)

Effective April 15, 2006

PROGRAMS OFFERED FOR CONTINUING EDUCATION UNITS

- (1) Continuing education units are awarded by an organization authorized to provide continuing education. For certain re-licensure or re-certification, the professional organization awarding the license or certification is responsible for establishing the continuing education programmatic requirements. Unless the professional organization allows International Association for Continuing Education and Training (IACET) approved continuing education units to be applied for re-licensure or re-certification, the application process of the professional organization must be used.

- (2) For continuing education units awarded by the college, the following procedures must be used:
 - (a) Continuing Education Units are approved and awarded through the Continuing Professional Education Department pursuant to the standards set forth by the International Association for Continuing Education and Training (IACET).

 - (b) In order for CEUs to be awarded, the following procedures must be followed:
 - (1) The applicant must request and complete an application for CEUs from the Continuing Professional Education Department.

 - (2) The completed application for CEUs is submitted to the Continuing Professional Education Department in advance of the requested program. The application must include:
 - (a) The scheduled time for the program
 - (b) Advertising material containing program outcomes
 - (c) The needs assessment
 - (d) Expected program outcomes
 - (e) Program assessment methods
 - (f) Program evaluation tool
 - (g) Resume or Biographical abstract of the instructor
 - (h) The application fee as established by Continuing Professional Education

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NON-CREDIT COURSES
Procedure No. 5-12 (B)

Effective April 15, 2006

- (i) The completed application is reviewed by the Community Education and Workforce Development Division Curriculum Committee and must be approved by the committee.
3. The Applicant will be notified by the Continuing Professional Education Department in writing if CEUs are granted or not. The Applicant may be asked to provide additional information before CEUs can be granted. If denied, reasons for the denial will be given. The Applicant may make corrections and resubmit the application for reconsideration.
4. Approved offerings are approved for two years, providing there are no material changes to the application. Material changes include, but are not limited to a change in objectives or outcomes in the program or a change in contact hours. If the instructor changes, the applicant must submit the resume of the new instructor to the Continuing Professional Education Department two weeks before the course begins. The person responsible for the offering must resubmit the application for re-approval of the offering every two years or when changes are made.
5. Awarding of CEUs:
 - (a) CEUs are awarded only for the time the student attends the offering and completes the course outcomes and other identified requirements for completion.
 - (b) Students will be informed of how many CEUs will be awarded prior to the offering. This can be accomplished by placing a statement on the syllabus or advertising flyer.
 - (c) Evaluations and course materials (sign-in sheets, assessment of students, etc) must be submitted to CPE within one business week after the course is completed. Participants must complete evaluations. A participant may not be eligible to receive a certificate unless a completed evaluation is returned.
 - (d) CEUs will not be awarded retroactively.
6. Continuing Professional Education will maintain records of continuing education units awarded consistent with IACET requirements and the college record retention policy.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NON-CREDIT COURSES
Procedure No. 5-12 (B)

Effective April 15, 2006

NON-CREDIT PROGRAMS NOT AWARDING CONTINUING EDUCATION UNITS

1. All College non-credit programming is housed in the Community Education and Workforce Development Division. All college departments shall work with the appropriate CEWD Division department to plan and deliver non-credit courses. The CEWD department responsible for non-credit activities shall be based upon the audience served.
2. The CEWD department assisting the requesting department shall be responsible for providing process to the requesting department establishing application or registration information; registration fees; program cost; marketing tools; assessments; evaluations; records and registration processes; and other materials necessary prior to the offering of non-credit programming.
3. If the requesting department anticipates use of the program for articulation or non-traditional credit to a degree program, then the program must follow the procedure for programs requesting Continuing Education Units.
4. A record of all non-credit programming shall be maintained for the College in the Community Education and Workforce Development Division by the Continuing Professional Education Department.

NON-CREDIT PROGRAMS OFFERED IN ANTICIPATION OF ARTICULATION OR NON-TRADITIONAL TRANSFER TO A CREDIT PROGRAM

1. Non-credit courses may be offered in anticipation of that course receiving articulated or non-traditional credit from a degree program. Such courses must follow the procedure for receiving continuing education units.
2. Although CEUs may not be awarded retroactively, courses offered in anticipation of articulation or non-traditional transfer to a credit program, which did not request CEUs or follow the procedure for receiving CEUs must complete the procedure for receiving CEUs prior to making application for articulation or non-traditional transfer to the degree program.