

Program Title	If a program consists of multiple workshops, seminars or courses, a listing by title including the number of calendar days, instructional hours, participation hours, number of CEU requested, and anticipated number of participants should be listed on a separate attachment.
Type of Activity (workshop, program, seminar)	Workshop- a seminar, discussion group, or the like, that emphasizes exchange of ideas and the demonstration and application of techniques, skills, etc.: a theater workshop. Program- 1) a planned, coordinated group of activities, procedures, etc., often for a specific purpose, or a facility offering such a series of activities: a drug rehabilitation program; a graduate program in linguistics. 2) A prospectus or syllabus: a program of courses being offered. Seminar- a small group of students, as in a university, engaged in advanced study and original research under a member of the faculty and meeting regularly to exchange information and hold discussions.
Administrator Name	Give the name of the University staff member directly responsible for this particular program. IN many cases this will be the person responsible for certifying those participants who satisfactorily complete the required participation criteria.
Secondary Contact	Please list the name of the person that may be contacted in cases where the administrator cannot be contacted.
Course Title	This will be the specific course that will be held in the program. There is room for one listing on this page. If you are offering a program, feel free to attach an additional page with additional courses listed. In addition, please list the dates in which the course will be provided including month, day and year when this program starts and when the program ends. If you are providing information for the same program that may be offered multiple times during the year, please feel free to include all applicable material.
Rubric (if already approved)	Please include if this is a course that has already been approved. PACE will assign a new rubric in coordination with the Department and the Registrar's Office.
Course Number	Please include if this is a course that has already been approved. PACE will assign a new rubric in coordination with the Department and the Registrar's Office.
CRN	Course Reference Number will be available if this course has already been approved and already has a Part of Term assigned.

Course Description	Include a program or course description. Longer descriptions may be attached.
Rationale	Specify the objectives to be met by the program or give the purpose, background and reasons for offering this program. Feel free to include any needs analysis information.
Registration Dates	Give the month, day and year that the program starts and ends. If the program will be repeated one or more times during the year following approval, give the starting/ending dates for the first offering.
Dates Offered	Give the month, day and year that the program starts and ends. If the program will be repeated one or more times during the year following approval, give the starting/ending dates for the first offering.
Day(s) Offered	Please list the days the course will be offered.
Meeting Times	Please list the hours the course will meet, including scheduled online meetings.
Course Location	Where the course will be held (on or off campus, a business location, etc.)
CE Term	List the CE term that enrollment and revenue will be reported.
Total Contact Hours for Course	Give the number of clock hours (60 minutes = 1 hour) of actual instructional time provided in the program. Do not include registration, breaks, free time, lunch, etc. For fractions of hours less than 30 minutes, round to the nearest lower hour. If 30 minutes or more, round up.
# of CEUs	A CEU is a nationally recognized means of recording non-credit study. They are accepted by many employers and agencies as evidence of serious commitment to career advancement and the maintenance of professional competence. One CEU is awarded for 10 hours of class time. Therefore, if a program has 23 instructional hours, the number of CEU awarded would be 2.3. Full attendance is a minimal requirement for a CEU to be awarded.

Tuition (per student)	Tuition is variable and priced by the host college/school/department
On the form for New Programs under Fund	MUST be designated CE Fund containing CE in the fund title.
On the form for New Programs under Org	MUST be CE Org containing CE in the org title.
Both forms under Acct	X135 is Tuition