

## **PACE Quick Reference**

### Criteria for Non-Credit Instructional Programs:

1. The program is sponsored or approved by an academic or administrative unit of the university
2. The program is developed in response to an assessment of educational need for a specific population
3. The objectives and rationale of the program are stated clearly.
4. Program content is organized and presented in a sequential manner.
5. The instructor is qualified in the subject matter and has a current resume on file.
6. Preplanning includes the opportunity for input from the representatives of the target group, the faculty giving the instruction, and the university unit sponsoring the program.

### **Quick Reference for filling out the “Request for CE Non-Credit Offering Form”**

Any university faculty member or program administrator may submit a request for CEU approval of a noncredit instructional program. This is done by completing the “Request for CEU Approval”. The following definitions will help you as you begin to fill out the forms:

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 (Examples)-

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.

Contact Person – Please list the name of the person that may be contacted in cases where the administrator cannot be contacted.

New Course – Please indicate if this is a new course or one that has been previously approved and assigned a rubric and course number. If it is a new course a rubric and course number will need to be assigned through PACE.

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/Number (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).

CRN- Course Reference Number will be available if this course has already been approved and already has a Part of Term assigned.

Starting and Ending Dates- Give the month, day and year when this program starts and when the program ends. Note: If this program will be repeated one or more times during the year following approval, give the starting and ending date for the first program offering.

Day(s) – Please list the days the course will be offered.

Meeting Hours – Please list the hours the course will meet including online.

Contact/Instructional Hours – Give the number of clock hours (60 minutes = 1 hour) of actual instructional activity 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 to the nearest higher hour.

Continuing Educational Unit (CEU) - 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. Full attendance is a minimal requirement for a CEU to be issued.**

Continuing Education (CE) Contact Hour – Continuing education contact hour is another way that continuing education is recorded by some educational organizations. This unit of measurement is one hour of instructor to student contact.

Number of CEU Awarded – Indicate the number of CEU to be awarded per participant for this program. For example, one CEU=10 contact hours of instruction; therefore, if a program has 23 instructional hours, the number of CEU requested would be 2.3.

Instructional Method – Please check the type of instruction that will be used for this program.

CE Term – List the CE term that enrollment and revenue will be reported.

Location- Identify where the program or course is to be held (i.e. on or off campus, a business location, etc.)

PACE Catalog – Indicate whether you would like to list this program/course for open enrollment or for a custom program in a closed catalog?

Enrollment – Indicate the expected program enrollment

Program/Course Description – Include a program or course description. In case of limited space, feel free to print descriptions and attach.

Program Objectives and/or 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.

Faculty Information – Specific faculty used for this program is program specific. However, please include a copy of the CV or vita of the faculty or instructors being used in this program.

Tuition- Tuition is variable and is priced by the host college/school/department.

Website – The PACE website may be used as a marketing tool to boost awareness of new course programs via the news feed.