



The UWS department of Continuing Education (CE) offers continuing education courses for professional development, re-licensure/re-certification and/or advanced status in health professions consistent with jurisdictional regulations and organizations/associations. CE maintains records of course offerings.

### **Offerings**

CE classroom programs are offered at various sites on specific dates. The university may modify program offerings, change dates, times, faculty, or locations as circumstances dictate. Prior notification of substantive changes is made to affected participants whenever possible.

The university may provide continuing education offerings in cooperation with other educational institutions, organizations, associations, or individuals.

### **Fees**

Fees are paid prior to attendance to all courses.

### **Attendance**

Attendees are required to sign in and sign out for each classroom or laboratory session. Late arrivals or early departures are not given credit for the time missed. A designated monitor is responsible for maintaining an accurate record of on-site attendance.

### **Credit**

Credit hours are issued once attendance has been verified and fees paid. A service fee is charged for additional transcripts, verifications, or notifications to jurisdictional licensing boards or other entities. Requests for official transcripts are submitted in writing from the individual requesting the transcript and are accompanied by a service fee.

### **Certificates**

Certificates of completion, when provided, are presented to those attendees meeting the established requirements. Completion certificates confirm course completion and do not constitute "certification" of the program subject matter.

### **Continuing Education Instructors**

Continuing education instructors are approved through review by the continuing education department. Selection is based upon the instructor's expertise and a demonstrated aptitude for teaching. Instructors are required to supply requested supporting documentation, such as course outline/description, curriculum vitae, etc. CE instructors are not referred to as UWS faculty members unless separately employed as such. Instructors may not use UWS branding without written approval from UWS.



### **CE Course Evaluation**

CE course attendees complete a survey to evaluate the course. Data from course evaluations are used to improve CE offerings.

### **Departmental Assessment**

The CE department reports annual outcomes including:

1. Programs offered and number of paid attendees;
2. Revenue, expenses and net profits – total annual and for each program; and
3. Annual comparative data for identified objectives.

**Related Policies:** [Policy 5002 UWS Continuing Education Fees for Employees](#)

**Keywords:** attendance, CE, continuing education, credits, hours