



The university encourages and supports employee enrollment in continuing education programs provided by University of Western States.

UWS employees may register for and attend university continuing education programs at no charge, provided the employee meets course or program eligibility requirements. If attendance requires supplies or other materials that increase the university's costs, the employee may be required to bear those costs. Additionally, the employee may be charged for certification of continuing education credit, depending on the jurisdiction(s) for which credit is requested.

This policy does not apply to continuing education programs or courses offered by non-UWS providers that contract with the university to provide space and/or certification of credit.

**Related Policy:**     [Policy 3415 Faculty License Requirement](#)  
                              [Policy 5001 Continuing Education](#)

**Keywords:** CE, continuing education, credit, faculty, fee, post-graduate, seminar, staff