

Approval Process for Initiating a Continuing Education or Professional Development Activity

(No course may be offered without prior approval)

NWCCU accreditation standards require the advanced approval and subsequent monitoring of Continuing Education and Special Learning activities, programs, or courses offered for academic credit to ensure the quality and appropriateness of such courses. In addition, accreditation standards require the central coordination of university-wide non-credit activities that award Continuing Education Units or similar designators to support recertification or relicensure.

Academic Affairs oversees this advanced approval process and subsequent monitoring through its designee, the Continuing Education Executive Council. The review process is outlined below.

REVIEW PROCESS

1. The Program Director or the individual who initiates the approval process must complete the Continuing Education Approval Form (CEAF), attach his/her **electronic signature** and date the CEAF **a minimum of two (2) weeks** prior to course start. The CEAF can be found on the Academic Affairs website at <http://www.isu.edu/acadaff/conteduc.shtml>.
2. The completed CEAF, along with all required documents, is then uploaded onto **Google Docs** and shared with the corresponding College Dean for approval. NOTE: Electronic signatures are inserted by clicking "Insert" at the top, then "Image," and finally selecting the electronic signature file from your computer. (If you are unfamiliar with Google Docs, please contact Victoria at banavict@isu.edu or 282-1049 for assistance.)
3. The College Dean will review the paperwork, ensuring that the proposed course meets academic criteria regarding content, contact hours, and instructor qualifications. He/She will then attach his/her electronic signature, date the CEAF and share the file through **Google Docs** with the Graduate Dean (if 5000-level) or with the Director of Continuing Education (if UG-level or non-credit) for their approval.
4. "Repeat" courses (i.e., those that have previously been approved and offered, and are being offered again with no changes other than dates and/or location) do not need the Deans' approval and can be sent directly from the Program Director or course initiator to the Director of Continuing Education.
5. The Director of Continuing Education will notify the individual who initiated the request of the program's approval and will assign a Tracking Number which must be referenced in the End-of-Course report. **Please note that no course index numbers may be assigned until the approval process is complete.** The unit offering the course is responsible for requesting index numbers and adding the course to the schedule.
6. Within **30 days** after the program's completion, an **End-of-Course Report** must be submitted to the Director of Continuing Education (Stop 8062) including the following required information:
 - a. List of participants, including name and address
 - b. Copies of sign-in sheets/attendance rosters
 - c. Summary of students' course evaluations or copies of individual evaluations
 - d. Student grades (if credit activity)
 - e. Copies of C.E. certificates or award letters sent to participants (if non-credit)
7. Documents will be centrally archived at the Division of Continuing Education for auditing or accreditation purposes.

IMPORTANT REMINDERS

All proposed professional development, continuing education, and special learning activities, whether for credit or non-credit, must coincide with the mission and goals of the University. The units initiating the activity are responsible for ensuring the quality of its content and the appropriate educational background of its instructors.

8. To avoid delays, please ensure that that all required forms and supporting documents are complete and accurate. Please note that the CEAF and supporting documents must be submitted **at least two (2) weeks** before a course is scheduled to start. **No course may be entered into the university course schedule and no index numbers may be assigned until final approval has been granted.** The unit offering the course is responsible for coordinating with the Office of the Registrar to request index numbers and add the course to the schedule.

Courses offered for credit require a minimum fifteen (15) hours of classroom contact time to award one (1) college credit. Breaks and lunches, as well as assignments completed outside the classroom do not count towards this total.

Please direct any questions to Victoria Bañales, Director, Division of Continuing Education, at (208) 282-1049 or banavict@isu.edu. The Continuing Education Approval Form (CEAF) and the End-of-Course Report Form can be found on the Academic Affairs website at www.isu.edu/acadaff/faculty.shtml.

Approval Flowchart	Checklist
1. Program Director or individual who initiates the request	<ol style="list-style-type: none"> 1. Ensure that the proposed course meets academic criteria regarding content and instructor qualifications, and that the number of contact hours is appropriate for the number of credits being requested. 2. Complete all fields in the CEAF and make sure all the required paperwork is included. 3. Include a current (less than 1 year old) Instructor C.V. and a Syllabus if the course is new or is being submitted for the first time. 4. Sign electronically and date the CEAF. 5. Upload the CEAF to Google Docs and share it with the College Dean for his/her review and approval.
2. College Dean	<ol style="list-style-type: none"> 1. Ensure that the proposed course meets academic criteria regarding content and instructor qualifications, and that the number of contact hours is appropriate for the number of credits being requested. 2. Sign electronically and date the CEAF. 3. Share the file(s) with the Dean of the Graduate School (if 5000-level course) or with the Director of Continuing Education (if UG-level or non-credit).
3. Graduate School Dean	<ol style="list-style-type: none"> 1. Check that the proposed instructor has the academic background and qualifications to teach a 5000-level course. 2. Sign electronically and date the CEAF. 3. Share the file(s) with the Director of Continuing Education.
4. Director, Continuing Education	<ol style="list-style-type: none"> 1. Check that the CEAF and signatures are complete. 2. Sign electronically and date the CEAF. 3. Assign a Tracking Number and email the Program Director to communicate the course's approval. 4. Log in the course and centrally archive the paperwork.