404.1 PURPOSE
The purpose of the Continuing Education Unit Procedure is to clarify the process and responsibilities associated with the overall collection of Continuing Education Units (CEUs) throughout the main campus, the college’s extended campus sites, as well as surrounding Tribal communities.

404.2 BACKGROUND
In 1974 an external task force called the Council on Continuing Education published a set of criteria by which CEU would be awarded. In 1977 the same group chose to issue the criteria as a set of Principles and Good Practices in Continuing Education. In 1978 Congress provided funds for TCU through the Tribally Controlled Colleges and Universities Assistance Act. Within the definitions of the law (Title 25, Chapter 20) TCUs agree to follow those same principles and good practices described by the International Association of Continuing Education and Training (IACET). Since that time, NWIC has followed those practices as part of Standard 2.C.:

- U.S. Code Title 25; Chapter 20 Tribally Controlled Colleges and Universities Assistance Act – Section 1801 Definitions: (a) #7 and (b) #4 & 5.
- NWCCU – 2.C. 16, 17, 18, 19 Education Resources – Continuing Education and non-credit programs.

404.3 SCOPE
Non-credit continuing education programs are special programs that are compatible with the institution’s mission and goals. They are offered in a wide range of modalities such as courses, workshops, trainings and where appropriate “large events.”

There are several individuals/programs that are involved in the process including: the instructor, Continuing Education Unit (CEU) Coordinator, the Deans, Enrollment Services and the Registrar.
404.4 RESPONSIBILITY
It is the responsibility of the Registrar to review Continuing Education Units offered and collected as part of the NWIC Indian Student Count (ISC) and NWCCU Accreditation Standard 2.C.17.

404.5 PROCEDURE
The CEU procedure includes the following key steps:

1. When a CEU workshop/training is initiated:
   a. Instructional materials are prepared by instructor/presenter (agenda, flyers, course materials, training materials, evaluation etc.).
   b. An orientation packet may be obtained from either the Continuing Education Unit Coordinator or the Coast Salish Institute (CSI) Reception area.

2. The Extended Site Coordinator in the office of the Dean of Academic and Distance Learning will provide orientation materials, including the International Associate for Continuing Education and Training (IACET) Standards Handout (steps 1-3), as well as the following:
   a. The appropriate calculation of CEU credit hours assigned (1 contact hour equals .1 credits).
   b. The enrollment verification required for enrolled tribal members for the purpose of Indian Student Count as required by law. This may include a descendant of an enrolled tribal member, in which case additional documentation is required.
   c. The enrollment for CEUs that do not involve tribal members included in the ISC.

Note:
If the activity is initiated by Cooperative Extension, the CEU coordinator is the SPA for the above. If not, approval is granted by the Dean of Academics and Distance Learning.

3. There are two official forms that need to be completed prior to the workshops/training, including:
   a. An Implementation Form signed by the instructor. The information that is required for each form includes:
      • Quarter and year that the CEU event is being held
      • Location of CEU (Please circle or write in location)
      • Modality of CEU
      • Department offering the course (CSOV, ARTD, HMDV, etc.)
      • Course number (188, 101, etc.)
      • Indicate the amount of CEU credits to be earned (1 hour=.1 credits)
      • Course name/title
      • Time and day(s) of the week
      • Location of the event if on-campus
      • Start and end date of the CEU
      • Instructor name
      • Any additional material fees or special instructions

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Once the implementation form has been prepared it is then:
   a. Approved and signed by the appropriate Dean.
   b. Sent with the registration form to Enrollment Services.

b. CEU Enrollment forms are completed by each participant (example attached):
   a. The Instructor provides: department/course#/ CEU credits/dates and times
      consistent with Implementation form information on each enrollment form.
   b. All enrollment forms must be signed.
   c. Enrollment in CEUs are restricted by age (must be at least 16 years of age).
   d. Tribal verifications must be copied and submitted with each enrollment form.
   e. Completed implementation form and enrollment forms are then forwarded to
      Enrollment Services.
   f. Copies must be made and maintained with the CEU Coordinator.

c. Additional documents that are required to be submitted include course syllabus,
   event/training agenda, assessment or evaluation documents if applicable. These documents
   shall be submitted to the CEU Coordinator, who will maintain copies.

The implementation form, registration forms, and all the above documents are to be submitted
in a complete packet to Enrollment Services for entering and filing no later than 5 days after the
event has occurred.

4. Once received by Enrollment Services, Enrollment staff will:
   a. Review CEU Implementation form and each enrollment form for completeness and
      accuracy.
   b. Make contact with the instructor or CEU Coordinator if there is missing information.
   c. Enter the data into Jenzabar.
   d. Forward all Tribal verifications and copies of Tribal identifications to the Admissions Office.

5. Once received by the Admissions Office, Admissions staff will:
   a. Collect an ongoing list of Tribal verifications and provide follow-up if necessary.
   b. Enter the Tribal ID information into Jenzabar.
   c. Maintain all original forms in compliance with federal law and BIE Guidelines.

6. The Registrar, who is the only person officially authorized to calculate the ISC count, will complete
the following:
   a. Send out quarterly CEU reports to the CEU Coordinator and Dean of Indigenous Education as
      well as ISC CEU 10% updates to additional personnel that includes the President, Chief
      Financial Officer, Vice President of Instruction and Deans.

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b. Calculate the ISC count and send the BIE annual report. This BIE annual report for the ISC count includes all CEUs received from eligible students and the BIE will calculate the 10% CEU maximum allocation.

c. The Registrar will send the verification for formal signature by the President.

Note:
- CEU grades are automatically assigned a Passing (P) grade at the end of each term.
- A Dean or faculty for the individual CEU course may submit a No Pass (NP) grade after the course has ended for students who have not successfully completed the requirements. This may be done by printing a class roster, indicating the final grade, signing the document, and forwarding to Enrollmentservices@nwic.edu.

In some cases, additional information regarding completion may be acknowledged by issuing a "certificate" when appropriate or requested. Such accommodations are discussed prior to the training.