CWU Continuing Education
New Course Approval Process

*Please follow the highlighted pathway.*

**K-12 Teachers**
- Clock Hours
  - 1:1 ratio; instruction:hours
  - Used for re-certification
  - May be used for salary increase

**Professionals**
- Professional Development Credit
  - 500-level credit, transcripted
  - 1-5 credits
  - Cannot be applied to a degree

**Technical/Professional**
- Continuing Education Units
  - Used to show additional knowledge and skills
  - 10:1 ratio; instruction:hours

**Community**

Course is submitted to Continuing Education via appropriate Course Proposal Packet.

Is the course complete and aligned with Central’s mission and programming?

- Yes
  - If credit-bearing, CE submits to Curriculog for Faculty Senate Curriculum Committee approval.

- No
  - Send back to originator for revisions or decline.

Course packet sent to Department Chair for review or consultation.

- Approved

- Denied

CE contacts course originator with next steps.