K-12 Teachers

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

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

CE contacts course originator with next steps.

Denied

*Please follow the highlighted pathway.*