K-12 Teachers  Professionals  Technical/Professional  Community

Clock Hours  Professional Development Credit  Continuing Education Units
- 1:1 ratio; instruction:hours  - 500-level credit, transcripted  - Used to show additional knowledge and skills
- Used for re-certification  - 1-5 credits  - 10:1 ratio; instruction:hours
- May be used for salary increase  - Cannot be applied to a degree

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

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

Yes  No

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