

CONTINUING EDUCATION POLICY			
Effective Date	February 12, 2015	Policy Type	Academic
Responsibility	Provost and Vice-President Academic	Cross-Reference	<ul style="list-style-type: none"> • Contract Management Policy • Credentials Policy • Student Rights and Responsibilities Policy
Approver	Board of Governors	Appendices	Appendix 1: Program/Course Program Proposal
Review Schedule	Every 5 years		

1. Policy Statement

- 1.1. Northwestern Polytechnic (NWP) offers a diverse array of Continuing Education courses, programs, and services that support the workforce, community capacity, and general public interest.

2. Background

- 2.1. NWP must ensure consistency in the development, delivery and maintenance of Continuing Education courses and programs throughout its service region.

3. Policy Objective

- 3.1. To ensure and maintain consistent and quality Continuing Education programming.

4. Scope

- 4.1. This policy applies to all non-credit courses and programs, training and educational services offered by NWP Continuing Education.

5. Definitions

- 5.1. **Badge:** Acknowledgment of skills acquired through completion of module or course offered by Continuing Education.
- 5.2. **Certificate of Completion:** The recognition awarded to a student who has completed all the requirements of a designated non-credit program.
- 5.3. **Client:** An organization or persons who have contracted delivery of training and/or educational services.
- 5.4. **Continuing Education Units (CEU):** The quantitative measure or weight assigned to the "amount of learning" a student receives through a combination of lectures, tutorials, labs, etc. One CEU is equivalent to ten hours program/course participation.
- 5.5. **Credit:** The quantitative measure or weight assigned to the "amount of learning" a student receives through a combination of lectures, tutorials, labs, etc.
- 5.6. **Entrance Requirements:** The prerequisites required for admission to a particular program.
- 5.7. **Learner:** The individual who attends the course or program.

- 5.8. **Micro-Credential:** Refers to a certification of assessed competencies that is additional, alternate, complementary to, or a component of a formal qualification.
- 5.9. **Non-credit:** Courses not recognized for credit towards an NWP academic certificate, diploma, degree, or program of studies.
- 5.10. **Professional Development Certificate:** Refers to a certification of an institution approved non-credit course or group of courses whereby individuals have satisfactorily met expectations of a prescribed series of learning activities.
- 5.11. **Registration:** The process of selecting courses that are to be taken by a student in a term or session, usually in accordance with a specific program curriculum.
- 5.12. **Required Courses:** These are specific courses in a program that must be completed to meet competition requirements in a program.

6. Guiding Principles

6.1. Approval Process for Continuing Education Courses/Programs

- 6.1.1. All new Continuing Education courses programs will be developed in concert with appropriate consultation with Continuing Education Coordinator(s), Associate Dean, Dean(s), Director(s), all affected or interested Faculty and/or Stakeholders.
- 6.1.2. A completed CE Program/Course Program Proposal (see appendix 1) form must be completed for any proposed programming.
- 6.1.3. Upon completion, the proposal will be forwarded to the Associate Dean of Continuing Education who may:
 - 6.1.3.1. Deny the proposal;
 - 6.1.3.2. Request revision of the proposal;
 - 6.1.3.3. Immediately approve development/delivery of the course/program (where applicable) and inform Academic Deans/Chairs for information;
 - 6.1.3.4. Initiate an Advisory Committee to guide further development of a course/program (where applicable).
- 6.1.4. The Board of Governors delegates through the applicable Dean, authority to approve non-credit programs that do not offer an official credential recognized within the Alberta credential framework.

6.2. Continuing Education Budget

- 6.2.1. Prior to the delivery of Continuing Education courses/programs a Non-Base Funded Program Budget (NBFPB) must be completed to demonstrate the financial viability of a course program. NBFPB's must be approved by the appropriate signing authority as per NWP policy prior to course advertisement or delivery.

6.3. Contract Training/Education Services

- 6.3.1. In response to the needs of the service region, Continuing Education offers stakeholders the opportunity to broker or (contract) the delivery of training and/or educational services.
- 6.3.2. Within their assigned scope, Continuing Education Coordinators will work with stakeholders to identify training and/or educational service needs.

- 6.3.3. Upon identifying training and or educational service needs and risks, the Coordinator will develop, in consultation with the appropriate Business Advisor and Contracts Coordinator (as per NWP Policy) a contract quote to be submitted to the client.
- 6.3.4. If the client accepts the quote, the Coordinator will develop a Services Contract in consultation with the appropriate Business Advisory and Contracts Coordinator (as per NWP Policy).
- 6.3.5. Upon acceptance of the contract, the Coordinator will supervise contract delivery in concert with the client and NWP staff.

6.4. Certificates of Completion

- 6.4.1.1. Upon successfully completing a Continuing Education program of study, students may apply for a certificate of completion by contacting Continuing Education.

6.5. Cancellation and Refund

- 6.5.1. Course may be cancelled due to low registration, instructor conflict, or other reasons authorized by NWP. In the event that a course is cancelled, the student will be given a full refund. The student will be given the option to keep an account credit on file so that they may take another course in the future.
- 6.5.2. Student Withdrawal – two business days or more prior to the course start date:
 - 6.5.2.1. Refunds in the full amount of the course will be issued.
 - 6.5.2.2. Rescheduling from one course date to another (based on availability) will be processed with no administrative fee.
- 6.5.3. Student Withdrawal – less than two days prior to the course start date:
 - 6.5.3.1. No refund is issued.
 - 6.5.3.2. Rescheduling from one course date to another (based on availability) will be processed with a \$50.00 administration fee.
 - 6.5.3.2.1. In extenuating circumstances, refunds or rescheduling requests may be approved by the Associate Dean based on factors specific to that situation.
- 6.5.4. If a student is unable to attend, individuals may be substituted with no administrative fee assessed. Third-Party Provider Training in accordance with third-party provider cancelation and refund policies.
- 6.5.5. Driver Training – A full refund will be issued with at least 14 days notice. A \$500 Administration Fee will be withheld for any withdrawal within 14 days of course/program start date. No refunds will be issued for participants who fail to attend, leave, or are unsuccessful in the course.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none">• Approve and formally support this policy.
Academic Council	<ul style="list-style-type: none">• Recommend and formally support this policy.
Provost and Vice-President Academic	<ul style="list-style-type: none">• Review and formally support this policy.
Dean – School of Business	<ul style="list-style-type: none">• Contribute to the development of this policy• Review and formally support this policy.
Associate Dean – Continuing Education	<ul style="list-style-type: none">• Develop and maintain this policy

8. Exceptions to the Policy

- 8.1. Courses offered through third-party providers may have distinct policies and procedures. Please refer to programs or courses for more information.

9. Inquiries

- 9.1. All inquiries related to this policy can be directed to the Associate Dean, Continuing Education.

10. Amendments (Revision History)

- 10.1. Effective Date: February 12, 2015
10.2. Reviewed and Recommended by Academic Council: May 11, 2023
10.3. Approved by Board of Governors: June 1, 2023

Appendix 1 – Program/Course Program Proposal

Program/Course Program Proposal

Please complete the following form to the best of your ability and forward to Assistant Dean – Continuing Education for review.

Program/Course Name	Click or tap here to enter text.
Brief Description of the program/course	Click or tap here to enter text.
Enrollment Information	
Target Market	Click or tap here to enter text.
Minimum Number of Learners Required Per Offering	Click or tap here to enter text.
Maximum Number of Learners Per Offering	Click or tap here to enter text.
Learner Prerequisites	Click or tap here to enter text.
Program/ Course Information	
Regulatory/Accrediting Bodies	Click or tap here to enter text.
Course Length (hours)	Click or tap here to enter text.
Course Duration (start & end dates)	Click or tap here to enter text.
Instructor Expertise Required	Click or tap here to enter text.
Potential Interest/ Market	Click or tap here to enter text.

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Program/ Course Delivery Options	
<input type="checkbox"/> In- Person <input type="checkbox"/> Zoom <input type="checkbox"/> Asynchronous <input type="checkbox"/> Synchronous <input type="checkbox"/> Other _____	
Required Curriculum Development	Click or tap here to enter text.
Materials/Resources Required	Click or tap here to enter text.
Laddering and/or Bridging Opportunities	Click or tap here to enter text.
Potential Partnerships (Internally & Externally)	Click or tap here to enter text.
Potential Benefits	Click or tap here to enter text.
Administrative Requirements	
Registration Services	Click or tap here to enter text.
Facility Requirements	Click or tap here to enter text.
Marketing Needs & Strategy	Click or tap here to enter text.
Other Considerations	
Click or tap here to enter text.	

Proposed Non-Base Funded Program Budget (NFPB) attached

CONTINUING EDUCATION POLICY

Submitted by: _____

Signature

Click or tap here to enter text.

Name, Title

Click or tap to enter a date.

Date

Click or tap to enter a date.

Reviewed by:

Signature

Click or tap here to enter text.

Name, Title

Click or tap to enter a date.

Date

Click or tap to enter a date.

Approve

Deny

Revisions requested

Initiate Advisory Committee

Reviewer's Comments

Click or tap here to enter text.

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