



CONTINUING EDUCATION PROFESSIONAL DEVELOPMENT POLICY

UB-PO-AC-002/0

1. Background and Purpose

The University supports the continuous development of individuals by providing lifelong learning opportunities to enhance personal growth, workplace satisfaction, and professional and career aspirations. This policy outlines the principles that guide Continuing Education Professional Development (CEPD) at the University of Belize to create and foster an environment for lifelong learners. This includes both credit-bearing and non-credit bearing Continuing Education Professional Development.

2. Scope/Users

This policy applies to Continuing Education Professional Development at the University of Belize.

3. Definitions/Terms/Acronyms

Continuing Education Professional Development Courses an individual undertakes to improve or support progress toward work, career, and personal goals, where the direct aim of the course is not related to achieving a higher education degree or award.

Continuing Education Credit The measurement of a non-credit Continuing Education Professional Development (Continuing Education) activity. One (1) Continuing Education Professional Development (Continuing Education) credit is equivalent to ten (10) contact hours of participation in an organized continuing education course and or

training experience delivered by a qualified instructor. A contact hour is equivalent to one 60-minute interaction between an instructor and a participant or as defined by the respective authorizing body.

4. Policy Statement

This policy provides principles to guide Continuing Education Professional Development at the University of Belize. It also differentiates between non-credit-bearing and credit-bearing courses (the University of Belize credits).

4.1. Non-Credit Bearing

- 4.1.1 Courses do not carry any University of Belize credits.
- 4.1.2 Courses may or may not be assigned Continuing Education credit by an authorizing body.
- 4.1.3 If Continuing Education Credits are assigned, the credits may be counted towards a professional license, professional accomplishment, Association membership, and Board or Committee membership.
- 4.1.4 Approval for the offering of non-credit bearing Continuing Education Professional Development is the responsibility of the Office of Open and Distance Learning (ODL).
- 4.1.5 Continuing Education Professional Development should align with the University's mission and vision.
- 4.1.6 Continuing Education Professional Development is required to reflect standards of quality and excellence in the analysis, design, development, implementation, monitoring, and evaluation.

4.2. Credit-Bearing

- 4.2.1 Courses are assigned credit hours and can qualify towards a higher education award.

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- 4.2.2 Approval for the offering of academic courses for Continuing Education Professional Development is the responsibility of the Office of the President.
- 4.2.3 Continuing Education Professional Development should align with the University's mission and vision.
- 4.2.4 Continuing Education Professional Development is required to reflect standards of quality and excellence in the analysis, design, development, implementation, monitoring, and evaluation.

5. Relevant Legislation

Nurses & Midwives Registration Act

Medical Practitioners Act

Chemist and Druggist Act

6. Key-Related Documents

Non-Credit-Bearing Continuing Education Professional Development Procedure

Credit-Bearing Continuing Education Professional Development Procedure

7. Policy Approval and Review

The policy is approved by the Board of Trustees and subjected to a five-year review. The President may recommend amendments to the policy from time to time, and these will also require the Board of Trustees' approval.

8. Amendment History

Revision #	Description of changes	Reason(s) for the change	Date of revisions
0	Initial Release	Not applicable	25-01-2024