



Credit–Bearing Continuing Education Professional Development Procedure UB-ODL-PR-001/0

1. Purpose

This procedure details the approving, revising, managing, and accessing a Credit–Bearing Continuing Education Professional Development at the University of Belize.

2. Scope

This procedure applies to Credit–Bearing Continuing Education Professional Development at the University of Belize.

3. Responsibilities

- 3.1. The Office of the President is responsible for approving Credit–Bearing Continuing Education Professional Development at the University of Belize.
- 3.2. The Faculty (FEA, FHS, FMSS, FST) Dean is responsible for the overall approval, management, budget, and monitoring of the Credit–Bearing Continuing Education Professional Development.
- 3.3. The Office of Open and Distance Learning is responsible for organizing the delivery of Credit–Bearing Continuing Education Professional Development.
- 3.4. The Office of the Registrar is responsible for effectively storing participant grades and assigned credit hours for the Continuing Education Professional Development.

4. Terms and Definitions

Continuing Education Professional Development courses

Courses other than a higher education award that an individual undertakes to improve or support progress toward work, career, and personal goals.

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 participant or as defined by the respective authorizing body.

5. Procedural Steps

The procedural steps below describe the processes leading to the approval and implementation of a Credit-Bearing Continuing Education Professional Development course at the University of Belize.

5.1. Course Request, Needs Assessment, Selection, and Development

5.1.1. For new courses, the Continuing Education Professional Development (CEPD) Course Request Form is submitted to the Office of Open and Distance Learning (ODL) and the Office of the Dean. Note that an approved University course outline and a needs assessment report are required to accompany the CEPD Course Request Form for existing credit-based courses.

5.1.2. ODL schedules a follow-up meeting with the person submitting the form and the respective Faculty Dean, or a faculty representative, to discuss the training course request further. In the case where 4.1.1 and 4.1.2 are satisfied, skip to 4.1.5.

CREDIT-BEARING CONTINUING EDUCATION PROFESSIONAL DEVELOPMENT PROCEDURE

- 5.1.3. Without a Continuing Education Professional Development Course Request Form, a yearly Continuing Professional Education Development Needs Assessment Survey with stakeholders or the training needs assessment reports from external entities determines the courses to be offered with credits. Note that the CPED Assessment Survey is conducted in the month of March yearly by ODL.
- 5.1.4. In collaboration with the Faculty Dean, the Continuing Education Professional Development Coordinator then identifies the most suitable instructional designer and qualified content developers to collaborate with and completes the Continuing Education Professional Development Proposal Form. The Continuing Education Professional Development Credit Assignment Guidelines can be utilized when assigning credits and course hours.
- 5.1.5. The completed Continuing Education Professional Development Proposal is submitted to the Office of the President through the Vice President from the Faculty Dean and the Director of ODL for their approval and copied to the Office of the Registrar.
- 5.1.6. The Office of Registrar, once approved, enters the course information and credit approval into the Student Information System.
- 5.1.7. Upon approval, the Continuing Education Professional Development Coordinator, the instructional designer, the multimedia developer, and the content experts commence and complete the course development process for new courses and re-development for the University approved courses.
- 5.1.8. The Continuing Education Professional Development Coordinator organizes a course review team, including stakeholders and the faculty dean or a faculty representative, to evaluate the course developed/re-developed.
- 5.1.9. Upon completion of the review process, the changes or feedback shared by the reviewing team is considered to finalize the completion and approval of the course for delivery.

5.2. External Courses and Platforms

- 5.2.1. In the case where Continuing Education Professional Development is designed, developed, managed by a reputable external entity, and hosted on an external platform, the respective faculty assigns credit hours, and step 4.1 can be skipped.

5.3. Facilitator, Contract, and Course Page

- 5.3.1. A Terms of Reference (TOR) is developed, by the Faculty Dean, for the most experienced and qualified personnel to facilitate the respective course.
- 5.3.2. A search is conducted to retain the most suitable facilitator in alignment with the TOR by the Faculty Dean.
- 5.3.3. A memo is submitted from the Faculty Dean with the facilitator's credentials to the Office of Human Resource, copied to the Office of the Registrar, the Office of Vice President, and the Director of ODL to initiate the contract preparation process. The Continuing Education Professional Development Cost Structure and Compensation Guidelines can be utilized when requesting compensation.
- 5.3.4. The course information (Course Code, Course Title, Course Description, Course Cost, Maximum Enrolment, Facilitator, Credentials of Facilitator, Course Start and End Date, and Credits) is entered into the Learning Management System and the Student Information System.
- 5.3.5. Login credentials and access to the course page are then granted to the course facilitator.

5.4. Course Marketing

- 5.4.1. The course information (Course Code, Course Title, Course Description, Learning Outcomes, Intended Audience, Topics, Certification, Facilitator, Course Cost, Course Start, and End Date, Credits, Length of Course, Workload, Level, Prerequisite Language, Registration Link, and Contact Information) is shared with the Office of Marketing and Communication for the creation of a flyer or infomercial and the sharing of information, where applicable, to the intended audience.

CREDIT-BEARING CONTINUING EDUCATION PROFESSIONAL DEVELOPMENT PROCEDURE

5.5. Student Registration, Withdrawal, Late Fee and Refund

- 5.5.1. The Continuing Education Professional Development registration link is available via the flyer via the Learning Management System and the Student Information System for participants to register. Upon registering, participants receive an invoice for payment, where applicable, to the Accounts Receivables Office.
- 5.5.2. The receipt of payment is verified with the Accounts Receivables team, and applicants are entered into the Learning Management System platform (University of Belize or External) and provided with login credentials.
- 5.5.3. Applicants are allowed to withdraw no later than five (5) business days prior to the start of a course using the Continuing Education Professional Development Course Withdrawal Form and receive a 100% refund by applying via the Accounts Receivables Office.
- 5.5.4. If the withdrawal is made after the time frame stated in 4.5.3, the participant forfeits a refund.
- 5.5.5. A late fee will be added to the invoice paid two (2) business days after the start of a course.

5.6. Certification

- 5.6.1. Participants who successfully complete the requirements of a Credit-Bearing Continuing Professional Development course will receive, University credits, a certificate of completion, and Continuing Education Professional Development (CPD) credits, where applicable or as defined by the respective authorizing body.

5.7. Facilitators Compensation

- 5.7.1. The facilitator is required to submit a course report, class attendance of record, grade sheet, grade report, and a signed remuneration document.
- 5.7.2. The Faculty Dean submits a cover memo for the compensation of the facilitator. The Continuing Education Professional Development Cost Structure and Facilitator Compensation Guidelines can be utilized when requesting compensation.

CREDIT-BEARING CONTINUING EDUCATION PROFESSIONAL DEVELOPMENT PROCEDURE

5.8. Course Reoffering and Review

- 5.8.1. Credit-Bearing Continuing Professional Development, after the course development and review phase can be offered continuously via the Office of Open and Distance Learning.
- 5.8.2. Credit-Bearing Continuing Education Professional Development is required to undertake a three-year review cycle.

5.9. Course Discontinuation

- 5.9.1. Continuing Education Professional Development can be discontinued by completing the Continuing Education Professional Development Course Discontinuation form.

6. Reference Document

- 6.1 UB-PO-AC-002/0 Continuing Education Professional Development Policy
- 6.2 UB-ODL-GI-001/0 Continuing Education Professional Development Cost Structure and Compensation Guidelines
- 6.3 UB-ODL-GI-002/0 Continuing Education Professional Development Credit Assignment Guidelines
- 6.4 UB-ODL-GI-003/0 Continuing Education Professional Development Qualifications and Experience Guidelines

7. Documentation required for implementation

- 7.1 UB-ODL-FM-001/0 Continuing Education Professional Development Request Form
- 7.2 UB-ODL-FM-002/0 Continuing Education Professional Development Proposal Form
- 7.3 UB-ODL-FM-003/0 Continuing Education Professional Development Registration Form
- 7.4 UB-ODL-FM-004/0 Continuing Education Professional Development Course Withdrawal Form



CREDIT-BEARING CONTINUING EDUCATION PROFESSIONAL DEVELOPMENT PROCEDURE

7.3 UB-ODL-FM-005/0 Continuing Education Professional Development Discontinuation Form

8. Records

The Office of Faculty Dean maintains the approval documentation, course information, and evaluation of the credit-bearing Continuing Education Professional Development. The Office of the Registrar manages student records for credit-bearing Continuing Education Professional Development at the University of Belize.

9. Amendment History

Revision #	Description of changes	Reason(s) for the change	Date of revisions
0	Initial Release	Not applicable	29-05-2024