



Non-Credit Bearing Continuing Education Professional Development Procedure UB-ODL-PR-002/0

1. Purpose

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

2. Scope

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

3. Responsibilities

3.1. The Office of Open and Distance Learning is responsible for approving Non-Credit Bearing Continuing Education Professional Development, with or without Continuing Education Credits (CECs), when authorized, at the University of Belize.

3.2. The Office of Open and Distance Learning is responsible for effectively storing, managing, and implementing the Non-Credit Bearing Continuing Education Professional Development.

4. Terms and Definitions

Continuing Education Credit

This 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)

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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.

Continuing Education Professional Development

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

5. Procedural Steps

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

5.1 Course Request, Needs Assessment, Selection, and Development

- 5.1.1 A stakeholder (Internal or External) submits the Continuing Education Professional Development (CEPD) Request Form to the Office of Open and Distance Learning (ODL) for processing. Note that a needs assessment report is required to accompany the CEPD Request Form.
- 5.1.2 ODL schedules a follow-up meeting with the stakeholder submitting the form to further discuss the training course request.
- 5.1.3 Without a Continuing Education Professional Development Request Form, a yearly Continuing Education Professional Development Needs Assessment Survey with stakeholders or the training needs assessment report from external entities determines the courses to be offered. Note that the CEPD Assessment Survey is conducted in the month of March yearly by ODL.
- 5.1.4 The Continuing Education Professional Development Coordinator then identifies the most suitable instructional designer(s) and qualified content developers to collaborate with and complete the Continuing Education Professional Development Proposal Form.

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- 5.1.5 Upon completing the Continuing Education Professional Development Proposal Form, and obtaining approval from the Director of ODL, the CEPD Coordinator, the Instructional Designer, the Multimedia Developer, and Content experts commence and complete the course development phase.
- 5.1.6 The CEPD Coordinator organizes a course review team, including stakeholders who request the CEPD to review and evaluate the course(s) developed.
- 5.1.7 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 a course is designed, developed, managed by a reputable external entity, and hosted on an external platform, step 4.1 can be skipped.

5.3 Assigning Continuing Education Credits

- 5.3.1 Where applicable, courses are assigned Continuing Education Credits based on the number of contact hours. Note that one (1) Continuing Education Credit is equivalent to ten (10) contact hours of participation in a course. A contact hour equals one 60-minute interaction between an instructor and participant, as defined by the respective authorizing body.

5.4 Facilitator, Contract, and Course Page

- 5.4.1 A Terms of Reference (TOR) is developed by ODL for the most experienced and qualified personnel to facilitate the respective course.
- 5.4.2 A search is conducted to retain the most suitable facilitator in alignment with the TOR.
- 5.4.3 A memo with the facilitator's credentials is submitted to the Office of Human Resources and copied to the Office of the Vice President to initiate the contract preparation process. The Continuing Education Professional

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Development Cost Structure and Compensation Guidelines can be utilized when requesting compensation.

- 5.4.4 The course information (Course Code, Course Title, Course Description, Course Cost, Maximum Enrolment, Facilitator, Credentials of Facilitator, Course Start and End Date, and Continuing Education Credits, where applicable) is entered into the system.
- 5.4.5 Login credentials and access to the course page are then granted to the course facilitator.

5.5 Course Marketing

- 5.5.1 The course information (Course Code, Course Title, Course Description, Learning Outcomes, Intended Audience, Topics, Certification, Facilitator, Course Cost, Course Start and End Date, Continuing Education 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 dissemination of the information, where applicable, to the intended audience.

5.6 Student Registration, Withdrawal, Late Fee, and Refund

- 5.6.1 The Continuing Education Professional Development Registration Form link is available via the flyer and the Learning Platform for participants to complete. Upon registering, participants receive an invoice for payment, where applicable, to the Accounts Receivables Office. The deadline for payment is ten (10) business days before the start of a course.
- 5.6.2 The receipt of payment is verified with the Accounts Receivables team, and applicants are entered into the Learning platform (University of Belize or External) and provided with login credentials.
- 5.6.3 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.

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- 5.6.4 If the withdrawal is made after the time frame stated in 4.6.3, the participants are not eligible to receive and forfeit a refund.
- 5.6.5 A late fee will be added to the invoice paid two (2) business days after the start of a course.

5.7 Certification

- 5.7.1 Certificates of attendance will be provided for non-credit rated courses; these will be produced by the Office of ODL electronically or printed, where applicable.
- 5.7.2 Participants who complete the requirements of a Continuing Education Professional Development will receive Continuing Education credits, where applicable, and a certificate as follows:
 - A. Where no assessment is undertaken, participants are issued with a Certificate of Participation.
 - B. Where assessment has been completed, participants are issued with a Certificate of Completion.

5.8 Facilitators Compensation

- 5.8.1. The facilitator must submit a Continuing Education Professional Development: report, attendance of record, grade report, where applicable, and a signed remuneration document.
- 5.8.2. The Continuing Education Professional Development Coordinator 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 payment.

5.9 Course Reoffering and Review

- 5.9.1. After the course development and review phase, Non-Credit Bearing Continuing Education Professional Development can be offered continuously via the Office of Open and Distance Learning.

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5.9.2. Non-Credit Bearing Continuing Education Professional Development undertakes a three-year review cycle.

5.10 Course Discontinuation

5.10.1. 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
- 7.5 UB-ODL-FM-005/0 Continuing Education Professional Development Course Discontinuation Form

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8. Records

The Office of Open and Distance Learning manages records for Non-Credit Bearing Continuing Education Professional Development courses 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