

## **Appendix C: Continuing Education Programs Guidelines**

### **I. General Policy Statement**

The Board or its designate shall review and approve applications for continuing education programs (i.e., preconferences, workshops, seminars, etc.) conducted through SELA. The overall responsibility for coordinating CE programs shall rest with the headquarters staff. The content of all CE programs must represent the group sponsoring the program or the Association as a whole. SELA will from time to time cooperate in CE programming with other associations and agencies at the national, regional and state level. These joint programs will adhere to the guideline when applicable.

### **II. Requirements to be met by groups desiring to sponsor CE programs**

An application form must be submitted to the headquarters staff by the section, committee, or other unit of SELA wanting to sponsor a CE program (see Appendix E. Forms). A completed copy of this form must be received by the headquarters staff at least six months prior to the intended program date. The application form includes the items listed below.

- a. Name of sponsoring group
- b. Program topic
- c. Rationale for program
- d. Program format
- e. Names of resource persons
- f. Program date
- g. Program location
- h. Budget
- i. Physical facility requirements
- j. Method for evaluating program
- k. Needs for assistance from headquarters staff
- l. Application form must be signed and dated

### **III. Fees**

In every instance each CE program must be self-supporting. Fees for all activities must be determined according to the costs involved in offering the program. The registration fees collected must equal or surpass the total costs of the program. Any money collected that exceeds the costs of the program shall go to the general fund of the Association.

Registration fees for non-members of SELA shall be 50% higher than the registration fee for Association members.

### **IV. Physical Facilities**

The headquarters staff or local arrangements chair will make available a list of potential meeting places (size, AV equipment, furniture, rental costs, etc.). Final designation of space will be made by the headquarters staff or by the local arrangements chair.

### **V. Registration**

An advance registration should be conducted for each CE program. Advance registration materials should be mailed by the Association no later than six weeks before the date of the program. Advance registration forms and pre-payment must be received no later than one week prior to the program. Cancellations shall be accepted only if made 48 hours in advance. No refund or registration fees shall be made after the cancellation deadline.

### **VI. Limitations**

CE programs shall be limited to the number of people consistent with presenting a program of quality education and by the physical facilities available. Any program must be canceled if there is insufficient registration to cover its budget.

### **VII. Promotion**

CE programs conducted through SELA will be publicized in regular Association publications. The costs for the printing and mailing of additional publicity materials must be included in the program's budget.

#### VIII. Rewards

The headquarters staff shall provide written certification for all participants of CE programs conducted through SELA. In some instances, continuing education credit (CEUs) may be given.

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