

**PRAIRIE VIEW A&M UNIVERSITY**  
**UNIVERSITY ADMINISTRATIVE PROCEDURE**



**11.99.99.P0.01 Continuing Education Activities Conducted by the University**

Approved June 14, 2010

Revised September 1, 2016

Next Scheduled Review: September 2021

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**UAP Purpose**

The purpose of this University Administrative Procedure (UAP) is to ensure that non-academic/non-credit courses, activities, and events effectively contribute to the fulfillment of Prairie View A&M University's (PVAMU) mission; is consistent with its' obligations to the State of Texas; and, does not result in conflicts of interest for the University.

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**Definitions**

**Continuing Education Programs** - professional and personal development courses, programs, seminars, workshops, conferences or activities that are non-academic/non-credit and are consistent with the University's mission, goals and values.

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**Official Procedures and Responsibilities**

**1. GENERAL**

- 1.1 All Continuing Education (CE) programs and activities shall be either solely or jointly sponsored through the Office of Continuing Education (OCE). Credit courses are sponsored through the Office for Academic Affairs.
- 1.2 Continuing Education programs and activities are generally fee-based programs and may offer Continuing Education Units (CEU's); but CEUs are not a requirement
- 1.3 All CE programs and activities must be registered through the OCE by completing the [Office of Continuing Education Event Registration Form](#). All CE programs and activities must be reported annually to the Texas A&M University System.
- 1.4 Individual program/activity assessments will be conducted by the OCE to determine whether a non-credit offering is warranted, cost viable and productive. The department will assure that the proposed facilitator has the credentials that support the program or activity content.

**2. REQUIREMENTS AND RESPONSIBILITIES FOR FACULTY AND STAFF**

- 2.1 Departments or facilitators proposing continuing education programs or activities must contact the OCE.

- 2.2 Prior approval must be granted by the OCE to conduct or assist with the collection of payments for all CE programs or activities.
- 2.3 Requests for continuing education programs/activities facilitated by University employees must be routed through the appropriate administrative channels for consideration/approval. There must be clear evidence that the programs or activities will not interfere with the proposed facilitator's ability to meet normally scheduled work hours and obligations to the University.
  - 2.3.1 Once approval is granted, faculty or staff personnel pursuing such approvals must contact the OCE for further guidance. This applies to each continuing education program/activity whether such programs/activities are to be held on or off campus.
- 2.4 Continuing Education Accounts
  - 2.4.1 Continuing education accounts are assigned a separate account number for each program or activity. The operation of such accounts is the responsibility of the OCE or its designee. This responsibility includes oversight of collection, receipts and deposits of continuing education programs and activity fees, the payment of bills, and approval of vouchers in accordance with the University's fiscal procedures.
- 2.5 Approval of Proposals and Contracts
  - 2.5.1 Administrative reviews of continuing education proposals and contracts are mandatory. For proposals, this review is conducted by the department head/dean (See Section 2.3) in conjunction with the OCE. For contracts and any amendments thereto, the Contracts Office must conduct a preliminary review followed by a formal, final review and approval by the Senior Vice President for Business Affairs or their designee.
- 2.6 Awarding Certificates and Reporting
  - 2.6.1 When seeking CEUs from an external agency, it is the responsibility of the facilitator to assure that the department and program or activity complies with the standards and requirements of the issuing agency.
  - 2.6.2 Facilitators are responsible for including factual data regarding a participant's attendance/completion before a CE or CEU certificate is awarded. Facilitators must complete [CE Form-D](#) and [CE Form-E](#) and return both forms to the OCE after the completion of the program or activity.
- 2.7 Compensation for Contribution to a Continuing Education Activity
  - 2.7.1 PVAMU may hire individuals who are already employed by the University to instruct educational courses which are not included in their regular job duties. It is expected that faculty or staff members who seek to facilitate continuing education programs/activities will meet their normal work responsibilities to the University. In addition, when an employee performs any service for his or her employer, the Internal Revenue Service (IRS)

requires that all payments be treated as wages subject to withholding and payment of income and employment taxes.

- 2.7.2 PVAMU will pay faculty and staff, who assume such employment, via the University payroll system in accordance with University guidelines.
- 2.7.3 Authorization to perform supplemental work and approval for payment must be obtained by submitting a [Request for Supplemental Pay Form](#) through the appropriate administrative channels before conducting the program or activity. By approving payments, the department heads/deans are verifying that the program or activity is outside of the faculty or staff's current employment hours; contributes to the institution's mission and goals; and, that the payment compensation is consistent with University Rules and Administrative Procedures.

### **3. REQUIREMENTS AND RESPONSIBILITIES FOR NON-PVAMU FACILITATORS**

- 3.1 All entities that want to facilitate a program or activity and are not affiliated with PVAMU must contact the OCE.
- 3.2 Continuing education accounts are assigned a separate account number for each program or activity. The operation of such accounts is the responsibility of the OCE or its designee. This responsibility includes oversight of collection, receipts, and deposits of continuing education programs and activity fees, the payment of bills, and approval of vouchers, in accordance with the University's fiscal procedures.
- 3.3 When seeking CEUs from an external agency, it is the responsibility of the facilitator to assure that the program or activity complies with the standards and requirements of the issuing agency.
  - 3.3.1 Facilitators are responsible for including factual data regarding a participant's attendance/completion before a CE or CEU certificate is awarded. Facilitators must complete [CE Form-D](#) and [CE Form-E](#) and return both forms to the OCE after the completion of the program or activity.

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#### **Related Statutes, Policies, Regulations and Rules**

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[University Rule 31.01.01.P1 Compensation Administration](#)

[UAP 31.01.01.P0.01 Compensation Administration](#)

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#### **Contact Office**

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Office of Continuing Education      936-261-2120

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