

Building and Conducting a CE Program At Prairie View A&M University

Building Your Program:

Step 1: Consultation

Begin by contacting the Office of Continuing Education at (936) 261-2120 and scheduling the initial program consultation to explore the feasibility of your program. There is no cost and is without obligation for this consultation. On average, the consultation should require approximately 30 to 45 minutes of your time. To ensure that you have ample opportunity to consider all of all factors concerning a “*proposed*” program, please complete a [CE Program Application](#) and bring it with you to the consultation. The Assistant Vice-President of Continuing Education will consult with the submitting facilitator about program costs, revenues, marketing strategies and who does what to launch the course. This consultation will also include a discussion about the steps required in developing and launching a continuing education course/activity.

Step 2: Consultation Report

After a careful review of the required continuing education course submission document, the Office of Continuing Education will send the facilitator a [CE Consultation Report](#) outlining pricing and overhead necessary to establish, operate and maintain the “*proposed*” continuing education course. The consultation report will also outline services and the associated costs of such services for consideration as you prepare to launch a continuing education program.

Step 3: Agreements

Once a facilitator decides to proceed with launching a continuing education course, the Office of Continuing Education will forward an agreement with Prairie View A&M University to them for review and execution by the appropriate parties.

Step 4: Content Development

Prospective continuing education facilitators must develop their course content prior to returning the agreement with the University.

Step 5: Launching Your Program

The Office of Continuing Education will work side-by-side with prospective continuing education course facilitators and/or department heads to plan and implement successful programs/activities including development of marketing programs to reach target market groups/audiences, logistics planning, online registration assistance and business administration advice concerning your proposed continuing education programs.

For printable *forms*, go to: <http://www.pvamu.edu/continuingeducation/>