PURPOSE

The purpose of this procedure is to establish guidelines for Record Maintenance and Audit for Continuing Education (CE).

PROCEDURE

Record Maintenance and Audit

1. The Continuing Education Information Technology System database provides a permanent repository for students’ course completions and Continuing Education Units (CEU’s) earned. One CEU is awarded for successful completion of ten (10) contact hours of qualifying, non-credit training. To ensure accuracy, the appropriate Continuing Education Administrative Specialist has the responsibility of Record Maintenance.

At a minimum, each Record must contain the following:

1. A course outline with stated objectives
2. CE Attendance and Grade roster and/or an assessment reflecting learning outcomes
3. Student evaluation forms or a summary of the students’ evaluations of the course

4. An adjunct instructor or consultant contract confirming qualifications.
   a. Documentation is required even when the instructor is not paid by the College.
   b. Documentation for CE instructors is maintained by the Administrative Staff Specialist in individual personal files.

5. For Occupational Education Services (non-instructional services), in addition to the above:
   a. A summary of the services rendered and notification to the company of results of the project
   b. A roster of employees
   c. Employee registration data as above