



UNIVERSITY OF  
**SOUTH CAROLINA**

**NONCREDIT CERTIFICATE PROGRAMS**

**Continuing Education and Conferences**

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# NONCREDIT CERTIFICATE PROGRAMS

## Continuing Education and Conferences

### Overview

USC is able to offer Noncredit Certificate Programs through the Office of Continuing Education and Conferences (CEC). USC departments, divisions, offices, colleges, and affiliates are eligible to propose Noncredit Certificate programs for a wide array of purposes and topics.

CEC also approves Noncredit Continuing Education Units (CEUs) for individual classes, which generally run one day, address a narrow topic and have strict attendance verification and course evaluation requirements.

Noncredit Certificate Programs may be similar to CEUs, but generally encompass multiple courses, modules, or lessons clustered around a given topic, and may offer more flexibility with instructional methods, including testing-for-completion.

Example: A Noncredit Certificate Program in Personal Finance may include multiple modules, including: "Introduction to Personal Finance," "Obtaining the Best Loan for Your Project," "Improving Your Credit Rating," and "Using Online Banking Services."

### Taking the First Steps to Offering a Certificate

USC departments and affiliates interested in offering such programs should begin by developing course curriculum; a Noncredit Certificate Program Application Form must be completed and submitted to Continuing Education and Conferences at **least 30 days prior** to the proposed program's start date.

### CEC Services

Continuing Education and Conferences may provide the services listed below, and other services identified or requested. Upon approval of the Certificate Program Application Form, CEC will issue a Memorandum of Agreement to specify the exact services required, and to provide detailed fees to the sponsoring department or affiliate. Services may include, but are not limited to:

- Noncredit Certificate approval and processing
- Registration of participants (mail, fax, or online)
- Fee collection and distribution
- Classroom or meeting space reservations
- Food/beverage services during on-site instruction
- Data entry of participants, completion, and noncredit transcript maintenance
- Issuing Certificates upon completion and providing summary reports
- Promotion of the certificate program on CEC website, and design/printing of promotional materials

### Noncredit Certificate Program Options

A variety of instructional options and frameworks may be selected for Noncredit Certificate Programs. The Office of Continuing Education and Conferences will gladly assist in identifying the options best-suited to the proposed Certificate, and to provide guidance on related fees and other special arrangements upon request:

- Traditional instruction (On-site/in-person)
- Online learning management system (LMS) for instruction
- Testing-for-completion (receipt and scoring of a knowledge/competency test)

# FRAMEWORK & GUIDELINES FOR NONCREDIT CERTIFICATE PROGRAMS

## Continuing Education and Conferences



The Office of Continuing Education and Conferences is referred to below as “CEC”. Sponsoring department, office, agency, organization, or affiliate is referred to below as “agency”. Individuals registering for course/module/certificate(s) are referred to below as “registrants.”

*The following steps may be negotiable between each agency and CEC.*

- Step 1** Upon request, CEC provides blank Noncredit Certificate Program Application Form to agency.
- Step 2** Agency prepares and submits Application Form(s) to CEC. Agency guarantees a minimum number of participants per certificate (acceptable minimum is 15), and agrees to pay CEC \$8.00 for each slot not filled by a registrant by certificate end date.
- Step 3** CEC reviews and approves/disapproves Noncredit Certificate Application, and notifies agency of determination. A Memorandum of Agreement is signed.
- Step 4** Upon approval, CEC establishes course code and database for certificate program.
- Step 5** Following notice of approval, agency confirms course dates to be included on Registration Form and published in/on related materials, websites, etc.
- Step 6** CEC provides electronic versions (PDF) of the Permanent Record Form for distribution to potential registrants.
- Step 7** (Optional) CEC can provide registration services and process payment of registration fees (actual fee to be determined by agency). Actual registration fee will be determined and negotiated in a Memorandum of Agreement.  
(Optional) Learning Management System—USC’s Blackboard Access can be requested through CEC as long as CEUs are issued. Fee is \$75.00 per list plus \$5.00 per person.
- Alternate** Agency handles registration and provides electronic list of registrant information to CEC by Certificate begin date.
- Step 8** After module/course is complete, agency submits Course Completion Report listing registrants who successfully completed course to CEC.  
*(Optionals)* For module/lessons set up as “testing-for-completion”, agency may negotiate a fee structure to provide the answer key to CEC for scoring, along with pass/fail guidelines, and have registrants return tests directly to CEC. CEC will score tests and process each individual test in lieu of Course Completion Report.
- Step 9** Upon receipt of Course Completion Report or testing-for-completion documents, CEC will issue a Certificate of Completion to successful registrants within 10 (ten) business days.
- Step 10** If CEC coordinates registration, CEC will pay agency the balance of registration fees collected beyond the \$8.00 per registrant Certificate Processing Fee. If agency administers registration, payment is due to CEC within 30 days of the end date for the Certificate.



# INSTRUCTIONS FOR NONCREDIT CERTIFICATE PROGRAMS

## Continuing Education and Conferences

**Application Fees.** There are no application fees for a Noncredit Certificate Program. The Noncredit Certificate Program is designed to be an extension of multiple, pre-approved CEU course approvals.

**Credit or Noncredit.** Noncredit Certificate Programs are administered through USC's Office of Continuing Education and Conferences (CEC).

**Certificate Title.** Provide the title/name of your certificate program that should be printed on each certificate.

**Description.** A 1-2 sentence description for marketing the Certificate, including print materials and websites.

**Number of Participants.** A Certificate Processing Fee of \$8 is required for each enrolled participant/student. This fee will be charged for the minimum number of students expected to enroll, or the actual number enrolled, whichever is higher.

**Instructional Method.** Please provide the instructional method and location (as necessary). CEC will assist with reserving campus classrooms or off-campus meeting facilities for a \$25 fee per room, upon request.

**Dates Offered.** Specify the beginning and end dates of the Certificate.

**Registration Services.** CEC can administer the registration process, including receipt of registrations, associated fees, and providing class rosters/database prior to start date, for a per-registrant fee (determined by registration services negotiated). Agencies may wish to recoup this cost in their Certificate fee structure, or administer registration independently and provide an electronic data file of registrants to CEC prior to the begin date. Final registration arrangements and fees will be specified in the Memorandum of Agreement.

**Description of Certificate Content.** Descriptions should include the goals, objectives, and expected outcomes for registrants. You may attach additional sheets, a brochure, or submit a comprehensive proposal that provides the relevant information as well. Usually certificate programs are comprised of several modules, each with independent objectives, to bundle into a certificate. Also, please list all certificate program completion requirements. Usually, certificates of completion are awarded to individuals who complete x number of pre-approved CEU courses. The number of modules needed to complete the certificate program will be determined by the applicant. Also, each individual may decide whether to receive a certificate after completing each CEU module or if they would rather receive one certificate after completing all relevant certificate program requirements.

**Pre-certified CEU course information.** Please list the program titles, including the course code, for each pre-approved CEU course.

**Department/Affiliate/Agency.** To promote university involvement with the community, all non-university organizations or corporations offering a Certificate program must be sponsored by a USC department, school, or college. List the college, agency, or affiliate organization here.

**Contact information and Applicant Signature.** Please provide your contact information and signature. Applicants are strongly encouraged to provide an e-mail contact and website address.

# NONCREDIT CERTIFICATE PROGRAM PACKET FORM

## Continuing Education and Conferences



USC departments, non-profit, government, or corporate/business/industrial/private organizations may submit a Noncredit Certificate Program Form to have instructional programs certified for USC CEUs for a variety of educational or training purposes.

### SPONSOR

<b>1. Sponsoring Unit (University)</b>		<b>2. Educational Program Provider</b> <i>(if different from Sponsor #1)</i>	
<b>3. Contact Name</b>		<b>4. Non-Profit ID #</b> <i>(if applicable)</i>	
<b>5. Address</b>			
<b>6. City/State/Zip</b>		<b>7. Phone</b>	
<b>8. Email</b>		<b>9. Fax</b>	
<b>10. Website</b>			
<b>11. Authorizing Department Head</b>		<b>12. Date</b>	
<b>13. Signature*</b> <i>(waived if submitted via email)</i>			

### CERTIFICATE INFORMATION

<b>1. Proposed Program</b> <input type="checkbox"/> Initial Application    or <input type="checkbox"/> Renewal Application <i>(Previous course #: _____)</i> <i>*If <u>renewal</u>, please make any changes to course information below. If none, complete program information.</i>
<b>2. Certificate Title</b>
<b>3. Program Description</b> <i>Attach documents as needed</i>

#### Submit Certificate Program Packet Form to:

Fax: (803) 777-2663                      E-mail: [pep@mailbox.sc.edu](mailto:pep@mailbox.sc.edu)  
Mail: USC—Continuing Education & Conferences  
1600 Hampton Street, Suite 403  
Columbia, SC 29208

#### **Office Use Only**

**Certificate Code:** \_\_\_\_\_  
**Fees Paid** \$ \_\_\_\_\_ Rcpt \_\_\_\_\_  
**Approvals** PC \_\_\_\_\_ AD \_\_\_\_\_  
CEC Director \_\_\_\_\_



# NONCREDIT CERTIFICATE PROGRAM PACKET FORM

## Continuing Education and Conferences



### USC DEPARTMENTS ONLY

#### Documentation

Listed below are 3 options for Packet Submission and Processing:

*Please select preferred option below:*

- Sponsor will provide documentation of completion within 14 days of Course End Date and submit participant records electronically to CEC. Sponsor will create and mail certificates of completion to participants.  
*\$8 per participant*  
*Submit copy of certificate*
- Sponsor will provide documentation of completion within 14 days of Course End Date and submit participant records electronically to CEC. CEC will process and mail certificates of completion to participants.  
*\$8 per participant*
- Sponsor will submit Permanent Record Form for each participant to CEC within 14 days of Course End Date to process and CEC will mail certificates of completion to participants.  
*\$8 per participant*

### PAYMENT

#### Instructions:

Please complete this form for payment of program fees and submit with the Certificate Program Form. USC Departments please provide the Department Number, Fund, and Class Code for payment by IIT.

#### Intra-Institutional Transfer

**Dept. Number**

**Fund**

\_\_\_\_\_

#### Submit CEU Program Form to:

Mail: USC Continuing Education and Conferences  
1600 Hampton Street, Suite 403  
Columbia, SC 29208

Fax: 803-777-2663

Email: pep@mailbox.sc.edu

# NONCREDIT CERTIFICATE CEU PROGRAM PACKET FORM

## Continuing Education and Conferences



### PAYMENT

Please complete this form for payment of Program Fees and submit with Certificate Program Form.

Check One	Provider/Sponsor Type	Program Fee
<input type="checkbox"/>	Non-Profit Organization	\$10 + \$8 per participant
<input type="checkbox"/>	Government Agency	\$15 + \$8 per participant
<input type="checkbox"/>	Business	\$20 + \$8 per participant

\*Program fee due with Certificate Program Application. Additional fees due at conclusion of program with packet submission.

#### CEC OFFICE USE ONLY

DATE \_\_\_\_\_ MTH \_\_\_\_\_ \$ \_\_\_\_\_ APPVL \_\_\_\_\_ A \_\_\_\_\_ CC4 \_\_\_\_\_ Exp \_\_\_\_\_

#### Payment

Please indicate your payment method and information below.  
USC's Federal Tax I.D. Number is 57-6001153.

Check/Money Order (Made Payable to USC)     Visa     Mastercard     Discover     American Express

Name on Card \_\_\_\_\_ Amount to Charge \$ \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Card Number \_\_\_\_\_ CVV Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

#### RETURN COMPLETED PACKET TO:

Continuing Education and Conferences  
University of South Carolina  
1600 Hampton Street, Suite 403  
Columbia, SC 29208

Credit Card payments only can be faxed to: (803) 777-2663



# NONCREDIT CERTIFICATE PROGRAM PACKET

## Continuing Education and Conferences



### SPONSOR REQUEST

#### Request for CEC Sponsorship

Organizations outside of the University requesting the Office of Continuing Education and Conferences to sponsor a Certificate Program, please complete this page and submit with the Certificate Program Form.

**1. Education Provider Name**

**2. Applicant Type**       Non-Profit Organization       Business       Government Agency  
ID#: \_\_\_\_\_

**3. How does your organization align with the University?**

**4. Have you previously provided continuing education programs through USC?**       YES       NO

**5. Partner organization must be located within the state of South Carolina, provide training within the state of South Carolina, or be affiliated with a USC department.**

**Does your organization meet this criteria?**       YES       NO

**Please explain:**