Co-Provider Agreement
For Continuing Nursing Education at Angelina College

Date: 10/14/02

Provider 1: Angelina College

1. Maintain responsibility for financial accounting of the activity.
2. Have final approval of the objectives, content, teaching principles, presenters, and evaluations.
3. Award the contact hours.
4. Have the RN planner involved in the activity from the planning to evaluation phase.
5. Maintain and complete information for the evaluation summary.
6. Submit check request, from the Angelina College Business office, for 20% of profit gained after all accounting has been done.

Provider 2: Stephen F. Austin State University Continuing Education

1. Provide meeting space and A/V needs.
2. Cater refreshments and meals for the activity.
3. Assist in the activity planning and implementation.
4. Assess 20% of total profits from the conference after all accounting information has been completed by Angelina College.

Provider 1 Signature: __________________________
Angelina College, RN Planner

Provider 2 Signature: __________________________
SFASU Continuing Education Director
Non-Credit Continuing Education (A-32)

Original Implementation: March 9, 1978
Last Revision: January 15, 2002

Stephen F. Austin State University's mission statement includes a service mission to focus on vital community outreach programs. To assist the University in this mission, the Division of Continuing Education in the College of Applied Arts and Sciences serves to meet the educational needs, outside the framework of traditional academic credit programs, of individuals and groups. These needs are met by offering non-academic credit short courses, seminars, workshops, conferences, institutes, and camps for personal and professional enrichment and professional accrediting agencies; University educational travel activities whether for credit or non-credit purposes (see Policy A-36, Out-of-State Travel/Study); and other special activities.

I. Role and Scope

The Division of Continuing Education is designated as the administrative unit of the University for all sponsored non-academic credit continuing education activities (exceptions are non-profit colloquia, symposia, art exhibitions and for free and for charge concerts, recitals, and performances). All non-credit outreach emanating from the University must comply with the Texas Education Code, chapter 54.545, entitled, Fees for Continuing Education Courses, which states that: "The board shall set the fee (for continuing education) in an amount sufficient to permit the institution to recover the costs to the institution of proving the course". Administrative units which have been awarded legislative appropriations for outreach and can assure compliance with the Texas Education Code, may establish their own designated continuing education organization with the approval of the Vice President for Academic Affairs. Centralized continuing education administration at the University is a necessity to ensure that all such efforts are financially self-sufficient, and that there is uniform compliance with University, state and federal policies, procedures, and guidelines.

A. Goals:

The overriding goals of the Division of Continuing Education are:

1. to provide life-long learning and training opportunities to the residents of the region
2. to make Continuing Education and outreach at SFA self-supporting and to enhance and enlarge the Continuing Education programming of the University
3. to compensate instructors or coordinators at the highest possible level to make it economically worthwhile to be involved in Continuing Education

B. Options:

1. An activity for which SFA/CE does not collect registration fees, but participants do pay a registration fee to the sponsor. In such cases a university facility use fee will be charged. This fee is assessed as a cost per person per day. Additional line-item charges may be levied.

2. An activity for which there is a registration fee collected by the Division of Continuing Education. In such cases a percentage of gross revenues will be assessed.
3. An activity for which there is no fee but the coordinator or programmer desires CEUs (continuing education units). The Division of Continuing Education will be a co-sponsor and not have any administrative duties except to certify that the activity is eligible for CEUs under University, state, and Southern Association for College and Schools (SACS) guidelines. A CEU certificate will be provided.

Each of the above will be determined by the Director of Continuing Education in conjunction with the Dean of Applied Arts & Sciences. Annual fee schedules will be filed with the Vice President for Academic Affairs.

II. Responsibility

The Division of Continuing Education is responsible for:

A. assisting any department or individual in planning and implementing a continuing education activity. (Exceptions to this policy must be granted by the Vice President for Academic Affairs.);

B. collecting and disbursing all funds involved in such activities and maintaining proper financial records in line with fiscal regulations of the University;

C. maintaining a system of student records and preparing transcripts where applicable for professional compliance and/or certificates for CEUs;

D. meeting the guidelines established by the University, Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools in the awarding of Continuing Education Units (CEUs).

III. Procedures

These procedures are to be implemented in the planning of an activity through the Division of Continuing Education:

A. Should the person in charge of an activity be a University faculty member, he/she must submit an "Activity Request Form" for approval by the respective department chair, college dean (if activity directly is related to academic discipline of employment), and the Division of Continuing Education. If the activity is outside one's academic discipline, a vita must be submitted stating qualifications to direct the proposed activity.

B. Should the person in charge of an activity be a University employee, but not an academic faculty member, he/she must submit an "Activity Request Form" along with a resume or vita stating qualifications to direct the proposed activity for approval by the respective department chair, manager, or administrator, and the Division of Continuing Education.

C. Should the person in charge of an activity not be a University employee, he/she must submit an "Activity Request Form" along with a resume or vita stating qualifications to direct the proposed activity for approval by the Division of Continuing Education.

D. Should the activity be a camp, a list of organizers must be provided along with their qualifications to direct such an event. An "Activity Request Form" must be submitted for approval by the Division of Continuing Education.

The activity request shall receive timely consideration and approval if it meets the criteria for outreach/continuing education as established by University, state, and/or SACS. The applicant will be contacted if changes are proposed or necessary. Issues of pricing, timing, market, instructor credentials, space availability, and academic compatibility are issues to be reviewed.
When the activity request is approved, the person in charge of the activity should plan with the Division of Continuing Education as to the services needed. Services include, but are not limited to:

1. Designing and printing of the brochure/program
2. Mailing and advertising
3. Securing facilities
4. Conducting pre-registration
5. Collecting fees
6. Conducting on-site registration
7. Securing equipment, materials, and supplies
8. Providing official registration and attendance forms
9. Granting of CEUs
10. Acting as fiscal agent of event/activity, including:
   a. Purchasing
   b. Payments
   c. Receipts
   d. Accounting
   e. Stipends
   f. Payroll issues and compliance

E. Travel

1. All organizers of non-academic travel activities offered through the Division of Continuing Education must file an “Activity Request Form” with the Director of Continuing Education. The organizer will list on the form the stated objectives of the travel activity, showing goals that are compatible with the University and the Division of Continuing Education.

2. The agreement with the travel agency, carrier or vendor shall contain a clause that specifies that transportation, lodging, and food services are the responsibility of the carrier and not the University. Model statements may be obtained from the Director of Continuing Education and must be attached to the “Activity Request Form.”

3. All other considerations of an activity with travel as its principal focus are found in Policy A-36, Out-of-State Travel/Study.

IV. Fiscal Considerations

The following items shall apply to the fiscal planning for all activities under the Division of Continuing Education, which must be self-supporting:

A. Fees: Registration or enrollment fees should be set at a level to cover the cost of the activity and include reasonable fees for operating overhead of the Division.

B. Material and supplies: Requisitions to purchase necessary materials and supplies must be submitted to the Division of Continuing Education for processing. All purchasing requisitions shall comply with state and federal laws, rules, and regulations regarding competitive procurement. If materials are already on hand, an IDT will be processed to reimburse the department for the expense.

C. Promotion: As soon as the activity is approved, requisitions for printing, activity advertising, and public relations should be submitted to the Division of Continuing Education for processing according to University and state regulations regarding competitive procurement. The Division of Continuing Education will contact Purchasing and the Office of Public Affairs on behalf of the activity. Any activity with a general audience appeal will be assessed a pro-rata fee for newspaper advertising.
D. Budget: A budget will be prepared to be used as a basis for setting the registration fee. Every event is intended to provide sufficient revenue to cover all direct costs, including stipends, benefits, and overhead. Should insufficient enrollment occur, the event will be canceled. Under some circumstances an event may be conducted with insufficient enrollment if the instructor agrees to a reduced stipend (the intent is to recoup other expended funds on creating the event).

E. Stipends: The basis and rate of pay will be negotiated with the coordinator or instructor of an activity and will be confirmed in a letter of agreement. Depending on the nature of the activity, a percentage of revenue or an hourly instructor fee with some preparation time included will be negotiated. Payments may be made to instructors, coordinators, sponsoring departments, or other entities all to be established in advance in the "Activity Request Form".

The Division of Continuing Education will follow University, state and federal regulations regarding payment of stipends/compensation to those involved with the activity. Determination will be made as to status independent contractor, employee of the University, etc., and processed accordingly. All full-time University employees are subject to payroll taxes, insurance/retirement deductions if appropriate. Part-time employees are subject to payroll taxes and other appropriate deductions, i.e., state retirement contributions, if employed by other state agencies or public school systems.

F. Financial Records: As soon as all revenues are collected and all expenses paid, the Division of Continuing Education shall prepare a financial statement for the activity. A copy will be furnished to the person in charge. Confirmation of surplus/deficit (net income before stipends) will be noted by the instructor or coordinator. All fiscal policies of the University will be followed in revenue/expense processing. Request for stipend payments will be made in accordance with University procedures.

G. Facilities: Dedicated space for the Division of Continuing Education consists of offices located at 541 E. College and Room 421, Liberal Arts North. All other facilities must be arranged with respective building managers. Should additional clean-up, repairs, etc. be required, these should be included in the budget of the continuing education activity.

The Division of Continuing Education is authorized to contract for non-University facilities.

H. Refunds: The following refund policy shall be published at least once each fiscal year and distributed to the participants upon request.

1. Registrants who withdraw prior to beginning of the activity will receive a refund minus a processing fee ($100 or less, a 10% fee; over $100, a 5% fee)

2. No refund will be granted after the activity begins.

3. Should the activity be canceled by the Division of Continuing Education, a full refund will be given.

4. Substitutes for registrants may attend provided that notification is received by the Division prior to the start of the activity.

5. When activities include meals, the cost of food service will also be deducted from the refund if notice is not received 48 hours in advance of the beginning of an event.

6. Under special circumstances non-refundable deposits may be required.

7. With less than projected enrollment, the activity may be postponed, rescheduled or canceled.

I. Audio-visual Equipment: All audio-visual equipment must be requested from the Division of Continuing Education. If such is available, a fee schedule will be used to determine actual cost of
usage. Wear and tear, bulbs, etc. must be replaced. These charges are in addition to the Continuing Education overhead percentage.

V. Income and Expenditure Distribution

A. All Continuing Education activities distribute revenue as follows:
   1. Division of Continuing Education overhead is set by the activity
   2. Instructor/coordinator stipend is set by a letter of agreement
   3. Materials/supplies are itemized at actual expense
   4. Advertising/promotion is set at $10 plus actual expense
   5. Production is itemized at actual expense
   6. Other costs are itemized according to a schedule of actual expense

B. Facility Use Fees:

A facility use fee may be charged in lieu of overhead expenses to cover the use of state facilities, equipment, or staff.

C. Deposits:

The Division of Continuing Education may require a security/guarantee deposit of 10% of expected activity expenses or $500, which ever is greater. The security deposit is required for, but not limited to, activities where expected expenses exceed $5,000, and shall be paid six months, or as soon as practical, prior to the activity date. The security deposit, minus any incurred activity expenses, is refundable up to three months prior to the activity. Cancellation within three months of the activity date forfeits refund of the deposit. Upon completion of the activity, the deposit will be applied toward financial obligations. The Director may modify or waive the security deposit for individual activities. University sponsored activities are exempt from security/guarantee deposit.

D. Pre-Payments and Advances:

1. Some activities may require pre-payment of enrollment/registration fees to confirm registration. Registration is complete upon receipt of payment.

2. In the event an instructor or coordinator is given an advance on expected income from an activity, and it is determined, upon completion of the activity and the final expense report, that the instructor or coordinator was over-compensated, the full amount of the overpayment must be returned to the Division of Continuing Education within 15 days.

Source of Authority: Vice President for Academic Affairs, Texas Education Code
Cross Reference: None
Contact for Revision: Vice President for Academic Affairs