Professional Development FAQ’s

College and Career Readiness

1. **Who can take CEU courses provided through the System Office?** Registration and participation is only available to paid staff, full or part-time instructors, or volunteers working for a community college or community based-organization funded by the system office.

2. **Are CEU courses or certifications required?** The System Office does not require you to participate, but staff development is documented and monitored by the National Reporting System for the Office of Career Technical & Adult Education. All courses offered are based on the North Carolina Content Standards and model best practices in adult education.

3. **Can you take a few courses, but not complete a certificate?** Yes, but each program is required to report annually the number of certificates or credentials obtained.

4. **How soon do I need to register for a course?** Once you have discussed your professional development needs with your coordinator or director, you may register for the class. Courses are limited to 25 participants and are closed two weeks before the training.

5. **What if you need to cancel a registration?** Contact Cheryl McKenzie immediately at cmekenzie@ncsu.edu to cancel your registration. It is extremely important to attend all courses that you register for. If you are unable to attend, please give notification at least three weeks in advance before the class start date.

6. **Can I decide to attend at the last minute or substitute for someone else?** No. As with university-sponsored coursework, walk-ins are not allowed, and no substitutions can be made.

7. **Can I get partial credit for a course?** No. Participants must attend the entire course to receive a certificate. Participants will not be allowed to “make-up” hours missed during the training.

8. **Are all of the CEU courses conducted face-to-face?** At this time, all courses are delivered through direct instruction with the exception of the Orientation to Basic Skills which is delivered via distance learning and the ESOL certificate prerequisite courses offered through LINCS.

If you have additional questions or need clarification, please contact one of the following members of the System Office Program and Professional Development Team.
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