



Available levels of service from the Continuing Education Office

All documents & forms referenced are available on the CE website [here](#)

1) Registration only: 5% of the gross registration income

One-time or recurring events within the College of Veterinary Medicine are eligible. The event must be pre-approved by the event organizer's home department. The course idea must be proposed to the Continuing Education Review Board for approval. Proposals must be submitted to the review board a minimum of 6-8 months prior to or upon initial discussion of the planned course date. Approval is pending availability of space and University Events Calendar. Proposal preparation is the responsibility of the course organizer and should include the completed **Course Proposal Form and Estimated Budget**.

The Continuing Education Coordinator will assist with all elements as it relates to registration. The event organizer and home department is responsible for all other aspects of organization and marketing of the event outside of registration, outlined on the **Registration Only-MOU** document.

The total gross registration income, minus expenses (see **Estimated Budget** doc), will be transferred to the event organizer's fiscal account after the event has occurred. The course organizer's home department is responsible for any incurred losses.

2) Full support: 20% of the gross registration income; 0% of the sponsorship income

One-time or recurring Continuing Education courses are eligible. The event must be pre-approved by the event organizer's home department. The course idea must be proposed to the Continuing Education Review Board for approval. Proposals must be submitted to the review board a minimum of 6-8 months prior to or upon initial discussion of the planned course date. Approval is pending availability of space and University Events Calendar. Proposal preparation is the responsibility of the course organizer and should include the completed **Course Proposal Form and Estimated Budget**.

If the course is approved by the review board, the course organizer will work directly with the Continuing Education coordinator to plan the course. The Continuing Education coordinator will assist with registration, planning, organization, and marketing. The responsibilities of both the course organizer and the Continuing Education coordinator are outlined on the **Full Service-MOU** document.

The total gross registration income, minus course expenses (see **Estimated Budget** doc), will be transferred to the event organizer's fiscal account after the event has occurred. The course organizer's home department is responsible for any incurred losses.

If the course is not approved by the review board, the course organizer has the option of utilizing the lower level of service (outlined below) dependent on approval by his/her home department.



3) Space Rental + Additional Services

*In order to be eligible for this level, there must be another external planning committee involved. One-time or recurring Continuing Education courses are eligible. The event must be pre-approved by the event organizer's home department. The course idea must be proposed to the Continuing Education Review Board for approval. Proposals must be submitted to the review board a minimum of 6-8 months prior to or upon initial discussion of the planned course date. Approval is pending availability of space and University Events Calendar. Proposal preparation is the responsibility of the course organizer and should include the completed **Course Proposal Form and Estimated Budget**.*

If the course is approved by the review board, the course organizers will work directly with the Continuing Education coordinator to reserve space and determine the additional services that will be provided. The responsibilities of both the course organizer and the Continuing Education coordinator are outlined on the **Space Rental + Additional Services-MOU** document.

4) Space Rental Only: No CE fee

One-time or recurring Continuing Education courses are eligible. The course idea must be proposed to the Continuing Education Review Board for approval. Approval is pending availability of space and University Events Calendar. Proposal preparation is the responsibility of the course organizer and should include the completed **Course Proposal Form**. If the space rental request is approved by the review board, the course organizer will work directly with the Continuing Education coordinator to complete space rental. The responsibilities of both the course organizer and the Continuing Education coordinator are outlined on the **Space Rental -MOU** document.

Please note: Support from the Continuing Education Office is intended for College-sponsored events and continuing education courses organized by CVM faculty.