

Online Registration System Fee Sheet

Continuing & Professional Education (C&PE) offers a portal for non-credit programming to local, national and international communities of people who want to pursue professional certification in their field, train in a new career, or just learn a new skill. Most of the courses offered in C&PE are in an online or hybrid format, but some face-to-face courses are also offered.

Academic Innovation invites Colleges & units to participate in the C&PE portal in an effort to aggregate WVU's outreach efforts and maximize use of our online registration and payment system.

C&PE offers:

- Online registration and payment system;
- Students the ability to set up a profile, browse courses, register online;
- Instructors the ability to set up a profile, and access their class roster;
- A transcript of student work; and
- The opportunity for families to establish "household" profiles; and

CEUs and ILUs

- C&PE is a provider of both Continuing Education Units (CEUs) and International Learning Units (ILUs).
- Colleges and Schools (or sponsoring department) will be charged \$5 per participant for CEUs or ILUs.
- For individual transcripts, there is a charge to the student of \$6.

Cost to Colleges/Units – (Recommended, negotiable)

- For courses costing \$500 or more, the charge will be a \$25 set-up fee per course, and \$10 per student registrant.
- For courses costing \$101-500 per registration, there will be a \$10 set-up fee per course and a \$5 per student registration.
- Courses costing less than \$100 will only incur a set-up fee of \$5 per course.
- Colleges or Units will be invoiced for fees specified in an agreement and revenue distribution is automatic.
- If class is canceled due to low registrations, the set-up fee will still be charged.

Responsibility of College/Unit

- Provide accurate program information.
- Conduct targeted promotion/marketing.
- Confirm enrollments and corresponding payments.
- Revenue reconciliation.
- Payment by major credit cards with all payments processed through the secure WV State Treasurers Office site at the standard rate of \$0.0225.

Contact Information:

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