Continuing Professional Education (CPE) 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 CPE are in an online or hybrid format, but some face-to-face courses are also offered.

WVU Online invites colleges and units to participate in the CPE portal in an effort to aggregate WVU’s outreach efforts and maximize use of our online registration and payment system.

CPE 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

• CPE 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:

Continuing Professional Education, email WVUEnrich@mail.wvu.edu or call (304) 293-2834