
Policy Title: **CONTINUING EDUCATION**
PROFESSIONAL DEVELOPMENT SEMINAR/WORKSHOP FEES

This policy is established in accordance with Chapter 38.24(1s) of the Wisconsin State Statutes and Section 11 of the Client Reporting System User's Guide for the Wisconsin Technical College System (WTCS). This policy establishes authority for the Mid-State Technical College administration to establish and charge fees for professional development seminars and workshops. Professional development seminars and workshops are defined as instruction offered to individuals who are employed in a related field and lasting no longer than 24 hours.

These seminars and workshops are generally offered on-demand. The cost of instruction varies according to instructor, location, supplies, equipment, and so on. Market conditions and competition may also vary. Administration will set a fee for each seminar or workshop based on guidelines established for contracts for services. Administration will also consider the following:

- Comparable charges within the WTCS and other public two-year colleges.
- The market and economic conditions.
- Avoid unfair competition with private enterprises and comply with the WTCS "General Policy on Goods and Services".

Instruction offered under this policy is not considered a Chapter 38.14 contract for contract reporting purposes. Customary procedures for general offering should be used instead.

Adopted: August 2011

Last Reviewed: May 2022

Last Revised: May 2022