



EDUCATIONAL OUTREACH DEPARTMENT

UTTC is excited to offer Professional Development Continued Education (CEU's) to Businesses/Organizations. This document serves to answer frequently asked questions about professional development (CEUs) offered through United Tribes.

Frequently Asked Questions

1. What is United Tribes Technical College (UTTC)?

Located in Bismarck, ND, United Tribes Technical College is a Tribal College chartered by the state of North Dakota and operated by five tribes: Three Affiliated Tribes of Fort Berthold, the Spirit Lake Tribe, the Sisseton-Wahpeton Oyate, the Standing Rock Sioux Tribe, and the Turtle Mountain Band of Chippewa Indians. For over 43 years, UTTC has served over ten thousand American Indian students from more than 75 federally recognized Indian Tribes across the nation. In addition to American Indians, the college welcomes and serves students of all backgrounds. In addition, UTTC is the first tribal college in the nation authorized by NCA-HLC to offer all their degree programs online.

2. What is a CEU?

A **Continuing Education Unit (CEU)** is a measure used in continuing education programs, also used as a requirement in a licensed profession in order for the professional to maintain their license. It is also a visual track record of your commitment and professional development to your chosen craft.

3. How much does it cost for CEUs?

The cost is dependent on the situation...If UTTC is organizing a workshop/conference and is paying all expenses for the event, there is a nominal fee. If an outside organization/business is organizing and paying for the

workshop/conference, UTTC may waive the fee, if approved. There are guidelines and restrictions that apply in order to qualify for a fee reduction or waiver.

4. How do I apply for CEUs?

Complete UTTC's application available when you register for the conference/workshop online and/or onsite. The application requests ethnicity and also enrollment # (if available) so please have that information available. However it is not a requirement to be an enrolled member of a tribe to receive CEUs.

5. How many CEUs will be earned?

All applicants must sign an attendance sheet. The applicant can earn 1 CEU for every 7.5 hours of training. (training less than 7.5 hours will be awarded a fraction of CEU). The number of CEU's available is dependent on the number of required hours per training session. The facilitator/trainer must have all attendees sign the attendance sheet and sign off on the attendance form.

6. When will I receive my Certificate of Completion?

All participants who registered for a training event will earn CEU's or a fraction of a CEU in accordance with the number of training hours attended; and can request a transcript of CEU's earned by contacting the registrar's office. Educational Outreach cannot send a transcript; participants must contact registrar's office.

To receive a Certificate of Completion, participants must attend at a minimum of 15 hours or more of training. Certificates of Completion may take 30-60 days to process. (Dependent on size of conference/workshop) The CEU's earned will be stated on the certificate.

How do I get a copy of CEU hours if lost?

Contact United Tribes Technical College Registrar's office if you are requesting a transcript 701-255-3285 ext. 1216 a fee of \$2 per request. Contact Educational Outreach if you are requesting a copy of your Certificate of Completion ... (701) 255-3285 ext. 1374/1534. A \$5 fee will be charged per request.

THANK YOU