

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: SEMINAR/WORKSHOP PLANNING AND IMPLEMENTATION	Original Issue Date: June, 1991	Policy #: 701
	Supersedes: November 10, 2016	Effective Date: September 24, 2020
Individuals /Committees Consulted: Allied Health Faculty Development SON Planning	Reviewed & Approved by: Administrative Team College Governance	Approved by: Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:
To provide a procedure for the planning and implementation of College seminars/workshops

POLICY:
Seminars/workshops adhere to continuing education policies/guidelines of the responsible college divisions.

Seminars/workshops are approved by the divisional Dean/Director or designee.

Seminars/workshops are advertised a minimum of two months prior to the event date.

Seminar/workshop funding adheres to College and LAC+USC Medical Center guidelines.

PROCEDURE:
Coordinator(s) use the Implementation Procedure in planning seminars/workshops.

PROCEDURE DOCUMENTATION:
Seminar/Workshop Implementation Procedure
Class/Program Log

REFERENCES:
College Policy #150: Collection, Disbursement, and Security of Fees
College Policy #200: Continuing Education Approval

REVISION DATES:
June 1991
August 20, 2003
November 9, 2006
March 11, 2010
August 15, 2013
November 10, 2016
September 24, 2020