

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

Subject: <b>SEMINAR/WORKSHOP PLANNING AND IMPLEMENTATION</b>	Original Issue Date: June, 1991	Policy #: <b>701</b>
	Supersedes: November 9, 2006	Effective Date: March 11, 2010
Committees Consulted: Program Marketing College Faculty Development EDCOS Shared Governance	Reviewed & Approved by: College Administration College Planning	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

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

**POLICY:**  
Seminars/workshops adhere to continuing education policies and/or guidelines of the responsible college divisions.  
  
Seminars/workshops are approved by the divisional Dean or designee.  
  
Seminars/workshops are advertised a minimum of two months prior to day of the event.  
  
Seminar/workshop funding adheres to College and Network guidelines.

- Requests may be made to fund speakers, refreshments, or materials that enhance seminar objectives, e.g., pamphlets.
- Funding must be obtained or guaranteed prior to confirming a paid speaker or placing order for refreshments or educational materials.
- Funding support is acknowledged on the program overview/schedule.

**PROCEDURE:**  
Coordinator(s) use the Implementation Guidelines in implementing seminars/workshops.

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

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