ENVIRONMENTAL – ETI

The following courses are in partnership with:

ETI 302
STORM WATER POLLUTION PREVENTION PLANS (SWPP)
(1.6 CEUs / 16 HOURS)

This course covers the fundamental requirements of a storm water pollution prevention plan, including how to identify your facility’s potential sources of pollution, discharge, or contamination, and methods to prevent and control storm water pollution. Discuss CWA, potential sources and contact zones, permitting (construction and MSGP) basic erosion and sediment control techniques. From new construction to plant operations, participants will gain an understanding of erosion and sedimentation challenges, as well as methods to monitor and evaluate the effectiveness of SWPPPs.

17SPETI302 Meetings: 2
8/24 – 8/25 Th and F 8 a.m. to 5 p.m.
Registration Fee: $650

OSHA 511
OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR GENERAL INDUSTRY
(3 CEUs / 30 HOURS)

This course covers the OSHA standards, policies, and procedures in general industry. Topics include: scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Upon course completion, students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program.

17SPOS0511 Meetings: 4
6/13 – 6/16 Tu, W, Th and F 8 a.m. to 5 p.m.
Registration Fee: $595

ENVIRONMENTAL – OSHA

The following courses are in partnership with:

OSHA 241
HAZWOPER GENERAL SITE WORKER 40-HOUR
(4 CEUs / 40 HOURS)

Fulfill the training requirements for hazardous waste cleanup workers listed within Title 29 Code of Federal Regulations 1910.120 (e). Topics include: scope, application, definitions, safety and health programs, site characterization and analysis, site control, training, medical surveillance, engineering controls, work practices, personal protective equipment, monitoring, site safety and health plans, drums and containers, decontamination and on-site emergencies.

17SPOS241 Meetings: 5
6/5 – 6/9 M, T, W, Th, and F 8 a.m. to 5 p.m.
Registration Fee: $595
FITNESS AND HEALTH

The following courses are in partnership with:

World Instructor Training Schools (WITS) is the only major certifying body in the country providing comprehensive practical training and internship components. WITS is an approved CEU provider for the Board of Certification for Athletic Trainers, the American Occupational Therapy Association, the National Certification Board for Therapeutic Massage and Bodywork and the International Association of Continuing Education and Training. The American Council on Education has recommended three undergraduate academic credits for this course.

FREE INFORMATIONAL WEBINAR: PERSONAL FITNESS TRAINER CERTIFICATION

(0 CEUs / 1 HOUR)

Want to learn more about this Personal Fitness Trainer Certification course? Join our live webinar to talk with a veteran instructor about the course industry. Can’t make the date/time? Register anyway and we will send you a recording once it is complete.

17SFTT1000 Meetings: 1
6/1 Th 10 a.m. MT/12 p.m. EST
Registration Fee: FREE
Registration Website:
http://tinyurl.com/fitnessorientation617

Continues for free webinar: Personal Fitness Trainer Certification

FREE – LIVE INFORMATIONAL SEMINAR: PERSONAL FITNESS TRAINER CERTIFICATION

(0 CEUs / 1 HOUR)

17SFTT1002 Meetings: 1
6/24 Sa 10 to 11 a.m.
Registration Fee: FREE

We appreciate hearing about your experience with our courses, tell us your story through our social media channels.

Share your experience with us.

facebook.com/ppp.utep
twitter.com/utepp3
UTEP P3 Professional & Public Programs

PROFESSIONAL TRAINING AND DEVELOPMENT

YOU MUST BE 18 AND OLDER TO REGISTER FOR THE FOLLOWING COURSES.

Continues for course: OSHA 501 – Trainer Course...
17SPSOS5001 Meetings: 4
7/18 – 7/21 Tu, W, Th and F 8 a.m. to 5 p.m.
Registration Fee: $695

OSHA 3015
EXCAVATION, TRENCHING AND SOIL MECHANICS
(2.2 CEUs / 22 HOURS)

This course covers the OSHA Excavation Standards and safety and health aspects of excavation and trenching. Course topics include practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations, introduction of various types of shoring (wood timbers and hydraulic), soil classification and use of protective systems. Testing methods are demonstrated and students will learn how to properly use instruments, such as: penetrometers, torvane shears and engineering rods in workshops.

17SPSOS3015 Meetings: 3
7/25 – 7/27 Tu, W, and Th 8 a.m. to 5 p.m.
Registration Fee: $595

OSHA 2015
HAZARDOUS MATERIALS
(2.6 CEUs / 26 HOURS)

This course covers OSHA General Industry Standards and other consensus and proprietary standards that relate to the use of hazardous materials. Course topics include flammable and combustible liquids, compressed gases, LP-gases and cryogenic liquids. Related processes such as spraying and dipping and use of electrical equipment in hazardous locations are also discussed. Upon course completion students will have the ability to assess compliance with OSHA hazardous materials standards, determine hazardous (classified) locations, and proper moving, storing and handling of hazardous materials.

17SPSOS2015 Meetings: 4
8/22 – 8/25 Tu, W and Th 8 a.m. to 5 p.m.
F 8 a.m. to 12 p.m.
Registration Fee: $595

PERSONAL FITNESS TRAINER CERTIFICATION

(3 CEUs / 30 HOURS)

NEW Certified Personal Trainer Course with Test Voucher Included!

Become a successful Certified Personal Trainer with an option to complete an employer internship that can walk you into jobs! This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills and knowledge. Learn key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more.

Level 1 - Certified Personal Trainer Certificate
Level 2 - Advanced Level 2 Certified Personal Trainer Certificate

Note: Workbook, access to online student study tools and test vouchers included. Please call (888) 330-9487 or visit www.witseducation.com to order and start reading.

17SFTT2000 Meetings: 7
7/8 – 8/19 Sa 9 a.m. to 4 p.m.
Early Registration Fee: $685
Registration Fee: $699
The following course is in partnership with:

The price of the certification exam is not included in the tuition for the following courses. Exam registration assistance is available through CCI.

PHARMACY TECHNICIAN TRAINING
(8 CEUs / 80 HOURS)

This comprehensive program will prepare students to work in retail or other pharmacy-related settings, and to take the Pharmacy Technician Certification Board’s (PTCB) exam. Course content includes pharmacy medical terminology, the history of pharmacy, pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs (by generic and brand names). Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the “top 200 drugs,” I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control, billing and reimbursement.

Note: Textbooks are included in the fee for this course.

17FPHC4000  Meetings: 23
6/26 – 7/13  M and W 6 to 9:30 a.m.
Early Registration Fee: $1799
Registration Fee: $1929

ESSENTIALS OF HUMAN RESOURCES
(1.5 CEUs / 15 HOURS)

The SHRM Essentials of Human Resources Management Certificate Program offers a broad overview of the human resources functions, covering six key topic areas: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development, and Performance Management. It is ideal for those who are just starting out in HR profession, performing HR duties, or are looking for an effective way to boost their employee-management skills.

Note: Textbooks are included in the fee for this course.

17SPHR1000  Meetings: 5
6/3 – 7/1  Sa 9 a.m. to 12 p.m.
Early Registration Fee: $550
Registration Fee: $575

FREE INFORMATIONAL SEMINAR:
A GUIDE TO PROJECT MANAGEMENT AND LEAN SIX SIGMA SERIES
(0 CEUs / 3 HOURS)

This seminar highlights the need for one to develop project management knowledge/skills for optimum business results. This free seminar focuses on the Project Management Professional (PMP) baseline, UTEP’s Lean Six Sigma (LSS) program, Lean 14 Principals and the Six Sigma DMAIC Methodology.

Discount: Students who attend will receive $25 off the White and Yellow Belt courses, $50 off the Green Belt course and $50 off the Project Management Professional Certificate class.

Note: To have discount applied, please register by calling (915) 747-5142.

17SPMG1000  Meetings: 1
6/5  M 6 to 9 p.m.
Registration Fee: FREE

LEAN SIX SIGMA

Lean Six Sigma (LSS) is a proven business management strategy that helps organizations operate more efficiently. It combines the Lean 14 principles for reducing waste and increasing performance, with Six Sigma tools and techniques for improving and sustaining quality.

Note: The sequence of leveled belt courses (White, Yellow and Green) increase in difficulty as you progress through them. Graduates will receive a certificate at the end of each course level.

LEAN SIX SIGMA WHITE BELT
(0.6 CEUs / 6 HOURS)

Participants will gain an overview of the Lean 14 Principles based on the Toyota Production System, and the Six Sigma Methodology based on The Six Sigma Handbook.

17SPMG3201  Meetings: 1
6/17  Sa 9 a.m. to 4 p.m.
Early Registration Fee: $199
Registration Fee: $225

Ever think about how leadership impacts your workforce?

For more information about our Skilled Professional Series and Leadership Development, see pages 45 and 46.
**LEAN SIX SIGMA YELLOW BELT**
(1.2 CEUs / 12 HOURS)

Gain a more comprehensive understanding of the Lean 14 Principals, based on the Toyota Production System, and Six Sigma DMAIC Methodology. Students will gain exposure to problem identification and solution techniques. Lean and Six Sigma (LSS) places an emphasis on integrated continuous improvement environment.

17SPMG4201 Meetings: 2
6/24 – 7/1 Sa 9 a.m. to 4 p.m.
Early Registration Fee: $399
Registration Fee: $425

**LEAN SIX SIGMA GREEN BELT**
(4.2 CEUs / 42 HOURS)

This intensive course provides participants with an in-depth knowledge of the Lean 14 Principles based on the Toyota Production System, and the Six Sigma Methodology based on The Six Sigma Handbook. Students will engage in hands-on projects, discussions and examples, which enhance the curriculum provided in the course.

Note: Textbooks are included in the fee for this course.
17FPMG5004 Meetings: 7
7/15 – 9/9 Sa 9 a.m. to 4 p.m.
No classes on 8/5 and 8/19
Early Registration Fee: $1200
Registration Fee: $1300

**LEGAL**
The following course is in partnership with:

**THE CENTER FOR LEGAL STUDIES**

**PARALEGAL CERTIFICATE COURSE**
(8.4 CEUs / 84 HOURS)

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Train to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents and assist in preparing cases for courtroom litigation. There are no prerequisites to take the course. This program will help improve office efficiency, productivity, billable hours and new marketable job skills.

Note: Textbooks are not included. All textbooks and resources, including WESTLAW access, are available for separate purchase from The Center for Legal Studies by calling 1 (800) 522-7737 or by using the secure online order form at www.legalstudies.com.

17SPCLS3000 Meetings: 12
6/10 – 7/23 Sa and Su 9 a.m. to 5 p.m.
Early Registration Fee: $1289
Registration Fee: $1330

**PROJECT MANAGEMENT**

**BOOT CAMP: PROJECT MANAGEMENT CERTIFICATION TEST PREP**
(2.7 CEUs / 27 HOURS)

Students will use a practicum model to help practice processes outlined in the fifth edition of the PMBOK® Guide; this includes, but is not limited to, the 47 processes of project management & PMI code of ethics. This course is designed for professionals who are preparing for the Project Management Institute’s Project Manager Professional exam (PMP), Certified Associate in Project Management (CAPM) exam, or for individuals who want to further develop their project management skills.

Note: Textbooks are included in the fee for this course.
17SPMG4004 Meetings: 9
6/12 – 6/28 M, T, and W 6 to 9 p.m.
Early Registration Fee: $799
Registration Fee: $849

**PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE**
(5.4 CEUs / 54 HOURS)

Project management is a highly competitive profession that requires a high level of expertise, recognized credentials and utilization of proven best practices in the work environment. Learn the core competencies while preparing for The Project Management Institute (PMI®) certification exam. This is the number one choice for government agencies, colleges and universities in the U.S. This course teaches the five process groups and ten knowledge areas of PMBOK®, 5th edition (PMI code of ethics and professional conduct), while also reviewing general management topics.

This course qualifies you for the 35 training contact credit hours requirement necessary to register for the PMI® Certified Associate Program Management (CAPM), Project Management Professional (PMP) exam, toward maintaining your current PMI® PMP certification, and/or for experienced project managers wanting to brush up on their education.

Note: Textbooks are included in the fee for this course.
17SPMG4005 Meetings: 18
7/10 – 8/16 M, T, and W 6 to 9 p.m.
Early Registration Fee: $1550
Registration Fee: $1650

**STAY CONNECTED**

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<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<th>Meetings</th>
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<td>THE FUNDAMENTALS OF BRANDING YOUR OWN BUSINESS</td>
<td>0.5 CEUs</td>
<td>5</td>
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<td>Tu 6 to 8:30 p.m.</td>
<td>$120</td>
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<td>LEADERSHIP DEVELOPMENT: HOW TO CULTIVATE A WINNING TEAM</td>
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<td>CREATING HIGH PERFORMANCE TEAMS</td>
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<td>GOTTA MINUTE?… TIME MANAGEMENT</td>
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<td>$120</td>
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</table>
CONTINUING EDUCATION AT UTEP

PROFESSIONAL TRAINING AND DEVELOPMENT

MILITARY SPOUSE EDUCATION

GET UP TO $4,000

Find out if you’re eligible for $4,000 for career training! The MyCAA program is designed to help military spouses, just like you, gain the training they need to start a rewarding career – no matter where they PCS. MyCAA funding may completely cover your training costs with the University of Texas at El Paso, Professional and Public Programs (P3). These live and online courses give you the flexibility you need to make school work for you!

P3 accepts MyCAA funding for approved live and online certificate courses.

To ensure your eligibility for the MyCAA Scholarship, call a Spouse Education & Career Opportunities - SECO Career Counselor at 1 (800) 342-9647 or visit the MyCAA Spouse Portal online at https://aiportal.acc.af.mil/mycaa and provide the required Spouse Profile information. Click on UTEP to view your course options.

P3 offers an extensive selection of MyCAA approved programs.

Look for this symbol to identify eligible live and online certificate courses throughout this catalog.

NOW HIRING!

Professional and Public Programs is always looking for qualified and enthusiastic educators who can teach our professional training and development courses. For more information, contact our PT&D Program Manager at 915-747-6649.

LIVE AND ONLINE CERTIFICATE COURSES AVAILABLE

FOR MORE INFORMATION:
915-747-5142

FOR ELIGIBILITY INFORMATION:
1-800-342-9647

HTTPS://AIPORTAL.ACC.AF.MIL/MYCAA
Click on UTEP to view your course options.

THE UNIVERSITY OF TEXAS AT EL PASO
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46  P3 CONTINUING EDUCATION AT UTEP  •  PROFESSIONAL TRAINING AND DEVELOPMENT
CAREER STEP ONLINE EDUCATION AND TRAINING SOLUTIONS

Professional and Public Programs at UTEP has partnered with Career Step to offer online training for in-demand careers. Tens of thousands of new jobs are expected in these career fields. Start training for a better future.

- Healthcare IT
- Pharmacy Technician with Healthcare Billing
- Pharmacy Technician with Healthcare Administration
- Pharmacy Technician with Healthcare Administration and Billing
- Medical Office Manager
- Professional Medical Coding and Billing with PCS
- Professional Medical Coding and Billing ICD-10
- Medical Transcription and Editing
- Medical Administrative Assistant with EHR
- Computer Technician
- Veterinary Assistant
- Pharmacy Technician
- Executive Assistant
- Medical Administrative Assistant
- Medical Billing
- ICD-10 for ICD-9 Coders

Programs offer open enrollment so you can get started now with an online curriculum that’s available 24/7 with unlimited instructor support, affordable tuition and payment plans. Call (915) 747-5142 or visit CareerStep.com/ppputep to get started. MyCAA applicants call 1 (800) 246-7837 ext. 8414.

ED2GO ENRICHMENT COURSES AND CERTIFICATE COURSES

In partnership with P3, Ed2go offers over 300 hundred online courses in sought after skills. Professional development and personal enrichment courses will be led by instructors in an interactive learning environment. Enhance your skills with courses that start monthly and span a convenient 6-12 week format. Prices start as low as $89.

Register for courses today in the areas of:

- Accounting Fundamentals
- Introduction to SQL
- Microsoft Excel
- Grammar Refresher
- A to Z Grant Writing
- Speed Spanish
- Project Management Fundamentals
- Beginning Writers Workshop
- Effective Business Writing
- Creating WordPress Websites
- Computer Skills for the Workplace
- Performing Payroll in QuickBooks
- Real Estate Law
- Money Management
- Learn to Buy and Sell on eBay
- Introduction to Google Analytics
- Photoshop CC for the Digital Photographer

Ed2go Certificate Courses start at your convenience and take 6-12 months to complete. Expert instructors develop, lead and interact with students for a positive interactive learning environment. Students gain more knowledge and move forward in their academic career.


Ed2go certification courses are offered in the following fields:
- Lean Six Sigma Green/Black Belt
- Healthcare
- Fitness
- Information Technology
- Software Development
- Media and Design
- Business
- Hospitality
- Skilled Trades
- Sustainable Energy

VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS

Ed2go.com

eLEARNING WITH EXTERNSHIP PLACEMENT

EDU2 self-paced, instructor monitored, best-in-class eLearning programs consist of 62 Career Tracks with Externship, and an additional 200 e-learning courses across a number of disciplines including: Healthcare, Business & Management, IT, Project Management, and Criminal Law & Justice.

Course Topics Include (10 of over 200 programs):
- Business Management Professional
- Project Management Professional
- Human Resources Professional
- Clinical Medical Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Dental Assistant
- Corrections Specialist
- Comp TIA A+, N+ or S+
- Java Specialist
- Workforce Readiness

VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS
THE CENTER FOR LEGAL STUDIES (CLS)
The Center for Legal Studies is a legal education company focused on providing students with the most affordable and effective legal education possible. In partnership with Professional and Public Programs, we offer education courses online to provide our students with the flexibility necessary to achieve their academic goals while continuing with their everyday lives.

Course topics include:
- Paralegal Certificate Course
- Advanced Paralegal Certificate Course
- Alternative Dispute Resolution Certificate Course
- Legal Investigation Certificate Course
- Legal Nurse Consultant Training Course
- Legal Secretary Certificate Course
- Personal Injury for Paralegals
- Preparing for the ACT
- Preparing for the GMAT
- Preparing for the GRE
- Preparing for the LSAT
- Preparing for the SAT
- SAT/ACT
- Software Essentials for the Law Office
- Victim Advocacy Certificate Course

W.I.T.S. EDUCATIONAL EXCELLENCE FOR FITNESS PROFESSIONALS
These online/blended courses are designed to help all individuals, regardless of fitness skill level/knowledge, to further enhance their ability to help others live healthier lifestyles. Additionally, these courses help one maintain their certification status, while also giving advice on the business side of the fitness industry.

Most popular courses:
- Building Blocks of Sport and Exercise Nutrition
- Older Adult Foundations
- Sports and Exercise Nutrition - Special Considerations
- Running Well
- Nutritional Concepts
- Exercise Program Design
- Fundamentals of Sports and Exercise Nutrition
- Developing your Business Strategy
- Pregnancy Fitness
- Lifestyle Fitness Coaching
- VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS

Join Our Team of Instructors!
Make a Difference. Earn Some Extra Cash. Enhance Your Resume.

Professional and Public Programs (P3) at Extended University is looking for dedicated, passionate instructors to share their talent, skills and knowledge with youth, adults and professionals in the community.

If you’re interested in teaching an existing course or have an idea for a new course, we’d love to hear from you.

Instructors are needed for the following areas:
- Community Enrichment Courses for Adults and Youth
- Foreign Languages
- English Language Institute - ESL, TOEFL
- Professional Training & Development
- Customized Training

For more information, email us at ppp@utep.edu with the subject line “P3 Instructor Employment Opportunities”.

Professional Training and Development Online Courses

Visit Our Website for More Course Offerings

Virtual Education Software
Distance Learning at Your Fingertips
Convenient, Relevant, Affordable

VEsi partners with accredited colleges and universities to provide interactive continuing education courses for teachers and higher education students. Rely on the expert instruction of e-learning to complete a degree, advance your career, or complete state re-licensure requirements.

Course topics include:
- Advanced Classroom Management
- Behavior is Language
- Child Abuse
- Early Childhood
- Typical & Atypical Development
- Educational Assessment
- Learning Disabilities
- Reading & Writing in Content Area
- Talented & Gifted
- Teaching Elementary Math
- VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS

JER Online Workforce Certificates & Courses

JER Online Certificates & Courses

With more demand for online workforce education training, now is a great time to take JER Online courses. These courses are positioned to serve individual students and groups of workforce employees who are seriously seeking Continuing Workforce Training.

Course topics include:
- Advanced Certificate Course in Structured Writing for Technical Documentation
- Advanced Certificate in Technical Writing
- Certificate in Professional Technical Communication
- Certificate in Technical Writing
- Certificate in Technical Writing for Current Technical Writers
- Workplace Experience Certificate in Technical Writing
- Technical Communication Industry Certificate - Mastery Level

Visit Our Website for More Course Offerings

The Center for Legal Studies (CLS)
REGISTRATION INFORMATION

By Phone: Call (915) 747-5142 Monday - Friday from 8 a.m. to 5 p.m.; Visa, MasterCard, American Express and Discover are accepted forms of payment.

Mail: Mail your registration form with a check, money order, credit card information, or purchase order to UTEP Professional and Public Programs; Kelly Hall, Suite 102; 500 West University Avenue; El Paso, TX 79968-0602. Please make checks payable to UTEP

Online: Find the class you want and register securely online at www.ppp.utep.edu, 24 hours a day. For assistance, please call (915) 747-5142.

In Person: Visit our offices located at Kelly Hall, Suite 102, Monday - Friday from 8 a.m. to 5 p.m.

Early Registration: Early registration fees end two weeks prior to start of class date.

COURSE OFFERINGS & FEES

Professional and Public Programs is committed to offering quality programs at affordable prices. Course fees are based on an estimated minimum number of students. Professional and Public Programs is self-sustaining and course fees cover all expenses. No support is received from state or local taxes. All courses are prepaid courses.

CONFIRMING YOUR ENROLLMENT & COURSE LOCATION

When you enroll in a P3 course by phone, mail or online, you will receive a confirmation email; however, you may also request your confirmation be sent by mail. If you do not receive your enrollment confirmation within 48 hours of the course start date, please call (915) 747-5142 during office hours. If there are any changes to the class, you will be promptly notified.

SPECIAL ACCOMMODATIONS/NEEDS

If you have a disability and require special accommodations, please call (915) 747-5142. Please contact our office three weeks prior to start of a class.

COURSE CANCELLATION POLICY

In order to ensure courses reach their minimum number of participants, we highly recommend you register early. P3 reserves the right to cancel any class that does not meet the minimum enrollment required or in case of any unforeseen circumstances. Registrants will be notified of course cancellations by phone and e-mail. Refunds will be processed automatically for courses canceled by Professional and Public Programs. NOTE: P3 reserves the right to change the location, day, time and instructor.

PAYMENT OPTIONS FOR LIVE LECTURE COURSES

Professional and Public Programs (P3) has a new Pre-Payment Plan designed to make registration payments even easier for your educational needs. In order to utilize this payment service, you must first enroll in a P3 live course, either in person at 102 Kelly Hall (located on the UTEP Campus) or by phone at (915) 747-5142. This free payment plan will allow you to make payments up to 5 days before the course is scheduled to begin, allowing the course to be paid in full before the start date.

Please note that any class not paid in full prior to the 5-day start date will incur a $25 processing fee and result in the participant being dropped from the class.

FINANCING OPTIONS

The Sallie Mae Smart Option Student Loan and other private loans are available for selected courses with registration fees greater than $500. These interest-free payment plans allow you to spread out the registration fees cost over the course duration. Plans are administered directly by Sallie Mae. Visit www.salliemae.com/00366198 for more information.

PRIVATE LOAN OPTIONS

Private student loans are not part of the federal student loan program and require a credit check. You may borrow from any lender you choose; however, some private loans are only eligible for credit courses and do not cover continuing education classes. Borrowing fees and coverage vary between lenders, so compare costs and choose the program that’s right for you.

THIRD PARTY BILLING

Professional and Public Programs will accept third party billing on behalf of a participant as a form of payment. The participant must submit a letter of credit from his/her employer, which the employer agrees to make payment for the participant’s registration fees. The letter must state that the employer will make payment upon receipt of an invoice from P3. It must also state that payment is not contingent upon the participant’s course grades. Please contact (915) 747-5142 or ppp@utep.edu for more information.

MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNT SCHOLARSHIP - MYCAA

The MyCAA Scholarship is a workforce development program that provides up to $4,000 of tuition assistance to eligible military spouses. P3 accepts MyCAA funding for approved live and online certificate courses. To ensure your eligibility for the MyCAA Scholarship, call a Spouse Education & Career Opportunities - SECO Career Counselor at 1 (800) 342-9647 or visit the MyCAA Spouse Portal online at https://aiportal.acc.af.mil/mycaa and provide the required Spouse Profile information. Click on UTEP to view your course options.

VOCATIONAL REHABILITATION FUNDING FOR DISABLED VETERANS (CH. 31)

The Department of Veterans Affairs offers funding for disabled Veterans with a disability of 10% or more. P3 accepts Vocational Rehabilitation Funding for approved live and online certificate courses. To begin the funding process, please visit www.ebenefits.va.gov and register with vonapp or contact your local Vocational Rehabilitation Employment Office. The El Paso/Las Cruces local office number is (915) 772-2195.

Inform your case manager you have chosen to take a UTEP certification course.

NOTE: Not all payment plan options are applicable to all courses.

ED2GO CERTIFICATE COURSE ONLY

NEW – Easier Loan Application process.
Visit https://ed2go.onelologos.net/ for details.

REFUND POLICY

Refunds will be issued, minus a 15% cancellation fee per course, cost of materials, and/or lab fees, if a written request is faxed to (915) 747-5538, emailed, or mailed and received three business days prior to the first day of a scheduled course. Refund requests must include your name, daytime telephone number, and the course number or name. This policy applies to all registrations, regardless of the payment method. Phone requests will not be accepted for a refund.

Exceptions for refunds:
• There are no refunds for online courses.
• Other refund policies may apply to Conferences, Customized Training & Services, and other special programs.

NOTE: Please allow 2 to 3 weeks for processing of refunds. No refunds will be given on or after the first class meeting. A $25 fee will be charged for returned or canceled checks.

Send your request via:
E-mail: ppp@utep.edu
Fax: (915) 747-5538
Mail: UTEP Professional and Public Programs
500 West University Avenue
Kelly Hall, Suite 102
El Paso, TX 79968-0602

INCLEMENT WEATHER AND EMERGENCY POLICY

If UTEP is closed due to inclement weather or emergency situations, area radio and TV stations will make an announcement. P3 adheres to the assessment of University officials to close the campus. Please tune in to your local radio stations and TV news stations to learn of campus closures. P3 cannot guarantee that they can contact course participants when the campus is closed due to inclement weather or emergencies. When in doubt, contact UTEP Police at (915) 747-5611; call P3 for announcements; or visit the UTEP website (www.utep.edu) or Facebook page. Refunds cannot be issued under this policy, but P3 will make every effort to make up canceled courses, on a case-by-case basis.
Community Enrichment for Adults
P3 Kidz on Campus
ESL Youth Camps
English Language Institute
Languages
Professional Training and Development
Customized Training
Online Courses

ppp.utep.edu
915-747-5142

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