



UNITED TRIBES
TECHNICAL COLLEGE

Extended Learning Continuing Education (CEU) Memorandum of Agreement



This is an agreement between United Tribes Technical College, hereinafter called UTTC and the National American Indian Housing Council hereinafter called NAIHC.

I. Purpose & Scope

This Memorandum of Agreement (MOA) establishes the goals, objectives and responsibility by which UTTC and NAIHC will collaborate on professional development training for Continuing Education Units (CEUs) for qualifying tribal professionals and entities throughout Indian country, adhering to UTTC's CEU guidelines.

II. Roles & Responsibilities

Upon a request for CEU consideration being made, the parties shall have the following roles and responsibilities:

The National American Indian Housing Council will:

- NAIHC will plan, develop, execute and administer all trainings and professional development events.
- NAIHC will place the UTTC Logo with CEU availability for all trainings and professional development on their website, flyers, and publications.
- NAIHC plans the non-credit activity in response to an assessment of the need for a specific target population.
- NAIHC will provide a statement of objectives and rationale for training.
- NAIHC will ensure that content is selected and organized in a sequential manner.
- NAIHC will certify that all trainings are instructional in nature and taught by qualified trainers.
- NAIHC will create a process for registration of individual participants and have the capability to generate data for institutional data reporting.
- If requested, NAIHC will provide UTTC OEL personnel hotel, waiver for registration, and a booth to distribute material at sponsored conferences/workshops
- NAIHC will guarantee that appropriate evaluation procedures are utilized, and criteria are established for awarding CEUs to individual participants.
- NAIHC reserves the right to reschedule or cancel any training two (2) working days in advance with appropriate notification; special considerations will be made due to weather-related circumstances.

Training Management and Administration

NAIHC will manage the pre-planning tasks and logistics to ensure a successful and professional development experience for the participants registered. This includes: project management, curriculum development, material development, conference planning, faculty selection, logistics and delivery, extensive and effective marketing campaigns, session delivery and evaluation and follow-up reporting. In addition, NAIHC will maintain constant communication with the OEL contact to ensure cooperation in delivering the services needed for CEUs. The ability to work in a collaborative manner with the OEL staff will lead to effective and seamless program planning and delivery, which is the core of a successful training program.

Any additional requests by NAIHC to UTTC will be in line with existing UTTC policies such as: CEU, room rental, catering, transportation, and liabilities.

Training Evaluation

NAIHC will develop a written evaluation for each professional development training that can be altered and amended based on the needs of UTTC. The results of the evaluations will be submitted electronically to the Office of Extended Learning staff for internal processing within ten (10) business days following the training.

United Tribes Technical College Office of Extended Learning will:

- Work collaboratively with NAIHC to offer CEUs for training and professional development opportunities.
- Provide NAIHC with the UTTC CEU packet establishing guidelines and responsibilities.
- Ensure that every non-credit activity to which CEUs are awarded meets the CEU criteria.
- Upon receiving a request for UTTC CEUs, will review the program agenda and create a classification code for the event.
- Provide UTTC CEU admission form for approved, sponsored conference(s)/workshop(s).
- Provide UTTC CEUs at reduced/no cost to partnering organization in adherence to the UTTC CEU guidelines.
- Upon return of admission forms, register participants.
- Award CEUs to participating attendees, per NAIHC documentation of participation/attendance.
- Maintain records of all CEUs award to NAIHC participants.
- Provide certificates of completion to participants who have completed, at a minimum, 15 hours of training per workshop or professional development event.
- Send Certificates of Completion within 60 days of the completed conference/workshop.
- Provide copies of CEU transcripts from Registrar's Office at a minimum cost of \$2 per request.

III. **Training Continuing Education Units** – UTTC will award CEUs for trainings held by NAIHC. Using the training materials, agenda and objectives, UTTC will transcript the CEUs for participants.

IV. **Agreement Review**

Annually, prior to September 30th of each year, UTTC and the NAIHC shall review this agreement for purposes of determining any modifications to this document.

V. **Duration/Termination**

This MOA shall become effective upon the date of approval of the last signatory. This MOA can be terminated by any party, at any time, by providing written notice of termination to the other party.

VI. **Miscellaneous**

- This MOA shall be construed in accordance with the laws of the State of North Dakota and all parties consent to the jurisdiction of the Courts of this State, and venue shall be in the County of Burleigh.
- Should any portion of this MOA be found to be invalid for any reason whatsoever, no other provision shall be affected and the MOA shall read as if it did not contain said invalid provision(s).
- This MOA shall be binding upon, enforceable against and inure to the benefit of, the success, assigns, employees, agents, officers, directors, and representatives of the Parties.

VII. **Principal Contacts**

To ensure open and on-going communication, the following NAIHC and UTTC OEL staff will be responsible for implementing approved UTTC CEU trainings and professional development events:

National American Indian Housing Council
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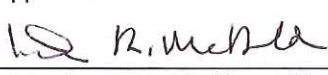
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Approved


Anthony Walters, Executive Director
NAIHC

Approved


Leander R. McDonald, President
United Tribes Technical College

5-1-17

Date