

IMPROVEMENTS TO CEU PROCESSING

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Continuing Education and Conferences

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UNIVERSITY OF
South Carolina

PURPOSE

- Update a 14-year-old process
- Transition application process on-line
- More efficient use of departmental resources



PEOPLE INVOLVED

Erica Horton, Administrative Assistant

Hilary Dyer Brannon, Director



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PROJECT PATH

- Review the current application form
- Make necessary updates to the form
- Generate a Formstack for campus partner CEU applications
- Accept Digital Signatures



KEY IMPROVEMENTS

- Online submission
- Reduction in returned applications
- Cost savings to the department
 - Staff time 2-3 hours/week
 - Supply savings (paper/toner)



RESULTS

- Reduction in returned CEU application packets
- Digital signatures
- Verification of Attendance form is online
- Cost-savings for CEU
 - Staff time
 - Postage
 - Printing



NEXT STEPS

- Generation of Formstack for CEU application
- Application Rollout
- Verification of Attendance Form
- Look for additional improvements that can be made



REFLECTIONS AND THANK YOU

Change Can Be Good!



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THANKS!

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