



## **Professional and Continuing Education (PACE)**

### **Third Party Proposal Instructions**

Please print the proposal form, complete both pages and fax or mail back with required attachments at least 60 days prior to your event. If you are proposing an event we have approved in the past, and the program has not changed, you need only submit the first page of the proposal. Please indicate the course number previously assigned to the event.

NOTE: For all events, first time or recurring, we always need to see copies of any promotional material BEFORE you distribute.

Upon approval, you will be notified via e-mail with the assigned course number, the number of units approved and the corresponding “unit processing fee”, and electronic copy of our registration form and roster. Event administrator should get a copy of the roster to the instructor and request that all participants interested in units be added. Upon course completion, the instructor should write “pass” next to each participants’ name who successfully completed the educational experience and attended all sessions. This roster must be faxed (415-482-3575) or mailed to PACE for transcript processing to occur. Advise students that official transcripts will be sent to the address listed on their registration form, generally within two weeks of roster submission (this can be slightly delayed during academic “busy” periods).

During first class meeting, interested participants should complete a registration form and form of payment for the unit processing fee. The instructor should collect these and send in a batch to: PACE, Dominican University of California, 50 Acacia Ave, San Rafael, 94901.

Questions: (415) 458-3712, 4 or [pace@dominican.edu](mailto:pace@dominican.edu)

NOTE: Please avoid using language such as “unit cost” or “cost per unit”. This implies that units can be purchased; they cannot. Units must be earned, and are awarded only for successful completion of a valid educational event.