

Thank you for offering courses through WVU Online & Extended Campus. Please note that our process has changed regarding payment submission and cost.

In order to be eligible to enroll, teachers must have obtained a BA/BS from an accredited institution. They will need to complete the application below and all fields must be entered. The registration form should be received in our office by the third day of the course.

Directions for Registering with WVU:

Professional Development (Graduate) courses:

***Please note: Courses are graded Pass/Fail. These courses do not count towards any degrees at WVU.

To register:

Download a professional development application/registration form at:
<https://online.wvu.edu/sites/default/files/Images/Registration/Forms/ProfDev.pdf>.

Complete the form and mail or fax it to the address on the form.

Add the course information provided regarding class.

CRN: 84047

Subject: ACE

Course #: 930

Section #: 2JA

Credit Hours: 2

Title: PRDV: Sports First Aid

Cost: \$144

OR

CRN: 84048

Subject: ACE

Course #: 930

Section #: 2JB

Credit Hours: 3

Title: PRDV: Coaching Principles

Cost: \$216

Payments will now be made online, please do not submit payment with your form!

Applications will be submitted to our office by the third class meeting. Upon receipt of the application, we will process the admission and register the students. We will then email the student directions for accessing their account and making payment online.

Dropping the Course

Withdrawal and refund dates follow the WVU Calendar. Course must be dropped prior to the course start date in the system.

A student cannot request a transcript until their account is paid in full.

Educational Tax Credit

WVU Online & Extended Campus professional development students whose tuition is waived based upon a third-party delivery/sponsorship of their course will not be assessed University Tuition on their student account. Students will only be assessed University Fees which serves as a processing fee. Processing fees are not considered a qualified educational expense and will therefore not be reported on a Form 1098-T for income tax credit purposes.

If you have any questions, please let us know.

Tammy

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