Continuing and Professional Education (CPE) annually reaches more than 30,000 professionals through short courses, certificate programs, conferences, research symposia, workshops, and custom-developed educational programs for business, government, and community organizations.

As Virginia's senior land-grant university, Virginia Tech applies its intellectual assets to address the educational, economic, and social needs of communities around the commonwealth, the nation, and the world. This commitment is based on the university's motto Ut Prosim (That I May Serve). CPE develops programs that integrate world-class research, cutting-edge technology, and quality instruction.

Contact a CPE representative at (540) 231-9982 or visit us on the web at: www.cpe.vt.edu
ADDING VALUE to the Partnership

In today’s challenging world, private and public sector organizations seek answers to challenging issues, innovative solutions, and quality learning environments.

CPE works with Virginia Tech teaching and research faculty, academic, government, and business leaders, as well as community partners to offer customized programs that achieve results.

CPE is your clear point of contact at Virginia Tech for academic, government, business, and non-profit leaders interested in designing programs that prepare individuals, organizations, and communities through innovative learning experiences.

CPE adds SIGNIFICANT VALUE to your program:

- access to faculty expertise and university resources
- experienced and quality service delivery focused on all aspects of needs assessment, planning, instructional design, and program evaluation
- targeted marketing communications and promotional strategies to improve program success

Virginia Tech
Invent the Future

Continuing & Professional Education at Virginia Tech
With over 450 courses, research conferences, certificate programs, and customized on-site educational events offered annually, CPE provides trusted expertise in all aspects of program design, management, and delivery.

The professionals of CPE make your program successful by providing:

- Access to learning environments including world-class hotels and conference centers, high technology classrooms, and laboratories
- Program development services
- Marketing communication services
- Registration and client support
- Financial accounting and funds handling services
A quality program deserves a quality venue, and Virginia Tech features two university-affiliated, world-class IACC conference centers: The Inn at Virginia Tech and Skelton Conference Center and The Hotel Roanoke and Conference Center.

Virginia Tech’s Commonwealth Campus Centers in the National Capital Region, Hampton Roads, Richmond, Roanoke, and Southwest Virginia provide facility options and serve as additional gateways to access the full scope of CPE resources.

If an alternate location better serves your needs, CPE may assist you in identifying the best venue vital to the success of your program.
Program DEVELOPMENT

CPE provides high quality services and a clear point of contact for planning your educational program—saving you money, time, and other resources. Our experienced team will work with you to:

- Understand your needs and assist in planning your program
- Develop and manage a comprehensive budget plan
- Negotiate contracts and RFPs with hotels, facilities, and vendors
- Provide links to faculty expertise and university resources

Financial SERVICES

There is significant value in the peace of mind that your program finances are being well managed and adhere to sound financial practices.

CPE ensures your program complies with university, state, and federal policies, and acts as liaison with the university controller, bursar, and purchasing offices. Skilled accounting staff will monitor all financial activity, maintain complete accounting records, and assist with final settlements at the close of your program.
PREMIUM Services

CPE can offer premium services such as an abstract submission and retrieval system, online electronic conference proceedings, or customized marketing services. For those programs with unique and specialized requirements, CPE advisors can create the tailored solution to meet your specific needs.

Registration SERVICES

A program participant’s first impression is often formed during the registration process. CPE employs a highly trained and responsive registration staff dedicated to producing a quality experience for attendees. Registration services will:

- Provide participants with convenient access to services and multiple payment options
- Receive and process registration information as well as deposit funds received
- Provide participant lists, name badges, certificates, and tent cards for participants, speakers, and guests
- Provide an on-site registration team and materials when required
- Prepare Continuing Education Unit (CEU) transcripts and certificates upon request
Creation of the right marketing mix is a crucial part of program success. CPE provides innovative, targeted marketing solutions to assist in the promotion of your program and will coordinate with you to:

- Design and implement a promotional strategy
- Develop brochures, posters, programs, and other customized print materials
- Develop and maintain a customized program web site
- Organize direct mailings, press releases, and public relations materials

To learn more about CPE and the many services that we offer contact a CPE representative by calling (540) 231-9982, or visit our website at www.cpe.vt.edu.
The mission of Continuing and Professional Education (CPE) is to foster the exchange of knowledge and experience between Virginia Tech and its partners in the commonwealth and beyond in order to address the needs of professionals, organizations, and communities. CPE can help you design and deliver:

- professional and community education programs
- in-service and on-site education and training programs
- experiential learning activities, language and multicultural training
- research dissemination activities and academic conferences
- technical assistance programs for business, industry, non-profit, and government organizations
- credit and noncredit programs

Discover how Continuing and Professional Education can connect you with the educational resources at Virginia Tech.

Virginia Tech does not discriminate against employees, students, or applicants for admission or employment on the basis of race, gender, disability, age, veteran status, national origin, religion, sexual orientation, or political affiliation. Anyone having questions concerning discrimination should contact the Office for Equal Opportunity.