

## National Security Executive Leadership Program FAQ

1. Q. I need professional certification, is that available through this program?
  - a. Yes! A total of 3.5 Continuing Education Units will be awarded to participants. Please [click here](#) to learn more about the program topics or this link: <https://www.cpe.vt.edu/nationalsecurity/registration.html> to register.
2. I am a VT student planning to register for graduate credit hours, can I still receive Continuing Education Units for my participation?
  - a. Yes, all students will be awarded CEUs.
3. I see the program is being offered virtually. Will the sessions be synchronous or can I watch recorded sessions “on-demand” at any time following the program?
  - a. Great question! The program is being offered through live sessions with our expert speakers during the week of March 22 – 26, 2021. Supplemental reading materials are provided through Canvas, the seamless learning management software used by Virginia Tech. There may be additional media for you to access as a participant of the course. This year, program information will only be available during the live, synchronous sessions with our instructors. We cannot guarantee that sessions will be recorded or made available post-program week.
4. How should I prepare for the course?
  - a. Please review all advance materials prior to the start of the program week. Please arrange seating in a comfortable space to accommodate 5 days of online programming. We also suggest using headphones and/or a headphone/microphone headset to ensure the highest quality audio. Video broadcasting requires a broadband connection so you will need to have an adequate internet or Wi-Fi connection.
5. Who will lead each session?
  - a. Our sessions and curriculum have been carefully planned by the Director of the School of Public and International Affairs. We have developed a robust agenda and have a terrific lineup of National Security experts as well as outstanding Virginia Tech faculty. Please see our speaker lineup for detailed information on the agenda and our panel of expert speakers and instructors [by visiting our program website](#)
6. Our organization/department is interested in options for registering more than one individual, are discounts available?
  - a. We welcome organizations to explore options for registration. A discount may be available. Please email our CPE consultant, Ms. Patty Tatro for additional information, [ptatro@vt.edu](mailto:ptatro@vt.edu).

7. Are refunds available after I register?

**Refund and Cancellation Policy:** Refund requests must be received 14 calendar days prior to the program start date. A \$30 administrative fee will be deducted from all refunds. Requests should be sent by email or by initiating a drop request through the student portal in our online registration system. As an alternative to a refund, you may send a substitute at no additional cost. Please contact us at 540-231-5182 or e-mail [cpeinfo@vt.edu](mailto:cpeinfo@vt.edu) to request a substitution. Please note: refunds will not be issued for no-shows or for cancellations received on or after the program start date.

In the unlikely event that this program is canceled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

<https://www.cpe.vt.edu/nationalsecurity/registration.html>

8. I see that the course is available to Virginia Tech students. I am interested in taking this course but I am not a VT student. Can I still get graduate credit hours for this coursework?
- a. Thanks for your interest in the program. We would like to work with you to determine how this course can meet your personal and professional development goals. Please contact Patty Tatro ([ptatro@vt.edu](mailto:ptatro@vt.edu)), or Amanda Fawkes ([amandafawkes@vt.edu](mailto:amandafawkes@vt.edu)) to get more information about graduate coursework.
9. Can I listen to each session while I am at work?
- a. The program materials are non-confidential and therefore non-classified. Please be aware of the following expectations: This course is intense, and national security problems are complex. You are expected to come to every class and you must fully prepare for *every* class so that you can participate constructively. You must be available to meet face-to-face between 8 a.m. and 5:00 p.m. every day the week of March 22-26. You should expect to spend evenings reviewing the materials presented each day as the course modules build on one another.
10. I am interested in this course but prefer options for meeting in-person? Is this possible?
- a. Due to the status of the coronavirus pandemic and public health guidelines, we changed the course delivery format to a virtual offering for this year. This is the inaugural offering of the National Security Executive Education program and we are planning for future sessions to be offered in-person at the VT Arlington Research Center. If you would like to be included in our mailings for future programs, please provide your contact information using the link (form) below.

Here is some information about Zoom

The National Security Executive Leadership program will be delivered entirely through the Zoom web-conference application. All participants should download the latest version of the Zoom Application from [www.zoom.us](http://www.zoom.us), create a free account if you do not already have one, and verify functionality on the computer which you plan to use to participate in the Workshop. Please review [system requirements](#).

All Zoom sessions will be password protected. Passwords will be distributed by Friday, March 19, 2021. Only paid [registered](#) participants of the National Security Executive Leadership will be able to view the virtual content.

### **Troubleshooting Zoom**

If you experience any bandwidth or connectivity issues, please turn off your video and close all other applications running on your computer. We recommend restarting your computer if you experience continued issues. Joining the meeting by phone is another option to avoid technical issues. Please review the information at [Zoom support](#) for further assistance.