

## **NERCOMP CLASS (Collaborate, Listen, Accelerate, Share & Support) Professional Development Guidelines 2026-2027**

### **Overview**

NERCOMP refers to its professional development sessions as Professional Development Opportunities (PDOs). A NERCOMP CLASS features four 1.5-hour online sessions that include: speakers, group work, and assignments. NERCOMP works with facilitators to build Canvas course modules based on the content they provide. Attendees who complete all requirements will receive a digital credential.

Each **NERCOMP CLASS** has a Professional Development Organizer. The Organizer is the person (or people) who plans and coordinates the event with the support of NERCOMP staff. The Organizer also facilitates workshops on the event days.

There will be asynchronous materials and assignments to be completed between sessions. Assignments can be individual or group-based, working toward a final deliverable or a larger plan. Registration will be limited to 25-30 attendees to keep sessions manageable for organizers. The program may need more than one facilitator to engage groups, review assignments, and certify attendees for credentialing. The same program could be offered multiple times per year and be tied to a meet-up at the annual conference (Learning Pods). The program will be marketed to groups/teams within institutions to address specific challenges they face.

### **Organizer Responsibilities**

- Send an email to the NERCOMP staff, indicating that you agree to serve as an Organizer for the event. Your message must include the following:

- The title and dates of the new NERCOMP CLASS (dates coordinated with NERCOMP)

- State that you have read and understood these Professional Development Guidelines

- Send your message to [nercomp@nercomp.org](mailto:nercomp@nercomp.org) or [aschack@nercomp.org](mailto:aschack@nercomp.org)

- Participate in a planning webinar with the NERCOMP staff and experienced organizer(s) to discuss the event and address any questions. All first-time organizers will be invited to a planning webinar; returning organizers can request it. Webinars will be recorded in case you are unable to attend.

- Organize and plan the event

- Provide NERCOMP with the information below in a timely manner. All Organizers will receive email notifications providing the dates by which NERCOMP must have this information

- The name of the **NERCOMP CLASS**
- An abstract of 150 words that will be used to promote the event
- Three key learning objectives and/or takeaways
- A list of speakers, their email addresses, short bios, and headshots
- A detailed agenda for each session in the series
- An image to use for social media
- Listing of all assignments, including the criteria/grading rubric, in order for participants to receive a digital credential/badge
- How will you break out groups for discussions/assignments (each individual will be required to submit assignments to earn a digital credential)
- Complete the digital credential metadata form in conjunction with NERCOMP staff
  
- Your write-up will be sent to an individual with marketing experience, who may suggest edits. Once your program is posted on the NERCOMP website, you will have a final opportunity for review and rewording.
  
- Seek approval for any reimbursable expenses (if applicable) with the NERCOMP Executive Director to identify and coordinate the speakers. Everyone should know who is presenting, the order of presenters, and how their content fits into the **NERCOMP CLASS**
  
- Responsible for creating assignments, grading, and team projects
  
- NERCOMP CLASS attendees who complete all requirements will be eligible for a NERCOMP digital credential, so learning outcomes and artifacts must be provided in advance, and close attention to completion will be necessary
  
- One week before the session, participate in a dry run session on Zoom (if using) with NERCOMP staff (experienced Organizers may not need this)
  
- Send any polling questions to [aschack@nercomp.org](mailto:aschack@nercomp.org) at least one week in advance of the session
  
- Facilitate all four sessions
  
- Coordinate all slides and materials in advance. Review for quality and avoid duplicate information
- Discuss presentation styles and engagement strategies with all speakers

-Consider how your presentation reflects or addresses diversity, equity, and inclusion (including subject matter, individuals of all identities, and demographic characteristics). What assistance do you need to address any concerns?

- Oversee the event and evaluation process
- Attend the **NERCOMP CLASS** sessions
- Manage the agenda, introduce speakers, and facilitate as needed throughout the sessions
- Utilize interactive components within the sessions (i.e., polls, chat, games, etc.)
- Encourage participants to complete the online evaluation
- Share evaluation summaries with speakers upon receiving them from NERCOMP

### **NERCOMP Responsibilities**

- Coordinate the due dates of materials, dates, and logistics for the online workshop, including evaluations
- Provide first-time Organizers with a planning call and a Coach/Mentor (new organizers)
- Create the NERCOMP CLASS in the Canvas LMS
- Create the Zoom meeting rooms for each session and introduce the organizer at the first session. Stay for the first 20 minutes of each session.
- Send attendee emails, including Zoom and Canvas information
- Process all vendor bills or other expenses
- Provide any follow-up and post information pertinent to the CLASS to Canvas and/or the NERCOMP website

### **Accessibility**

NERCOMP is committed to ensuring that its professional development is accessible to all people. NERCOMP has sent you Accessibility Guidelines; ensure your presentation and materials adhere to them.

### **Payment Information**

- The total stipend for the **four NERCOMP CLASS sessions is \$1,000**, payable upon successful completion of the sessions. Payment may be shared if there is more than one Organizer. Organizers may receive credit for a future NERCOMP event instead of payment.
- If an organizer utilizes a professional trainer and you'd like the trainer to be paid, this could affect your stipend. Please note that professional trainers must be pre-approved by the NERCOMP Executive Director. Organizers assume full responsibility for working with the trainer.

### **Registration Information**

-NERCOMP typically waives the registration fee for Organizers and up to 4 facilitators. Organizers may request approval for additional waivers. NERCOMP reserves the right to limit

- 1) the number of registration waivers that will be granted to a single institution, and
- 2) Limit the total number of registration waivers that will be granted to any PDO.

-At the request of the Organizer, NERCOMP will waive the registration fee for up to two guests to attend the **NERCOMP CLASS**. The registration fee will be waived for one guest at events utilizing a professional trainer.

### **Facilitator Expenses and Honorariums**

-NERCOMP PDOs are intended as a forum for a collegial exchange of ideas, best practices, and information sharing. On rare occasions, NERCOMP may approve an honorarium to secure a speaker with expertise beyond the general NERCOMP community. Requests for honoraria must be directed to the NERCOMP Executive Director and the Chair(s) of the Professional Development Committee for approval before making any commitment to the prospective speaker(s).

### **Marketing Your NERCOMP CLASS**

Once your NERCOMP CLASS is finalized, plan to market your session to your network via email, social media, and personal invitations to increase attendance.

### **Cancellations**

NERCOMP reserves the right to cancel any NERCOMP CLASS. NERCOMP will notify the Organizer upon finalizing a cancellation decision