

Department of Music

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The University of North Dakota Department of Music is happy to announce an opportunity for NAFME/NDMEA members to receive Professional Development credit. NAFME Academy, located under “Programs” on the NAFME website, offers 1-hour educational webinars on a variety of topics.

Members select webinars to view. At the end of each webinar the participant takes the quiz which is included. When the quiz is passed successfully a certificate of completion is issued which should be printed. Fifteen hours of webinar viewing, along with a \$50 fee, will qualify for one hour of Professional Development credit.

To receive the credit, NDMEA members will scan all fifteen of their printed certificates of completion and email them to Melanie Popejoy, Instructor of Record (IOR), at melanie.popejoy@und.edu. When the certificates are received, the IOR will send a link where the members will register with the UND Office of Extended Learning for the credit. Webinars may be viewed at any time of the year. For record keeping purposes, certificates should only be sent during the credit registration window which will be set each year from June 1 to August 1.

Participants will receive an email confirmation of course completion and instructions for ordering transcripts. A maximum of 3 credits (45 hours of educational webinars) may be earned per member.

NAfME ACADEMY/UND PROFESSIONAL DEVELOPMENT QUICK REFERENCE

1. View webinar, complete quiz, print certificate
2. Collect 15 certificates and hold until registration window opens
3. Registration window will be open June 1 – August 1 each year
4. Scan 15 printed certificates and email to Instructor of Record melanie.popejoy@und.edu
5. IOR will email the link for registration and fee payment
6. Registration window closes and grades are issued
7. Participant receives an email confirmation of course completion and instructions for ordering transcripts

INSTRUCTOR OF RECORD CONTACT INFORMATION

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