Professional and Public Programs – Continuing Education at UTEP

Customized Corporate Training

THE UNIVERSITY OF TEXAS AT EL PASO

PROFESSIONAL & PUBLIC PROGRAMS
EXTENDED UNIVERSITY
Customized Corporate Training

You know that providing your employees with the best in professional development keeps them motivated, engaged and ahead of the competition, but finding exactly what you’re looking for out there can be challenging. Let us help.

We know that unique needs require unique solutions. We’ll work with you to design a custom training program that
- is based specifically on your unique needs
- is flexible and can be delivered however you need it
- is cost-effective and easy to implement
- is delivered by professional, experienced instructors
- brings the results you need
Let Professional and Public Programs be your corporate training partner and help you develop your employees and leaders.

Our Clients

The region’s most reputable companies trust UTEP’s Professional and Public Programs to train their employees. Here’s a small sampling of our clients:

- Helen of Troy
- Housing Authority of the City of El Paso
- Socorro Independent School District
- Texas Tech
- Fort Bliss Garrison Command
- El Paso Police Academy
- El Paso Independent School District
- City of El Paso
- El Paso Fire Department
- University Medical Center (UMC)
- Universidad Autónoma de Ciudad Juárez (UACJ)

Did you know?

According to LinkedIn’s 2018 Workforce Learning Report, a whopping 93% of employees would stay at a company longer if it invested in their careers.

Contact our Team

BY PHONE
Call 915-747-5142, Monday – Friday, 8 a.m.-5 p.m.

BY EMAIL
Send us an email with your questions to: p3cbt@utep.edu

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Our Results

“[The Yoga and T’ai Chi instructors] did a great job in gauging participants’ comfort level and either scaled back or moved forward with more difficult positions. A sense of comfort was felt during the sessions, as both instructors were extremely patient, helpful, and empathetic, but also encouraged students to improve with each class session.”

P. Guerra
Former Participant
Classes attended:
Yoga class – part of a Customized Corporate Wellness Program

““
I am excited that I will soon get to work along with attorneys and professionals in the legal field. It is a great way to get my foot in the door!”

Heavyn Varela
HS Student
Classes attended:
Paralegal Certificate Course offered at Franklin High School Magnet Center

Ask about our Corporate Wellness Program

We offer a variety of classes and seminars, all of which can be held online at your workplace.

Simplify the process:
You can start by completing our online training needs assessment at ppp.utep.edu/cct

Scroll down and click on the “Tell Us What You Need” button, complete the form, and submit.

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Click here to read article.
When taking your education further is a top priority, everyone wins.

Take your organization to the next level.
Develop and retain a high-performing workforce.

For more information visit our website at ppp.utep.edu to learn more or contact our team via email at:

p3cbt@utep.edu

Professional and Public Programs – Continuing Education at UTEP
Ask about our
Corporate Customized Training Program
We’re currently looking for dedicated, passionate instructors to share their talents, skills and knowledge with adults and professionals in the community.

Instructors are needed for the following areas:

- Effective Leadership
- Difficult Conversations
- Emotional Intelligence
- Women in Business
- Women in Leadership
- Diversity Training and Inclusivity

Interested? We’d love to hear from you!

To learn more about becoming a CBT instructor, call 915-747-5142 or email p3cbt@utep.edu.
General Information & Policies

ADA Compliance and Reasonable Accommodation
The University of Texas at El Paso is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). The University makes reasonable accommodations for the known physical or mental limitations of a participant with a disability unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of the University. Participants requiring special accommodations for continuing education courses should contact Professional and Public Programs at ppp@utep.edu or 915-747-5142 upon registration. Accommodation arrangements made directly by participants with UTEP’s Center for Accommodations and Support Services or an outside source may not be paid for by Professional and Public Programs.

Registration Confirmation
You will receive a registration confirmation with pertinent information within 48 hours of registering. Please take the time to review all information and contact us if you have questions.

Course Waiting List
If the course you are enrolling in is full, we will place you on a course waiting list. Waiting lists are processed on a first come, first served basis.

Adult & Youth Release Forms
As a continuing education customer and visitor to the University, we require all participants to complete release forms that include emergency contacts and consent for medical attention, ADA accommodations, consent to photo release, participant guidelines, identification, and other items. You will receive these forms with your registration confirmation. You may also find these forms on our website. Please ensure you review and complete these forms to turn in at the beginning of the first day of your course.

Course Locations
Due to safety and health concerns caused by COVID-19, continuing education courses are online unless otherwise stated. You will receive an email prior to the start date of your course confirming your course location and/or location changes.

Fees
Course registration fees are payable by cash, check, money order, credit card or debit card. If you register online or by phone, you must pay by credit card. All major credit cards are accepted. You must pay all applicable course fees when you register unless you are using our payment plan for eligible courses or paying through a third party.

Pre-Payment Plan for Corporate and Business Training Live Courses
To make registration payments even easier for Corporate and Business Training face-to-face courses, we offer a pre-payment plan. To receive this payment option, you must first enroll in an eligible course in person or by phone. We require an initial payment of a minimum of 20% of the course fee. You will be required to pay the remaining balance in full five (5) days prior to the course start date. Failure to pay the remaining fees five (5) days prior to the course date will result in a $25 administrative fee and the participant’s termination from the course.

Third-Party Payments & Loan Options
Professional and Public Programs accepts third-party billing including purchase orders. Participants may also take advantage of Smart Option Student Loans through Sallie Mae and other private lenders. If you are unemployed, underemployed, dislocated, a veteran, or a veteran’s spouse, financial assistance may be available. Visit our website at ppp.utep.edu for detailed information.

Cancellations & Course Changes
Professional and Public Programs reserves the right to cancel, reschedule or combine classes, and to change instructors when necessary. If a class is canceled or rescheduled, you will be notified by phone and email. All cancellations by Professional and Public Programs will result in a full refund.

Refunds
Certain courses are governed by their own refund policy. Please visit our website at ppp.utep.edu for up-to-date policies on refunds and click on the Resources tab. Please note: No refunds will be given on or after the first course session.

Withdrawals & Transfer Policy
You may request a transfer to another course in lieu of requesting a refund for eligible courses. To request transfers, please email the Professional and Public Programs Registration Office at ppp@utep.edu.

Gift Certificates
To purchase a gift certificate, please call 915-747-5142. All major credit cards are accepted.

Participant Guidelines
Participants and their representatives who behave in a manner which is disruptive to the learning process, interferes with the well-being of other participants or staff, or causes damages to the University or contracted facilities, may be asked not to return for a current course or enroll in future Professional and Public Programs continuing education courses.

Neither this course guide nor any part of it may be reproduced, stored, photocopied, recorded, or transmitted in any form or by any means electronic, mechanical or otherwise, without the permission of Professional and Public Programs at UTEP.

All information in this Spring 2021 online publication has been checked and verified to the best of the department’s ability; the program cannot be held responsible for any mistake or omission in this publication.
DISCOVER THE MINER IN YOU

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ONLINE
Visit us at
ppp.utep.edu

Liliana Oaxaca
Program Manager

Liliana (Lily) has been with P3 for the past five years. She holds a Bachelor of Science in Business with a concentration in Management from the University of Phoenix and has over 24 years of management experience. Her professional background includes sales, talent recruiting, nonprofit program management, start-up programs, and customized training implementation.

Lily is an El Paso-born native and lives here with her 16-year-old daughter, Emily.

Favorite inspirational quote:
“You are braver than you believe. Stronger than you seem. And smarter than you think.” – A.A. Milne’s Christopher Robin

SPRING 2021
ONLINE COURSE GUIDE

Connect with us to receive special offers, updates on courses and more!
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