The National Alliance of Concurrent Enrollment Partnerships
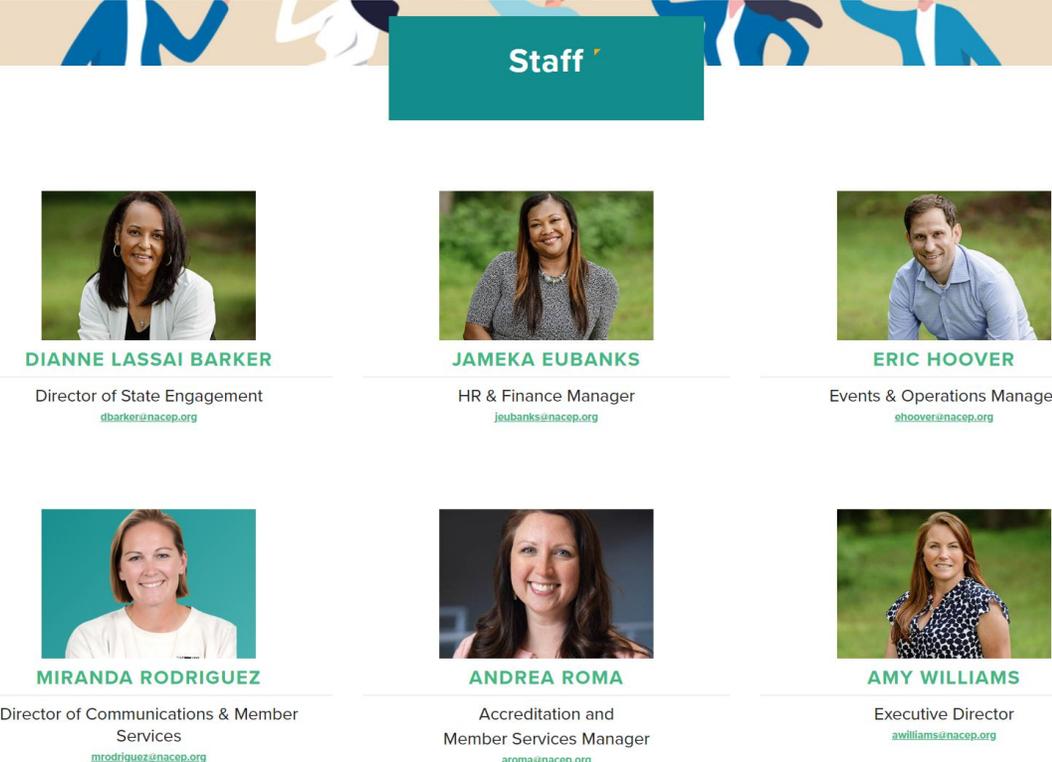
NACEP is the first and only national organization supporting **programs, practitioners,** and **policies** to advance dual and concurrent enrollment programs.

WHO IS NACEP?

❖ A member-supported and member-serving national organization (not for profit)

❖ Comprised of six (6) staff members

❖ NACEP Board of Directors

❖ Four Commissions:

  ➢ Accreditation Commission (Institutional Representatives)

  ➢ Advocacy Commission (Region Representatives)

  ➢ Engagement Commission (Region Representatives)

  ➢ Research Commission (Region Representatives)

❖ Hundreds of volunteers working to advance quality college courses for high school students

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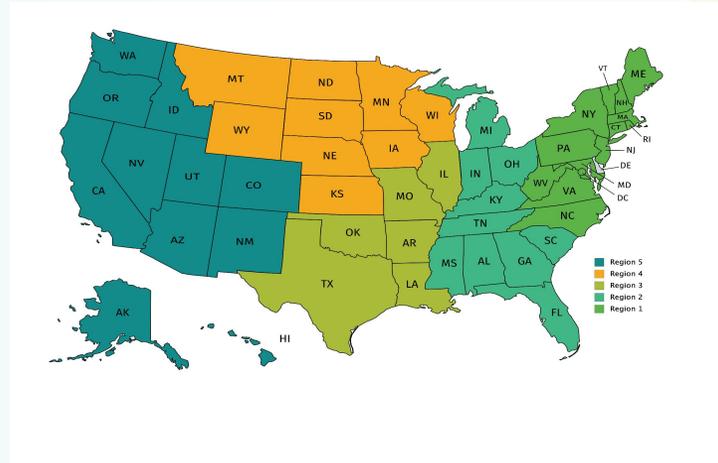Executive Director
awilliams@nacep.org
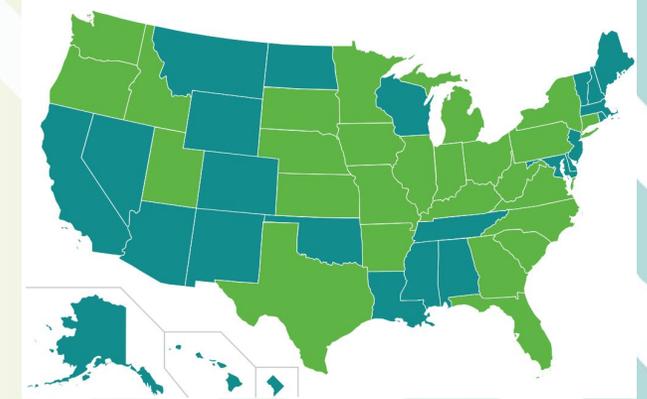
WHERE IS NACEP?...EVERYWHERE!
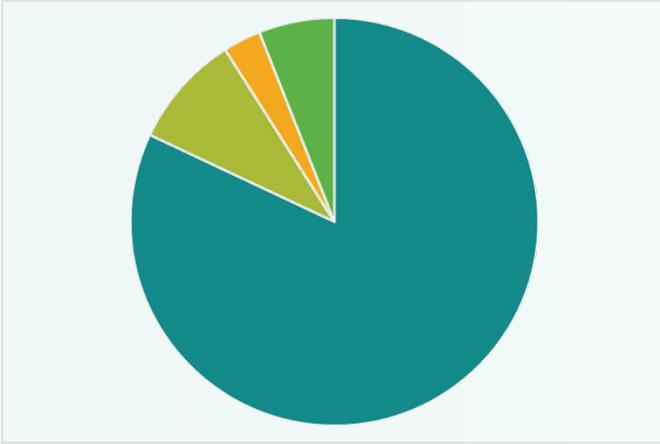
MEMBERSHIP

- ❖ Post-Secondary Institutions
- ❖ Secondary Schools
- ❖ Organizations
- ❖ State Agency

REGION REPRESENTATION

- ❖ Region 1
- ❖ Region 2
- ❖ Region 3
- ❖ Region 4
- ❖ Region 5

ACCREDITED PROGRAMS
as of 2022-2023

- ❖ 135 Accredited Programs across 133 institutions
- ❖ 26 States
- ❖ 130 CEP & 5 CPF

WHERE IS NACEP?...AFFILIATED STATE CHAPTERS

❖ Arkansas Alliance of Concurrent Enrollment Partnerships

❖ California Alliance of Dual Enrollment Partnerships

❖ Florida Alliance of Dual Enrollment Partnerships

❖ Illinois Alliance of Concurrent Enrollment Partnerships

❖ Indiana Alliance of Concurrent Enrollment Partnerships

❖ Iowa Alliance of Concurrent Enrollment Partnerships

❖ Minnesota Concurrent Enrollment Partnerships

❖ Michigan Concurrent Enrollment Partnerships

❖ New England Alliance of Concurrent Enrollment Partnerships

❖ New Mexico Dual Credit Partnerships

❖ Ohio Alliance of Dual Enrollment Partnerships

❖ Oklahoma Alliance of Dual Credit Partnerships

❖ South Carolina Alliance of Dual Enrollment Partnerships

❖ Tennessee Alliance of Dual Enrollment Partnerships

❖ Texas Dual Credit Alliance

❖ Utah Alliance of Concurrent Enrollment Partnerships
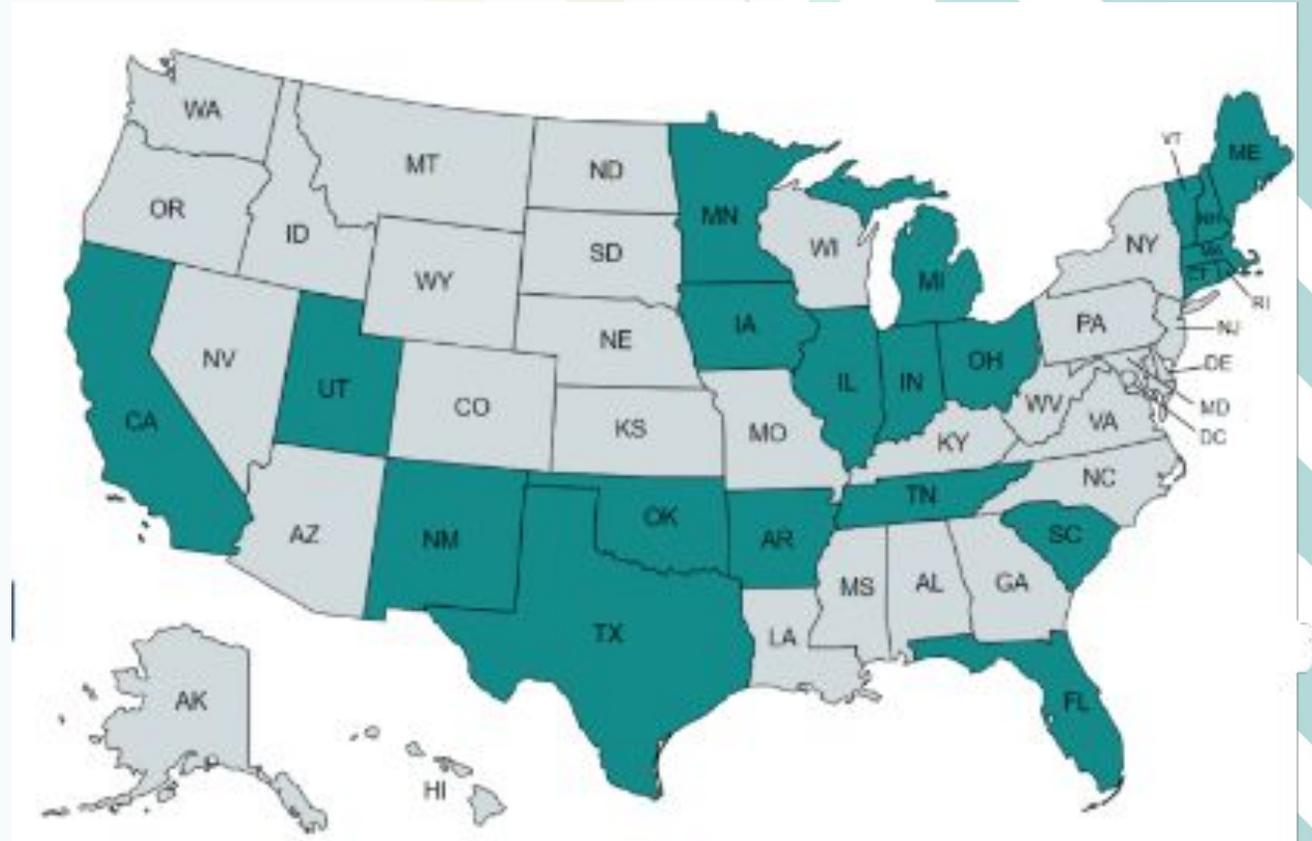
WHY NACEP MEMBERSHIP

❖ Annual Membership active January 1 - December 31

❖ <u>COST-EFFECTIVE:</u> Unlimited sub-members on your membership from your institution/org at no extra cost

❖ We are not just for post-secondary, we have resources for faculty, high school teachers, practitioners, state agencies

❖ Utilize our resources and national community to seek best practices, make new connections and share with your stakeholders!

❖ Pursuing NACEP Accreditation? Your institution must be a member to be eligible

❖ <u>MEMBERSHIP CATEGORIES</u>

➢ Post-Secondary Institution - $560*

➢ Secondary Institution - $150*

➢ State Agency/System Office - $200*

➢ Partner Organization - $200*

*Fees Subject to Change

MYTHS ABOUT NACEP MEMBERSHIP

❖ You **do not** need to be a NACEP accredited program to be a NACEP member, we welcome those that share the CE/DE passion

❖ You **do not** have to be a member to attend our national conference, regional events, accreditation institutes, or webinars open to the public

➢ But by being a member can save money on event registration discounts that in turn will easily pay for your membership

❖ We understand that accreditation is not for every program, but you can absolutely use our standards for quality to help enhance and strengthen your program

JOIN & RENEW MEMBERSHIP

❖ Online through the membership form: https://www.nacep.org/join-nacep/

❖ Annual Membership active January 1 - December 31

❖ Payment Types:

  ➢ **Credit Card**

    ■ Membership becomes active immediately with successful payment

  ➢ **Mail a Check**

    ■ Select the "Pay Later" option.

    ■ Membership will not become active until we receive & process the payment

    ■ Invoice is emailed to the Primary Contact

❖ November is membership month - send reminders to renew for next year

❖ **NEED A LITTLE HELP GETTING STARTED?**
Watch this **video to learn important information about membership**, login, account access, and submembers!

Join NACEP

➕ MEMBERSHIP DUES AND CATEGORIES

➕ APPLICATION FORM AND INSTRUCTIONS

➕ RENEWAL CALENDAR

➕ GET INVOLVED

➕ JOIN NOW

WHAT IS THE INSTITUTIONAL ACCOUNT?

❖ This is the parent account for the institution/organization and is created when you join as a new member

❖ Primary Contact is the main contact and oversees this account (typically)

❖ Login Name and Password should reflect institution name, as this is not an individual account

❖ Maintains the institutional membership renewal and sub-member maintenance

❖ Can renew membership, add, and delete company contacts & sub-members, and issues a vote for elections or by-law changes (if applicable)

❖ Register a group of sub-members for events in one form, rather than each sub-member registering themselves through their individual account

❖ Access and view past invoices and receipts for memberships and events registrations

WHAT IS THE INDIVIDUAL ACCOUNT?

- ❖ They are the submember(s) account(s) associated with the institutional membership

- ❖ Receive an email they are associated with institution/org membership

- ❖ Create their own login name and password for their account

- ❖ Cannot renew membership or add submembers

- ❖ Can see current and future membership information they are linked to, but cannot renew or add/delete sub-members (only institutional account does this)

- ❖ Allows access and subscription to the NACEP listserv

- ❖ Register for events and webinars on an individual basis

- ❖ Access to archived webinars, conference presentations, through their account dashboard

WHAT IS THE PRIMARY CONTACT?

❖ Is typically the individual that oversees the concurrent/dual enrollment program

❖ Maintains the institutional membership login and password and has their own individual account as well

❖ Can renew membership, add, and delete company contacts & sub-members, and register a group for events

❖ Receives important communications from NACEP, regarding membership renewals, invoices, receipts, and accreditation information (if applicable), conducts a vote regarding elections and/or by-law changes

❖ Should <u>NOT</u> opt-out of NACEP email communications

❖ Make sure your institution's primary contact is up to date to stay up to date with NACEP

HELPFUL TIPS FOR THE PRIMARY CONTACT

Need some ideas on how to connect your internal partners with your Primary Contact to your NACEP institutional/org membership?
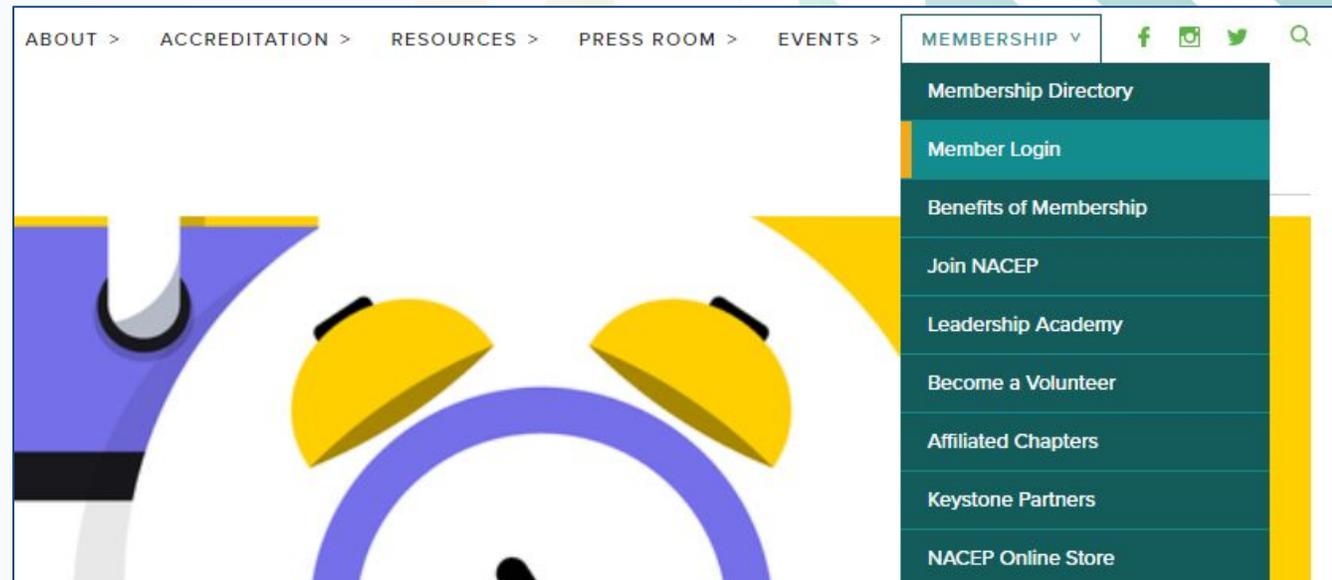
❖ Create content information within related institutional web pages that helps direct and connect you with your coworkers who would like to become a sub-member.

❖ Create a quick intake form to help gather required information the prospective sub-member needs to submit so you can set them up under your institutional membership.

❖ Once they are added as a sub-member, they will receive an email to set-up their login information for their individual NACEP account. They will then get access to all webinars and conference archives, along with invitations to member-only webinars and the NACEP Listserv. Be sure they check their Spam and Junk folders in email.

❖ This will also allow for effective communication, helping to alleviate the creation of duplicate institutional accounts within NACEP's database, that create a mound of frustrations for our members.

❖ This small, but mighty helpful tip, is an excellent example of PARTNERSHIP (P1 Standard), which is the first of sixteen NACEP standards and is crucial to executing a successful dual/concurrent enrollment program.

ADD & MANAGE SUBMEMBERS

❖ Add unlimited sub members to your institutional membership, who are employed by your institution/organization/agency

❖ The Primary Contact logs into the institutional account, clicks on "Membership" (left side menu), select "Manage/Add Sub-members" (top right corner of the membership details in the main screen)

❖ Newly added sub-members receive an email to set-up their individual NACEP account once they are linked to your institutional membership

❖ Remind them to check their email, including the SPAM and JUNK folders as the notification email may be there

❖ AND during membership renewal, sub-members will receive an email indicating their link to the membership for the new year, but they must by selected during the renewal process

WHAT IS THE MEMBER DASHBOARD?

❖ Access by logging in with credentials (institutional or individual)

❖ Update profile, password, settings, profile picture

❖ View membership information (past & present)

❖ Access past webinars and past conference sessions content

❖ View upcoming events/webinars, register and view past registration history

❖ Programs seeking accreditation, access to the Letter of Intent is also available here

❖ REMEMBER:

➤ **Institutional Account** - renew membership and manage sub-members

➤ **Individual Account** - <u>cannot</u> renew or manage submembers, just for individual sub-member use

MEMBER DASHBOARD VIEW
(INSTITUTIONAL ACCOUNT - aka PARENT ACCOUNT VIEW)

4 COMMON TROUBLESHOOTING QUESTIONS

1) **When I login in, the membership form does not give me an option to select a membership category, why?**

    You will need to log into your <u>institution's</u> NACEP account. If you do not see a way to select a category, this means you logged into your individual NACEP account. If you are unsure of your institution's login information, contact Andrea Roma, Accreditation and Member Services Manager at aroma@nacep.org for a password reset. Typically the primary contact of the NACEP membership account has the login credentials.

2) **How do I obtain an invoice to purchase our NACEP membership?**

    When joining or renewing your institution's NACEP membership, <u>you have the option to Pay via a Credit Card -OR- Pay Later</u>, which will generate an invoice and be emailed to your primary contact of the institution's NACEP membership account. Connect with the primary contact of your institution, if necessary.

4 COMMON TROUBLESHOOTING QUESTIONS

3) **When will our NACEP membership become active?**

   If you are paying for your NACEP membership <u>via credit card</u>, your membership is activated immediately upon successful payment and the primary contact receives a receipt by email. If you are paying for your NACEP membership by <u>mailing in a check</u>, your membership will not be active until NACEP has received and processed the payment. When selecting the "Pay Later" during the renewal or joining process, make sure the primary contact looks for the invoice via email, which can be forwarded on to your Accounts Payable for processing.

4) **When I log into my individual account it says my membership is inactive, but I renewed our membership already?**

   If you see in your individual account that your membership is not active, then you were not selected as a submember during the membership renewal process. You or the primary contact can log back into your institution's account to manage sub-members and select you so you are linked to the current membership. Once is this complete you should see an active membership status when you log back into your individual account.

POPULAR MEMBERSHIP BENEFITS

❖ **LIST-SERV (MEMBERS ONLY):** 100s of our members just an email away
  ➢ Ask questions

  ➢ Request example & best practices

  ➢ Advertise graduate courses for high school teachers

  ➢ Promote events and position vacancies

  ➢ Share useful/timely information

❖ **EVENT DISCOUNTS:**
  ➢ The discounts are helpful, especially for a group attending

  ➢ Membership can pay for itself through the event reg savings with early-bird & membership rate

POPULAR MEMBERSHIP BENEFITS

❖ **RESOURCE CENTER:**
  ➢ Catalog of materials, continuously adding content
  ➢ Various ways to search for information
  ➢ If coded "Members-Only" need to login into NACEP individual account to access
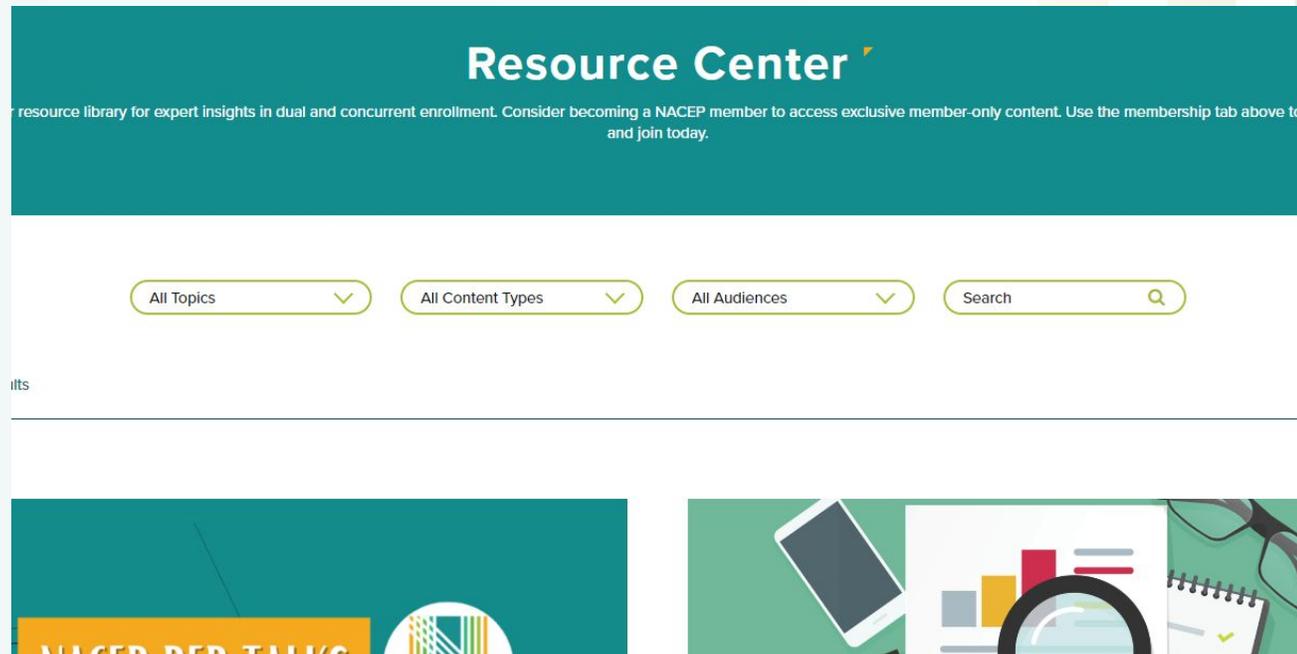
WHAT CAN YOU FIND IN THE RESOURCE CENTER?

Best Practices

Blogs & Publications

State/System Reports

Equity Topics

Fast Facts

Issue briefs
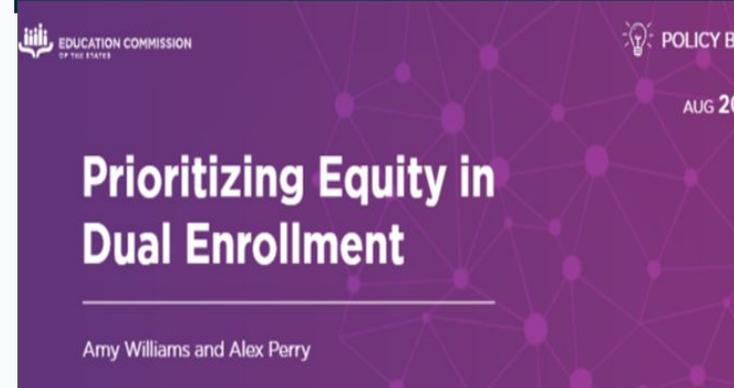
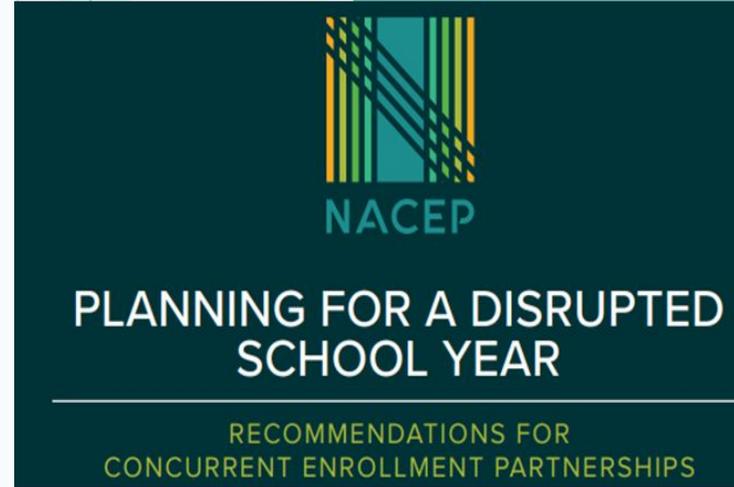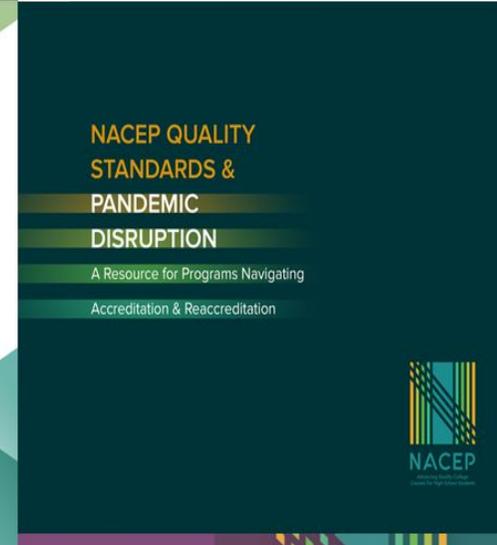Literature Reviews
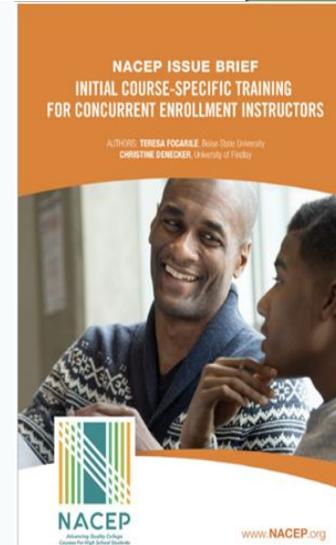
Program Guides

Quality Standards

Research Reports

Surveys

Webinars

Toolkits

Policy Advisement

WHEN IS NACEP AVAILABLE?

❖ <u>24 hours / 7 days a week via:</u>

➢ Membership dashboard

➢ Our website www.nacep.org

➢ Members only listserv

➢ Resource Center

❖ E-mail information@nacep.org with general questions/inquiries or fill out our Contact Form, the link is located at the bottom of our website

❖ For questions regarding accreditation, email accreditation@nacep.org

❖ **<u>NEED HELP GETTING STARTED?</u>**
Watch this <u>video to learn important information about membership</u>, login, account access, and submembers!