

OCHEA MEMBERSHIP APPLICATION

2009 – 2010

Membership Year: July 1, 2009 to June 30, 2010

Type of Membership

- Institutional (\$90 Dues) Associate¹ (\$20 Dues) Affiliate² (\$50 Dues)

Member Information (please print)

Name _____ Title _____

College/University/Career Center _____

Business Address _____

City _____ State _____ Zip _____ County _____

Phone (_____) _____ Fax (_____) _____

E-mail _____

Office or institution website _____

Work³

Please check the top 5 responsibilities most descriptive of **your** work (not the institution's):

- | | | |
|---|---|---|
| <input type="checkbox"/> Accelerated courses | <input type="checkbox"/> Credit Programs | <input type="checkbox"/> Military Programs |
| <input type="checkbox"/> Adult/non-traditional programs | <input type="checkbox"/> Continuing Education Faculty | <input type="checkbox"/> Non-credit Programs |
| <input type="checkbox"/> Advising/counseling | <input type="checkbox"/> Contract Programs | <input type="checkbox"/> Personal Enrichment Programs |
| <input type="checkbox"/> Business & Industry Training | <input type="checkbox"/> English as a second language | <input type="checkbox"/> Off-Campus Programs |
| <input type="checkbox"/> Certificate Programs | <input type="checkbox"/> Evening Courses | <input type="checkbox"/> On-line (Internet) Courses |
| <input type="checkbox"/> Children/youth programs | <input type="checkbox"/> Executive Education | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> Computer Training | <input type="checkbox"/> Graduate Programs | <input type="checkbox"/> Skill Training |
| <input type="checkbox"/> Conference Services | <input type="checkbox"/> International Programs | <input type="checkbox"/> Teleconferences/webinars |
| <input type="checkbox"/> Correctional Institutions | <input type="checkbox"/> Literacy Programs | <input type="checkbox"/> Summer Sessions/workshops |
| <input type="checkbox"/> Distance Education | <input type="checkbox"/> Marketing/Recruitment | <input type="checkbox"/> Weekend College |
| | <input type="checkbox"/> Mature Adult Programs | <input type="checkbox"/> Other _____ |

¹**NOTE:** Your institution must have an Institutional representative for you to apply for an associate membership. See categories of membership (attached sheet) for details.

² See categories of membership (attached sheet) for details.

³ This information will be included in the OCHEA membership directory.

OCHEA Committees

YES! I want to get involved. Please call me about serving on the following committees(s):

- Constitution and Bylaws Conference Nomination & Election

Institutional Information

Institutional Representative _____

Name

Title

The institution indicated above is a:

- Branch or regional campus Private College/University
 Technical/Community Public College/University
 Adult/Career Center

Is the institution listed above registered with the Internal Revenue Service as a non-profit corporation?

- Yes No

Other individuals at this institution who should receive OCHEA membership information:

Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
City _____	City _____
State _____ Zip _____	State _____ Zip _____
Email _____	Email _____

Endorsement

The Chief Administrator/Executive Officer of the Institution must endorse new Institutional applications. Your Institutional Representative to OCHEA must endorse new Associate applications. See Categories of Membership (attached sheet) for details.

Signature _____ Title _____ Date _____

Signature of Applicant _____

Payment

_____ Enclosed is my check/money order for \$ _____ /Check #: _____ (payable to OCHEA)

_____ Credit Card \$ _____ (Visa _____ Mastercard _____ Discover _____)

cc# _____ Expiration _____

Signature _____

_____ Purchase Order # _____ Send invoice to: _____

Address _____ City/State/Zip _____

Return this application and dues payment to:

OCHEA-Membership

C/O Judi Heile, Assistant Academic Dean

College of Mount St. Joseph, 5701 Delhi Road

Cincinnati, OH 45233-1670

CATEGORIES OF MEMBERSHIP

(Paraphrased from the OCHEA Bylaws)

Institutional

Applications for Institutional membership are accepted from not-for profit accredited, degree-granting Ohio institutions of higher education engaged in continuing education which shall be defined as public colleges and universities, private colleges and universities, community and technical colleges, and branch/regional campuses. Institutional membership entitles the institution to designate one (1) official representative as a point of contact with the association. The representative will be eligible to hold office in the Association and to vote in constituency and committee meetings. All additional memberships for continuing education professionals are as associate members.

Application for membership must be endorsed by the chief administrative officer of the college, university or branch campus and shall be accompanied by the annual institutional dues

Associate

Applications for Associate membership are only accepted from Continuing Education professionals and other persons with continuing education program responsibilities who are employed by Institutional members of the Association, as well as from graduate students from member institutions who are enrolled in an Adult/Higher Education program or affiliated with a Continuing Education Department. Membership entitles the individual to hold office in the association and to vote.

Application for membership must be endorsed in writing by the Institution representative of the Association and shall be accompanied by the annual Associate member dues.

Affiliate

Applications for Affiliate membership are accepted from non-profit or public agencies/departments or higher education related associations and organizations, which have an interest in or current activities in continuing education. Membership entitles the individual to serve on committees and vote in committee meetings.

Honorary

Honorary membership is conferred upon individuals to recognize their significant contributions to the cause of continuing higher education in Ohio.

Honorary members may participate as non-voting members in all Association activities and shall not be required to pay dues.

Emeriti

Emeriti membership applications are accepted from retired individuals who at the time of their retirement met the criteria for either an associate membership or an affiliate membership. Emeriti membership entitles the individual to serve on committees and to vote in committee meetings. The OCHEA Executive Board will review initial applications for Emeriti membership status. Approval will be by a simple majority vote. Emeriti members shall not be required to pay dues.