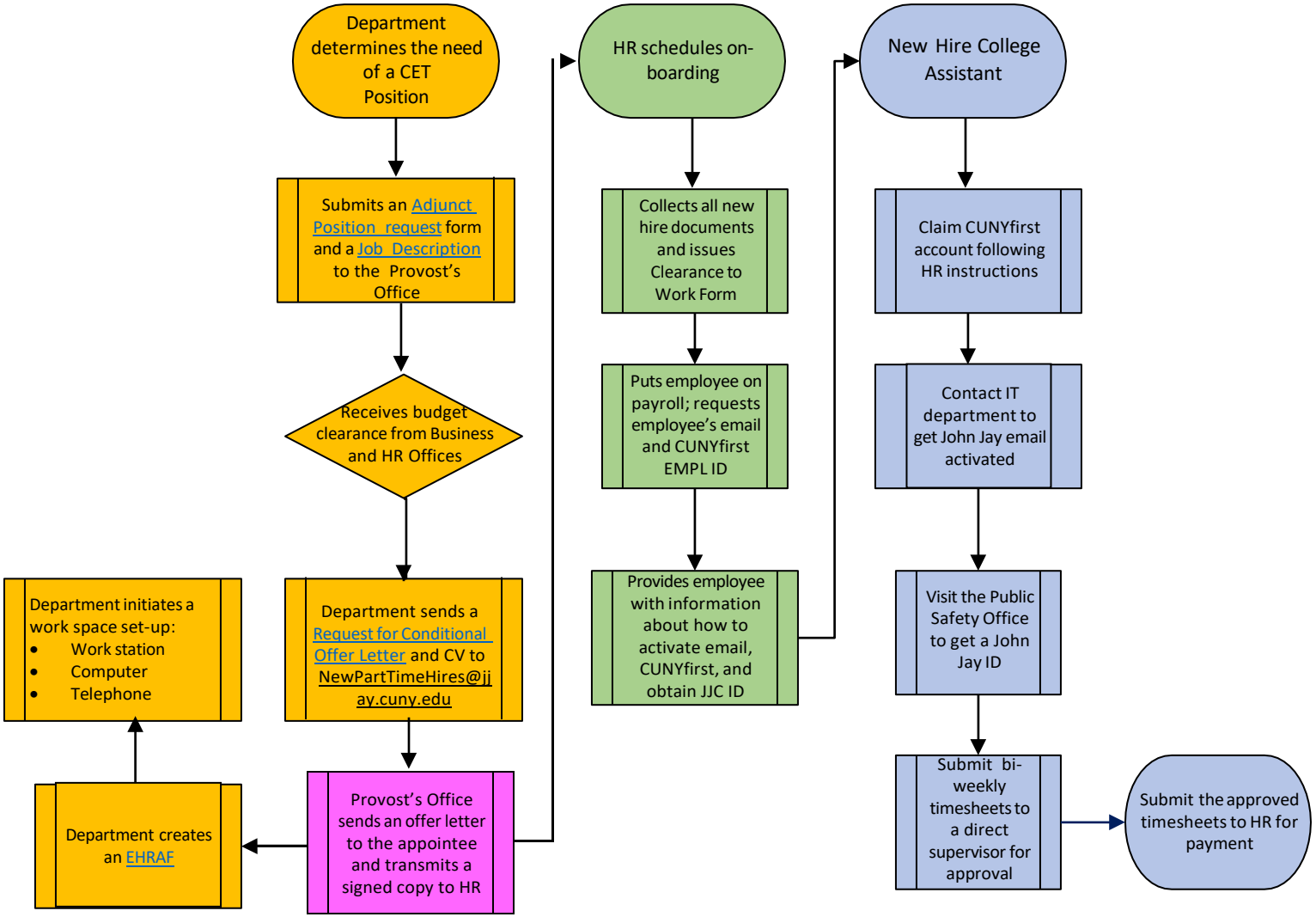Continuing Education Teacher (CET) Hiring and On-boarding Work-Flow Chart – Academic Affairs