Spring Semester 2019 Planning

**New Course Planning Form – RETURN THIS FORM FOR EACH COURSE YOU PROPOSE**

**Due November 30, 2018**

By submitting a proposal, you are stating that you are willing to follow the rules and procedures mandated by the New Jersey Division of Fire Safety and that the material you are proposing to teach is adequate to provide **5 full hours** of instruction regardless of the number of students in attendance or the level of class participation. Please note, in order to be sure that you have enough course material, you may need to prepare for 6 or more hours of teaching. Also you are stating that you are willing to travel throughout the state of New Jersey to teach at any of our facilities.

1. The course title is clearly identified. (This is a class you have not previously taught for DFS.)
2. All - inclusive fee per day.
3. Three dates.

**Semester Timeframe: March 18 – June 20, 2019**. Due to holidays, please **DO NOT** include the following dates: **April 19, 20, May 24, 25, 27**.

1. Contact information including name, title, phone number and email address is included.
2. The course objectives are clearly defined.
3. The target audience and sub-codes to be addressed are indicated.
4. A detailed course abstract is included.
5. A description of audio-visual materials is included.
6. A resume and/or statement of qualifications is included. References and/or statement of experience is included.