

Spring 2022 Planning

New Course Planning Form Instructions

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. **Due by December 17, 2021.**

Please provide the following information:

1. Contact information including name, title, phone number and email address is included.
2. The course title is clearly identified.
3. All-inclusive fee per day.

For in person classes, we don't reimburse mileage or hotel expenses as itemized parts of your bill, so just tell us the total.

Also, for Zoom and comparison purposes for in-person classes, please include what your instructing fee (without any travel expenses) is for five hours (full day) and two and half to three hours (half day). This helps us in case your total, all-inclusive fee seems high due to flights, hotels, etc.

4. Three dates per semester. Please note, we're going to try to schedule approximately 30% of our classes in-person and the rest on Zoom. If you prefer one over the other please let me know, but be prepared that you will most likely be assigned to do both types.

The dates for the spring semester are **March 7 – June 11**. **Do not** include the following dates, **April 15, 16, 17, May 28, 29 or 30, and June 2**.

Please provide three dates.

Please hold these dates until February 15.

5. A short, 3 – 5 sentence, course description for marketing and publication purposes.
If you intend to split a five hour class for Zoom purposes, please include proper descriptions for both parts as well as in-person classes.
For example, if part one is required in order to take part two, you must state that in the description. Word format is required.
6. The course objectives are clearly defined.
7. The target audience and sub-codes to be addressed are indicated.
8. A detailed course abstract is included.
9. A description of audio-visual materials is included. **You do not need to include your entire presentation.**
10. A resume and/or statement of qualifications is included. References and/or statement of experience is included. There is a one page limit for each. Do not submit more than once.
11. Please limit the entire package to ten pages or less.

Return this form

1. Contact Information

2. Course Title

3. Fee

4. Dates

5. Course Description

6. Course objectives

7. Target audience/Sub Codes

8. Course abstract included?

9. Description or sample of audio/visual materials included?

10. Resume and references included? One page each.