

Spring 2023 Planning

New Course Planning Form Instructions

Due December 1, 2022

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 or for half day classes a **full 2.5 hours** of instruction regardless of the number of students in attendance or the level of class participation. In order to be sure that you have enough course material, **you may need to prepare for 3/6 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.

Please note, ***“Training which is controlled by NJAC 5:71 or 5:73 shall be reviewed and approved by the Office of Training and Certification within the Division of Fire Safety. All approval shall be confirmed by written response from the Office of Training and Certification.”*** All classroom/facility requests made by Kean University are made only for the sole use of classrooms and audio/visual equipment in that facility.

If you intend to include any “hands on” training that involves group/student participation and/or a live burn demonstration of any type, or use of other academy equipment or which requires additional academy staff for assistance or safety reasons, YOU, the instructor, are responsible for contacting the Office of Training and Certification, to obtain the requisite permission and/or permits. No exceptions will be made to this requirement. Approval for Kean University to schedule your course does NOT include the permission/permits/ equipment AND/OR additional staff as required in *NJAC 5:71 or 5:73*. Please email Gregory Kirkham and Kent Neiswender to discuss if your class requires any of the above for activities to be completed

outside of a classroom. If further permission or assistance is necessary you will be given the appropriate contact information in order for you to complete the necessary coordination.

Handouts are required for all scheduled classes. For in-academy classes, handouts must be printed. As a courtesy, we print your handouts and ship them to you. Unless you're travelling by air, you are responsible for accepting delivery and distributing them to your students. For printing purposes, all handouts must be submitted to Kean University by **February 22, 2023**, for all scheduled classes. We will provide you information on how to forward your handouts to us at a later date. Handouts not submitted will be the responsibility of the instructor to print and distribute.

You must be willing to travel throughout the state of New Jersey to teach at any of our facilities.

The form below requires the following information. Please use the form to submit this information. Proposals are due by **December 1, 2022**.

1. Contact information including name, title, phone number and email address is included.
2. The exact course title. (This is a class you have **not** previously taught for DFS.)
3. All-inclusive fee for 5 or 2.5 hours of instruction, not including breaks.

For the proposal, we ask for an all-inclusive fee, but if you're travelling from out of state, we also ask that you break down that fee so we can compare your instructor fee against instructors who are not travelling from out of state.

Please base your fee on the use of refundable travel reservations as we will not be responsible for change fees, deposits lost or any other travel fees that you may incur. We reserve the right to cancel for any reason within 24 hours of your scheduled class.

In an effort to simplify fees, please provide the same fee for all class titles you propose for the upcoming fiscal year 2023. Break your fee down by whether you're scheduled to present in an academy or by zoom. For scheduled half day classes, we'll just divide your fee in half.

Please keep in mind, when you propose your fees, **this is a grant**. We may or may not ask you to negotiate your fee, if it is too high. Also, please keep in mind that for high fees we may require a higher student registration in order to run the class.

4. Three dates.

The dates for the Spring semester are **March 8 – June 10**. Due to holidays, please **DO NOT** include the following dates:
April 5, 6, 7, 8, May 26, 27 29 and June 6.

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
New Course Proposal Form

1. Contact Information

Name and title as you would like it listed in the brochure:

Business name/address as noted on your BRC and W9 if different from above:

Tax ID/EIN:

Mail Address for contracts/checks:
UPS address if different from above:

Phone number:
Cell phone number:
Email:

2. Course Title

3. All-inclusive fee for the following:

In academy classes:

Zoom classes (we provide the Zoom link):

If travelling from out of state, please break down your fee so we can compare the instruction part of the fee. Please note for out of state travel you're advised to make fully refundable reservations. Cancellations may be made within 24 hours of scheduled classes for any reason.

Fee breakdown:

-Instructor fee for five hours of instruction (note this doesn't include break times)

-Travel fees if necessary

4. Three available dates, Monday to Saturday, **March 8 – June 10**. Due to holidays, please **DO NOT** include the following dates:
April 5, 6, 7, 8, May 26, 27 29 and June 6.

Please hold these dates until February 15.

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.