

## Spring 2023 Planning

### Course Planning Form Instructions

For courses previously taught

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** 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. 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.

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.**

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 all dates given until February 15.**

Complete the form below and submit by December 1, 2022.

**Return this form for previously taught classes**

1. Contact Information-Please **BOLD** any changed information from spring

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

Business name/address (if any) as noted on your BRC and W9:

Tax ID/EIN:

Mail Address contracts/checks:

Cell phone number:

Email:

2. All Course Title(s)

3. In Academy Fee:

Zoom Fee:

4. All Available Dates between 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.**