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/UPS Address for contracts/checks:

Phone number:

Cell phone number:

Email:

1. Course Title:
2. 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

1. Three available dates, Monday to Saturday, between **September 19 – December 17**. Due to holidays, please **DO NOT** include the following dates: **October 10, November 8, 11, 23, 24, 25, 26. Please hold these dates until August 15.**
2. Course Description
3. Course objectives
4. Target audience/Sub Codes
5. Course abstract included?
6. Description or sample of audio/visual materials included?
7. Resume and references included? One page each.