Fall 2024 Planning

**Course Planning Form Instructions**

For courses taught Spring 2024

**Due June 5, 2024**

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.

Please provide three dates per course title, Monday through Saturday’s only. Please include at least one Saturday per title.

The dates for the Fall semester are **September 18 – December 13**.

Due to holidays, please **DO NOT** include the following dates:

**Oct 14, Nov 5, Nov 11, and Nov 28 – 30.**

**Please hold dates until August 23.**

Scroll down for the form to complete.

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/UPS Address contracts/checks:

Cell phone number:

Email:

1. Instructor fee for fiscal year 2025:
2. Course Title(s) available for the fall. Include all course titles you are proposing on this page:
3. Please provide three dates per course title, Monday through Saturday’s only. Please include at least one Saturday per title.

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