Course Planning Form Instructions – Previously Taught Classes

Due June 25, 2025

By submitting a proposal, you are stating that you have read these instructions and are willing to follow the rules and procedures mandated by the New Jersey Division of Fire Safety. You agree 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. 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.
- That you will provide handouts.

  Handouts are required for all scheduled classes. Handouts must be printed. We print and ship your handouts as a courtesy. Unless you're travelling by air, you are responsible for accepting delivery and distributing them to your students. If you're travelling by air, but teaching multiple classes in a row, we will send all handouts to your first assigned location for you to pick up. We may send you enough handouts to cover multiple classes in the following semester. It is your responsibility to maintain the supply and notify us as to the number leftover for the following semester. You may have to make your own handouts if you have not maintained the supply shipped to you or notified us to the number you have leftover. For printing purposes, all handouts (new classes or updated material) must be submitted electronically by **September 2, 2025.** Handouts not submitted on time will be the responsibility of the instructor to print and distribute.
  Handouts must be in either original PowerPoint or PDF. PowerPoint saved as PDF must be in **handout**, **3 slide to a**

page format. If your handout is in multiple parts, **they must be compiled into one pdf.** If you want to provide multiple handout parts throughout the class, please plan to make your own copies of those pages that you want separated, for example quizzes/tests, 1-5 page articles and other supplementary handouts.

Lastly, please use care in the creation of your handouts. They must be able to be read easily in the aforementioned format. For example, using a yellow size 10 font in your PowerPoint, will most likely **not** work. We print in black and white and DO NOT adjust or edit your submissions. A font in size 12 is probably a minimum, with a 14 being a consideration depending on the color and font type. Please review your work to ensure you don't receive complaints.

- That you will provide three dates per course title, including one Saturday per title. The dates for the Fall semester are **September 17 – December 12**. Due to holidays, please **DO NOT** include the following dates:
  Oct 13, Nov 4, Nov 11, and Nov 27 – 29.
  Please hold dates until August 29.

Please use the attached form for prior courses to submit your proposal by June 25. The information below is a guide.

Form Information Guide

1. Contact Information-Please **BOLD** any changed information from spring
   Name and title/bio 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:

2. Instructor fee for fiscal year 2025 (July 2025 – June 2026):

3. Course Title(s) available for the fall. Include all exact course titles as previously published that you are proposing. Please note, to increase our efficiency with print planning these titles may be considered for the Spring semester if you submit a proposal for Spring 2026.

4. Please provide three dates per course title, Monday through Saturday's only. Please include at least one Saturday per title. <u>For example, if you list 3 class titles, you will then include 9 dates.</u>
   The dates for the Fall semester are **September 17 – December 12**.
   Due to holidays, please **DO NOT** include the following dates:
   Oct 13, Nov 4, Nov 11, and Nov 27 – 29.
   Please hold dates until August 29, 2025.

   <u>Notify me immediately if you have any date conflict arise and be careful to watch for usage of any changes when we get to the proofreading/verification stage.</u>