



**COPPER MOUNTAIN COLLEGE  
COMMUNITY EDUCATION Proposal Form**

To be considered as a Community Education class instructor, please be sure to include a résumé and/or Short Biography, relevant Certifications (if applicable), and any other documents you deem relevant to this course.

**Title of Proposed Course:** \_\_\_\_\_

**Instructor Name(s):** \_\_\_\_\_

**Address:** (Payment will be mailed to this address.) \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

CE classes operate during CMC's fall and spring semesters. **For fall 2021 semester, CE courses may meet between the months of September 3 through December 7, 2021.**

**Date(s) of course:** \_\_\_\_\_

**Day & Time of course:** \_\_\_\_\_

**Student Course Fee:** \$ \_\_\_\_\_  
(Upon completion of the course, Instructors will receive 70% of each student's course fee.)

**Student Capacity (if applicable):**  
Minimum needed for course to proceed: \_\_\_\_\_  
Maximum: \_\_\_\_\_

**Course Accommodations:**  
Classroom \_\_\_\_\_ Community Room \_\_\_\_\_ Weight Room \_\_\_\_\_

**If applicable, do you have liability insurance?**  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**Upon completion of this course, will students receive a certificate?**  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Date Submitted**

**CMC OFFICE USE ONLY – Approvals**

\_\_\_\_\_  
**Dean Signature & Date**

\_\_\_\_\_  
**Chief Instruction Officer Signature & Date**

\_\_\_\_\_  
**Chief Business Officer Signature & Date**

**Scheduling Technician:**

Semester ID#: \_\_\_\_\_ COMS #: \_\_\_\_\_ Official Enrollment: \_\_\_\_\_