



**COPPER MOUNTAIN COLLEGE
COMMUNITY EDUCATION Proposal Form**

To be considered as a Community Education class instructor, please be sure to include a resume and/or Short Biography, relevant Certifications (if applicable), a course summary for advertising and any other documents you deem relevant to this course. Please fill out this form entirely for consideration.

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 spring 2023 semester only, CE courses may meet between the months of February 27th through May 17th.*

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: _____
CMC minimum = 3 students

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: _____