



**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, any other documents you deem relevant to this course and promotional tools you will be using for recruitment. Please complete this form entirely for consideration. Upon completion of the course, instructors will receive 70% of each student's course fee.

* The designated mailing address provided is the destination where your payment will be dispatched.

Instructor's Name		Email	
Mailing Address	City	State	Zip
Phone Number	Course Title		
Day(s), and Time of course			
Student Course Fee		Course capacity (min 3)	
Course Accommodations			
Class Room ____ Community room ____ Weight room ____ other: _____			
Liability Insurance (if applicable) Yes ____ No ____	Have you been convicted of any felonies? Yes ____ No ____	Will participants obtain a certificate from this course? Yes ____ No ____	

_____	_____
Instructor's Signature	Date submitted

CMC Official Use

_____	_____
Dean of Instruction Signature [date]	Chief Instructions officer's signature [date]

Chief Business Officer Signature and Date	
Scheduling Technician: Semester ID#: _____ COMS #: _____ Official Enrollment: _____	