PLEASE READ THE FOLLOWING BEFORE COMPLETING THE APPLICATION:

1. All information must be printed in ink or typewritten.
2. Complete all sections when making initial application.
3. Submit this application at least 30 days prior to offering date.

SECTION I – IDENTIFICATION DATA

1. PROGRAM

   Title of Offering:____________________________________________________________

   Dates:__________________________Location:_____________________________

   Total Number of Contact Hours:___________

   Level of Instruction: _____Basic _____Intermediate _____Advanced

   Evaluation
   Mechanism:________________________________________________________

   Time Schedules (Attach program agenda with breaks, lunch, etc.)

2. CONTACT PERSON

   Name:______________________________________________________________

   Title:_______________________________________________________________

   Business Phone No.: (     )____________ Ext._____

   City:____________________________  State:_______________ Zip:___________

I CERTIFY I HAVE READ THE ANSWERS ABOVE AND SAID ANSWERS ARE TRUE AND CORRECT.

SIGNATURE_________________________________________DATE:__________
## SECTION II

OFFERING DATA CHART

Title of Offering: ________________________________________________________________

This information could be included in a course outline, if submitted.

<table>
<thead>
<tr>
<th>LEARNER OBJECTIVES</th>
<th>SUBJECT MATTER</th>
<th>TEACHING METHODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate by objective the behavior each participant should be able to demonstrate at completion of this offering.</td>
<td>Adjacent to each objective, outline the subject matter that corresponds to the objective.</td>
<td>List methodologies and learning activities adjacent to the specific subject.</td>
</tr>
</tbody>
</table>
SECTION III

FACULTY QUALIFICATIONS FORM

<table>
<thead>
<tr>
<th>NAME/JOB TITLE</th>
<th>EDUCATIONAL PREPARATION</th>
<th>EXPERIENTIAL DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>List name(s) of each person involved in preparation and/or presentation of this offering. List current job title to correspond with each faculty member.</td>
<td>List educational institution(s) attended, academic degrees earned, and evidence of current state registration, where applicable.</td>
<td>List position(s) held that identify experience in the subject matter.</td>
</tr>
</tbody>
</table>