



COURSE APPROVAL FORM

Before Completing the Course Approval Form, you should read through both the attached "Guidelines" and this form. If your comments will not fit in the allotted space, please continue on a blank page identifying which question you are answering. **Incomplete forms will NOT be accepted.**

DUE MONDAY, DECEMBER 16, 2019

FORM MUST BE SUBMITTED IN TYPED FORMAT. Handwritten copies will not be accepted.

Current or Proposed Course Title: _____

Subject Track: _____

See "Guidelines" page for a list of subject tracks

Format: 2-Hour 4-Hour

Brief background, overall purpose of course:

Course Objectives & Learning Outcomes: What will the student learn or be able to do once course is completed? What is your intended outcome? Will students gain awareness and/or recognition of the information taught or will they be able to apply the knowledge gained and/or be able to solve problems? The objective statement should be brief, clear and address what the course should accomplish and define the acceptable performance of the student upon completion.

Teaching Techniques: (lecture; question and answer; case studies; demonstrations; group discussions; role plays; games; etc.)

Teaching Tools to be Used: (PowerPoint, whiteboards; Props; Hands-on Equipment; Videos; Flipcharts; Computers; etc.)

Narrative of Information to be Taught: Key points to be made/discussed must be provided in sufficient detail to demonstrate the information is current, complete and otherwise appropriate. Information should follow a systematic approach, ensuring all elements interconnect. Topics should each build upon the other moving from simple to complex.

Timed Outline: (includes any breaks and/or meals) Total instructional time should be equivalent to the number of CE hours requested (i.e. 2 hours or 4 hours). Keep in mind 1 hour equals 50 minutes of instructional time. This timed outline should be as detailed as possible. Use clear, concise, full sentences to describe each topic as well as its' relevance to the course objective.

Instructors Contact Information:

First Name: _____ Last Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

** You represent that the course content including any attachments, will be authored by you or that you have obtained all necessary permissions to incorporate third-party materials into your course materials and to reproduce such third-party materials as part of your course content. Initial here: _____*

** If my course is selected, I understand that I will be required to provide detailed handouts which will be reproduced or emailed to students prior to the course presentation. Initial here: _____*

Instructor Signature: _____ **Submission Date:** _____