

Contract Programs Course Information

(For ES and Parent usage to gather needed information to enter a CP course in ES Webfiles)

Do not send this form to the office! Optional form for ES usage only!

School Name: _____ Course Name _____

Instructor Name: _____ Phone number: _____

Email address: _____ Fax number: _____

Mailing address: _____

Location of course: _____

Minimum number of students: _____ Maximum number of students: _____

Grade levels: _____ Days of Week: _____ Time: _____ Session length: _____

Requested start date: _____ Number of course sessions (Per Semester): _____

(Remember this is a requested start date only. Courses may not start until final phone or email approval from the office has been received)

Requested cost per student: _____ *(Actual cost cannot exceed the maximum amount that can be the instructor can earn based on their qualifications) (Cost per each individual student for each meeting/sessions before employee costs have been added.)*

Total materials fee: _____ Materials description: _____

(Cost per each individual student for each meeting/sessions. Materials belong to the school (go back to you, the ES at the end)).

You will need to talk to the instructor before selecting the appropriate knowledge level and training level for the specific course to be taught

Ask the instructor to identify which of the following best describes his/her expertise in the subject matter:

_____ Have you volunteered or worked less than 5 years in the subject you will be providing instruction? (1)

_____ Is your work experience in this area between 5-10 years, or do you have professional experience less than 10 years or have teaching/training less than 10 years? (2)

_____ Did you have Special Training in the subject that you will be providing instruction? Are you considered an expert in the subject you will be teaching? (3)

Ask the instructor to identify: Which of the following best describes your experience or training in the subject?

_____ Do you have less than 5 years teaching or training in the subject you will be giving instruction? (1)

_____ Do you have 5-10 years teaching or training in subject you will be giving instruction? (2)

_____ Do you have more than 10 years with credential/degree/ or equivalent in the subject you will be giving instruction? (3)

Review the information on the *Contract Programs Instructor/Policy Checklist*

<http://www.ieminc.org/handbook/cprograms/instrpol905.htm>, emphasizing: when the class may start, when & how the instructor must bill for their classes, who they contact for help, and that any materials purchased are school property and must be returned to you at the end of the class.