

Instructor Name/Responsible Party: _____

Course Name: _____

Term: _____

The Division of Continuing Education has evaluated your proposal for the course specified above. Upon receipt of this form, the Division will include this course in its continuing education curriculum.

Instructor Compensation:	\$	Registration Fee:	\$
Fixed Program Expenses: <i>\$75.00 to cover printing and advertising costs unless otherwise agreed upon by C.E.</i>	\$	Minimum Registration:	
CE Admin Fee	30% of Revenue	Maximum Registration:	

Responsibilities of the Division:

- Obtain and/or confirm all necessary facilities to conduct the course.
- Market, advertise, promote, and announce the course through any and/or all means legitimately available to the Division.
- Obtain registration information for persons desiring to attend the course.
- Establish price and minimum registration required.
- Notify the instructor in the event of insufficient registration.
- Collect registration fees.
- Solicit, collect, aggregate and analyze course feedback.
- Compensate instructors according to terms of this agreement, and applicable policies and procedures of the University. *Please note, **payment may not be final until several weeks following the conclusion of the program.***

Responsibilities of the Instructor and/or his/her Agents

- Design and conduct the course according to the information specified in the Instructor Registration Form and Course Registration Form.
- Arrive at course location promptly and with all preparations required to conduct the course as specified in the Instructor Registration Form and Course Registration Form.
- Maintain adequate supervision of classroom/facilities so as to report any risks and/or adverse events to the Division, Public Safety, and/or other appropriate person as soon as such risk and/or adverse event is known.
- To cooperate with the Division in distributing and collecting course feedback forms.

 Authorized Department Signature

 Instructor/Trainer Signature

 Department Date

 Instructor/Trainer Date

Completed agreement must be on file before classes are scheduled.