



**Application Instructions:**  
**Community Education, College for Kids and EDventures Instructor**

Thank you for your interest in teaching in your community! Please follow these instructions if you are applying for a teaching position with Community Education, College for Kids or EDventures.

**Please submit the Online Course Proposal form:**

[Prescott Adult CommEd NEW Proposal Form - Winter/Spring 2020](#)

Include as attachment in Course Proposal Form or email to [CommEd@yc.edu](mailto:CommEd@yc.edu):

- Resume or VITA
- Course outline(s) for proposed course(s)
- Short biography and photo
- Copy of current Fingerprint Clearance card - **required to teach for College for Kids**
  - ✓ All fingerprint applications are completed online at this website:  
<http://fieldprinterarizona.com/>. Fingerprint cards are valid for 6 years from the date of issue. It takes 5-8 weeks to get a Fingerprint card so begin this process early!

Applications for all Community Education programs must be received no later than the dates below for consideration. If your application is selected, you will be notified no later than one month after the deadline.

**Application deadlines:** (\*dates are subject to change)

Semester	Deadline to submit applications for teaching classes	Session dates	No class meeting dates
<b>Fall 2019</b>	June 2, 2019	Sept. 3 – Oct. 13 (A) Oct. 14 – Dec. 8 (B)	Nov. 11 & Nov. 24 – Dec. 1
<b>Spring 2020</b>	Oct 1, 2019	Jan. 27 – Mar. 7 (A) Mar.16 – Apr. 25 (B)	Mar. 8 –15
<b>College for Kids, Summer 2020</b>	Jan. 19, 2020	June 1 – 25 (A) July 6 – 23 (B)	June 29-July 4 Campus closed Fri-Sun
<b>Adult CommEd Summer 2020</b>	Feb. 16, 2020	June 1 – July 23	Campus closed Fri-Sun

Email: [CommEd@yc.edu](mailto:CommEd@yc.edu)

**Questions? Call 717-7638**

**In Person:** Nancy Ostapuk, Prescott Campus: Building 31, Room 107