

Application Instructions:
Community Education, College for Kids and EDventures Instructors

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 mail, email, fax or return in person:

- Resume or VITA
- Completed Course Proposal form (either printed and signed or e-signed)
- Copy of current DPS fingerprint card (College for Kids only – you will need to show original card at time of hiring.)
- Course outline(s) for proposed course(s)
- Short biography and photo

Applications for Summer 2012 College for Kids programs must be received no later than January 16, 2012 for consideration. If your application is selected for the Summer 2012 term, you will be notified by February 15 or before. Please note College for Kids has two 3-week sessions in Summer only.

Applications for Summer 2012 Community Education classes must be received no later than February 15, 2012 for consideration.

Application deadlines:

Semester	Deadline to submit applications for teaching classes	Session dates	No class meeting dates
College for Kids, Summer 2012	Jan. 16	June 4-21 (A) July 9-26 (B)	June 25-July 7
Summer 2012	Feb. 15	June 4-July 26	July 1-7
Fall 2012	June 1	Sep. 10-Oct. 20 (A) Oct. 22-Dec. 8 (B)	Nov. 18-24
Spring 2013	Oct. 1	TBD	

Mail to:
Yavapai College
Community Education
1100 E. Sheldon St., PMB 6912
Prescott, AZ 86301

Fax: (928) 717-7635
Email: CommEd@yc.edu
In Person: Barbara Yarrow,
YC - Prescott Campus, Building 31
Questions? Call 717-7638

****Information on obtaining a DPS Fingerprint Card** can be obtained at <http://www.azdps.gov> or you may request a packet directly from DPS by either calling (602) 223-2279 or faxing your request to (602) 223-2947. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. 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!

