



## Application Instructions for Community Education, College for Kids and Experiential Learning - Travel (formerly EDventures) Programs

### Thank you for your interest in teaching a non-credit course!

Please follow the proposal instructions if you are applying for a teaching position with Community Education, College for Kids (Prescott-only) or Experiential Learning-Travel (formerly EDventures) programs on the Prescott and Sedona/Verde campuses.

Include as attachment in Course Proposal Form:

- Resume or VITA
- Course outline(s) for proposed course(s)
- Short biography and photo

Copy of current Fingerprint Clearance card **is 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 programs must be received by deadlines 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>Adult CommEd Spring 2025</b>	Oct. 1, 2024	Feb. 3– Mar. 14 (A) Mar. 31 – May 10 (B)	No classes Mar. 15-21 Spring Break
<b>Adult CommEd Summer 2025</b>	Feb. 9, 2025	June 2 – July 31	No classes 6/19 and July 7 College is closed Fri-Sun
<b>Prescott College for Kids, Summer 2025</b>	Feb. 9, 2025	June 2 – 26 (A) July 8 – 31(B)	No classes 6/19 and July 7 College is closed Fri-Sun
<b>Adult CommEd Fall 2025</b>	June 1, 2025	Sept. 22 – Nov. 15	Nov. 11

**Prescott Contact:** [haley.green@yc.edu](mailto:haley.green@yc.edu) or call 928.717.7638

**Sedona/Verde Contact:** [kathleen.freed@yc.edu](mailto:kathleen.freed@yc.edu) or call 928.634.6537