



Application Instructions for Community Education, College for Kids and 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 or EDventures programs on the Prescott and Sedona/Verde campuses.

Community Education is now accepting Summer (SU23) New Course Proposals!

Links to the specific Prescott and Verde/Sedona Proposal Forms are available on this webpage, located below this form link.

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 Community Education 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
Adult CommEd Summer 2023	Feb. 20, 2023	June 5 – July 27	No classes 6/19 and July 4 College is closed Fri-Sun
Prescott College for Kids, Summer 2023	Feb. 20, 2023	June 5 – 29 (A) July 10 – 27 (B)	No classes 6/19 and July 4 College is closed Fri-Sun
Verde College for Kids, Summer 2023	Feb. 20, 2023	June 5 – 29 (A)	No classes 6/19 College is closed Fri-Sun
Adult CommEd Fall 2023	June 4, 2023	Sept. 25 – Nov. 18	Nov. 10
Adult CommEd Spring 2024	Oct. 1, 2023	Jan. 29– Mar. 8 (A) Mar. 25 – May 4 (B)	No classes Mar. 9 -15 Spring Break

Prescott Director: nancy.ostapuk@yc.edu or call 928.717.7638

Sedona/Verde Director: kathleen.freed@yc.edu or call 928.634.6537