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**PROFESSIONAL EDUCATION COURSE PROPOSAL APPLICATION FORM**

*DIRECTLY EDIT THIS DOCUMENT. One class per form, please.*

DEADLINES APPLY for courses presented at special events such as FANN's annual Native Plant Show. Contact FANN with questions.

All course applications subject to review and approval by FANN.

FANN ordinarily manages registration and credit approvals.

FANN reserves the right to photograph and record in any format.

Course instructors are not sponsors and may not represent themselves as such.

***Return completed form by deadline to:***

Email: FANNadmin@earthlink.net

phone: 321-271-4885 or 321-917-1960

FAX: 815-927-0128

***Questions? Suggestions?*** *Call Cammie Donaldson at 321-917-1960*

**Course proposed by**:

*Your name:*

*Organization Name:*

*Phone number with area code:*

*Email address:*

*Mailing address:*

**Proposed Course Title**:

*8 words or less, please*

**Proposed Course Summary Description**:

*Provide narrative summary not to exceed 150 words. Describe purpose of class, intended audience, major subject areas and benefits of taking the class. Describe how class will be delivered (in person, webinar, etc.)*

**Proposed Course Outline**:

*Identify subjects, major topics and subtopics, and their sequence of presentation.*

**Bibliography:**

*List any associated references.*

**Length of course (time requirement):**

**Special resource needs:**

*For example, Internet, special software, tables, tools, transportation, laptop, lodging, stipend etc.*

**Have you given this course before? YES / NO**

*If yes, please describe audience, when and where:*

**Bio**:

(*provide for each instructor*)

*Instructor Name*

*Instructor Title & Credentials*

*Instructor Organization*

*Narrative summary of relevant experience including current and prior professional positions, teaching or training experience if any, publications, honors, certifications and education, not to exceed 150 words.*

*Provide links to any website, videos and social media pages.*

***SUBMIT THIS FORM BY EMAIL TO*** *FANNadmin@earthlink.net*

*PHONE: 321-271-4885 or 321-917-1960*

*FAX: 815-927-0128*

*MAIL: FANN, PO Box 972, Melbourne FL 32902*

***IF APPROVED, YOU WILL BE ASKED TO PROVIDE A PROFESSIONAL HIGH RESOLUTION HEADSHOT PHOTO***

***AND FULL RESUME FOR PROMOTION.***

***Questions? Comments? Call Cammie Donaldson at 321-917-1960***

***THANK YOU!***