

- Associate's Name _____
- Date form submitted _____
- Name of course _____
- Date(s) of class _____
- Total number of hours/days of course _____
- Instructor(s) names and contact information (phone, email, fax) _____

- Location of course, including whatever of the following is available: name of facility, address, directions, map, phone, website: _____

- Course fee (per student for hosted classes, total fee for contract classes) _____
- Total estimate of expenses, including travel, hotels, meals, class materials, supplies, etc.
\$ _____
- Multi Recipient or One To One contract:
- Agency contact info:
 - Agency _____
 - Agency Contact _____
 - Agency Address _____
 - Phone _____
 - Email _____
- Course Fee per Student if Multi: _____
- Total negotiated fee if One To One: _____
- Will associate need BlackBoard? _____
- Will associate need Adobe Connect? _____