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

We are now accepting Winter/Spring 2025 (WS25) New Course Proposals for Adult Community Education.

Please click on the appropriate campus link to submit your course proposal(s):

[Prescott CommEd NEW Course Proposal - Winter/Spring 2025](#)

[Sedona/Verde Adult CommEd-Course Proposal-Winter/Spring 2025](#)

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 children.**
- ✓ All fingerprint applications are completed online at this website: http://fieldprintarizona.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 Spring 2025	Oct. 1, 2024	Feb.1 – Mar. 14 (A) Mar. 31 – May 10 (B)	No classes Mar. 15-21 Spring Break

Sedona/Verde Director: kathleen.freed@yc.edu **or call 928-634-6537**
Prescott Assistant: linda.chalcraft@yc.edu **or call 928-717-7755**