



## Workforce Training and Lifelong Learning

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### Instructor Form, Spring Session 2024

Please complete all of the items on this form. If you are teaching more than one class, please submit a new form for each class. Please submit this form by **Monday, February 12, 2024.**

1. Name: \_\_\_\_\_
2. Contacts: Phone: \_\_\_\_\_ Email: \_\_\_\_\_
3. Class Title: \_\_\_\_\_
4. Class Description
5. Instructor Bio:
6. Minimum Class Size: \_\_\_\_\_
7. Maximum Class Size: \_\_\_\_\_
8. Number of Classes Preferred: (1 to 6 ) and frequency (every week/every two weeks)
9. Class Dates Preferred: (class session range Monday, March 18 through Sunday, May 12 (exceptions can be made)).  
\_\_\_\_\_
10. Length of Class Preferred: (recommended range of one hour or 90 minutes or two hours) \_\_\_\_\_
11. Technology and Equipment Needs: (RappCE has smart monitors with cords and adapters and white boards)  
\_\_\_\_\_
12. Day of the Week and Time Preferred: (morning, afternoon or evening)  
\_\_\_\_\_
13. Preferred location (RappCE classrooms in Sperryville are the default location)  
\_\_\_\_\_
14. Any Additional Materials Costs Required of Students: (Rappahannock Center for Education generally charges a registration fee of \$24.99 which goes toward the web support, rent, equipment, processing fees, and other overhead.)  
\_\_\_\_\_
15. Any other information about your class, e.g. prerequisites, caveats, etc.:  
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