

**Central Oregon Community College
Continuing Education
2600 NW College Way * Bend OR 97701**

STEPS TO BECOMING AN INSTRUCTOR

Thank you for your interest in becoming an instructor for Continuing Education. Enclosed is data to be completed and returned to your Program Coordinator.

Questions you might ask while completing the enclosed data:

1. Am I a potential Continuing Education instructor?

Potential instructors, in general, should have four years of education, experience, or a combination of education and experience in their subject area.

2. How do I get approved to teach a class?

A potential instructor makes contact with one of the Program Coordinators. The application process consists of an application form, course outline, letters of reference, payroll forms and an interview with the Program Coordinator. The coordinator will use their knowledge and judgment to determine if the proposed class and instructor are a good fit with the goals of the College and the Continuing Education department.

We have many people applying to teach classes through Continuing Education. We strive to choose the best person for the course and program. At times we may choose not to offer a class because of outside influences.

After the application is reviewed and approved or disapproved, you will be notified.

3. CPR & First Aid Requirement

If you are applying to teach a class

- in movement and/or physical activity
- where potentially dangerous equipment or animals are involved
- that has a field trip, which takes them away from landline phones

you are required to have a current CPR/First Aid card and are expected to keep it current. We provide classes to certify you.

4. How will my class be scheduled?

Courses are scheduled according to the Program Coordinator's assessment of community needs and interests. Program Coordinators frequently rotate instructors for a different approach on a subject and some courses are taught only during a specific term in the year. The scheduling of courses is a Program Coordinator's responsibility and we contract with an instructor for one term at a time without any implied future commitment.

5. Attending a Teaching Adults Workshop

Continuing Education requires all our new instructors to attend our workshop on teaching adults. It is an opportunity to meet other instructors, gain tips for developing your class and learn more about the broad scope of Continuing Education. Upon signing an instructor agreement, the Program Coordinator will register you into an upcoming Teaching Adults Workshop.

If you have any further questions, feel free to contact your Program Coordinator.