Academy Elective Class Form

All Academy classes must be pre-approved by the Academy Council and are open to all local officials in Maryland. Presenters of Academy classes are asked to follow the Academy Guidelines for instruction. Verification of attendance forms and evaluation forms are used at all Academy classes and forms must be returned to the Academy Coordinator at UMD within one week of the completion of the course. If you are interested in sponsoring an Academy class, please complete this form. The form must be received two months prior to the proposed class.

Submitting Organization ____________________________________________________________

Address, _____________________________________________________________________

Contact Person, __________________________________________________________________

Telephone __________________________ Email _____________________________________________________________________

Proposed Academy Elective Class ____________________________________________________

Date __________________ Location ______________________________________________________________________________

Target Audience ______________________________________________________________________________

Course Description and/or Course Learning Objectives

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I understand that if approved, the Academy class will be open to all local officials in Maryland, the instructor will follow the Academy Guidelines, and verification of attendance forms and evaluation forms will be returned to the Academy Coordinator at UMD within one week of the completion of the class.

Signature __________________________________________ Date ________________________________