



Continuing Education Booking Form

Phone (518) 489-4026 / Email: RedPines@cnwsmt.com / Fax: (518) 489-0522

Course Title:	
Preferred Date(s):	Day(s) of the Week:
Time(s):	
NCBTMB Approved Provider # or other ID # (if applicable)	
Continuing Education Hours:	
Cost:	
<i>Please note that we deduct a fee of \$3.95 for each registration and 4.95% for each credit card transaction to defer the costs of Online Registration. Please consider this when choosing the cost of the class.</i>	
<i>The registration deadline for each class occurs on the Friday one week prior to the start date. At that point, a \$20 late fee is added on to the standard fee of the class which is paid to CNWSMT.</i>	

Course Description (Limit to 100 words):

Please include the following information in the description: Target audience and Special Instructions for what students should BRING or WEAR to class.

Learning Outcomes and Objectives

PLEASE NOTE: YOU ARE REQUIRED TO SUBMIT AT LEAST ONE OUTCOME/OBJECTIVE FOR EVERY HOUR OF CLASS (7 HOUR CLASS=7 OUTCOMES/OBJECTIVES LISTED)

Learning outcome(s) and Objectives should describe a high level end result of the students' knowledge and what the student should demonstrate to show the instructor that the student has digested the material. These should be specific, measurable, and achievable take-a-ways or proofs of learning that each participant will be able to expect to gain. These are not items participants will learn about, but rather things they can do as a result of having learned something new. Think in terms of action related demonstrations of knowledge. Each learning outcome/objective needs to be something each participant can: *list, explain, describe, state, perform, compare, name, define, recognize, identify, choose, implement, assess, evaluate, or demonstrate* within the subject matter of the class.

1.

2.

3.

4.



- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Add more lines if needed, one line for each CE hour

Please create your **Instructor Bio** using the following parameters:

- 1). Full name and credentials (bios are always written in the 3rd person)
- 2). Educational background, including year(s) completed
- 3). Professional background related to the field of bodywork
- 4). Professional certifications or designations you hold
- 5). Names of organizations, clubs or associations to which you belong related to the field of bodywork
- 6). List any articles, books, or blogs written related to the field of bodywork
- 7). What are your education models, favorite teachers or relevant continuing education classes completed.
- 8). What skills do you possess that you would like to pass along to your students or an engaging and memorable story of why you chose to enter the teaching/bodywork profession
- 9). It's okay to include some personal information in your biography, but keep it brief. You might want to reveal how your family life, hobbies or volunteer work influence your teaching.
- 10). In brief, discuss your future goals, such as obtaining additional endorsements, certifications or learning new techniques.



What will instructor provide?

_____ Handout(s) _____ Book(s) / Manual(s) _____ Other: _____

Instructor Contact Info:

Name/Credentials : _____

Mailing Address: _____

Email Address: _____

Phone: _____

I have read the instructor Guidelines document on the CNW website and agree to the conditions laid out in this document. I understand that The Booking Form is a contract that cannot be changed or updated after the Submission Deadline.

Signature of Instructor. _____ Date: _____

Please complete this form on the computer and email back to redpines@cnwsmt.com. A \$25 fee will be imposed if not completed electronically. Thank you and we look forward to working with you.