CONTINUED EDUCATION PROGRAM PLAN
COURSE DESCRIPTION/INSTRUCTOR QUALIFICATIONS

Department of Career and Technical Education
SFN 16934 (11/03)

State Capitol 15th Floor
600 East Boulevard Ave Dept 270
Bismarck ND 58505-0610
Phone 701-328-3180
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Before a class begins, Continued Education Program Plan forms SFN 16934 (Course Description/Instructor Qualifications) and SFN 16933 (Annual Plan/Reimbursement) must be submitted to CTE for approval.

► A minimum enrollment of six students is required unless a letter requesting an exemption is submitted and approved.

► Reimbursement is limited to 50% of the total instructional salary, not to exceed $12.50 per hour. For example, if an instructor's salary is $25.00 per hour, reimbursement will be $12.50; or if an instructor's salary is $20.00 per hour, reimbursement will be $10.00.

► A list of class participants, including name, current occupation and occupational intent must be completed and filed locally for auditing purposes.

School/Institution	Telephone Number
Course Title	Instructor(s)

List description and objectives of course:

Experiences which qualify instructor to teach this course:

Authorized Signature	Title	Date

The State Board for Career and Technical Education does not advocate, permit, nor practice discrimination on the basis of sex, race, color, national origin, religion, age, or disability as required by various state and federal laws.

Retain a copy for your records.