



PHOENIX COLLEGE DOWNTOWN

CTE: Custom Training and Education
602.223.4000

Teaching Workforce Development Classes

- Step 1: Fill out the Instructor Proposal Form and Personal Data Sheet and submit to CTE Custom Training and Education at Phoenix College Downtown. You may deliver forms in person or mail to Phoenix College Downtown, 640 N 1st Ave. Phoenix Arizona 85003 or fax to 602-223.4040
- Step 2: You will be called for further discussion and to schedule an appointment with CTE Custom Training and Education. When your class is accepted you will need to fill out a Vendor Registration Form and Non-Solicitation/Non-Disclosure Agreement. Your salary is contingent upon the enrollment in your class.
- Step 3: As a vendor, you will need to submit an invoice by mail, fax, or email billing us for your services.

Phoenix College Downtown | CTE Custom Training Education
640 N. 1st Ave. Phoenix Arizona 85353
602.223.4000





PHOENIX COLLEGE DOWNTOWN

CTE: Custom Training and Education

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Instructor Proposal Form

Please print clearly and complete each question thoroughly.

Course Title: _____

Course Instructor: _____

Preferred Course Sessions and Times: _____

Maximum # of Students: _____

I. Course Description (The description is your only tool to encourage and invite students to register for your class. Without a thorough and complete description, your class may not be selected).

II. Course Objective (What is the main learning point of this course?)

III. Methods of Presentation (Lecture, demonstration, etc.)

IV. Required Texts or Supplemental Material

V. Recommended Texts or Supplemental Material

Workforce Development Non-Credit Syllabus Form

VI. Class Outline

Please include a complete syllabus or course outline if one is available.

Ten things attendees will learn from this session:

(Tip: Try to use specifics, such as “how to...” or “6 successful ways to...”)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Personal Data Sheet

Please print clearly and complete each question thoroughly.
Please attach a professional resume.

Name: _____

Email: _____

Home Address: _____

Phone: _____

City: _____

May be released to students: Yes ___ No ___

State: _____

Phone: _____

Business Address: _____

May be released to students: Yes ___ No ___

City: _____

State: _____

Fax: _____

Emergency Contact: _____

Educational Background: (minor or major studies, certificates, etc.)

Practical experience in the area your wish to teach:

Adult teaching experience:

List credentials as you would like them to appear in the schedule:

Three references: 1) _____ Phone: _____
 2) _____ Phone: _____
 3) _____ Phone: _____

To the best of my knowledge and belief, all statements made in this proposal are true and correct and I have read the Prospective Instructor cover letter.

Signature _____ Date _____

Chandler-Gilbert Community College and the Maricopa Community College District do not discriminate on the basis of race, color, religion, national origin, sex, handicap or age in application admission, participation, access and treatment of persons in instructional or employment programs and activities. Chandler-Gilbert Community College will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Instructions for Completing the Vendor Registration Form:

1. Make a copy of the blank registration form to notify us of address changes your company may have in the future.
2. Type this form, if possible. This form can be filled out online at <http://www.maricopa.edu/purchasing/VRF.pdf>
3. Make sure the form is signed.
4. Enter the purchasing site address in the first block.
5. Enter the remittance address; the address MCCCCD will send payment to in the second block. Include payment terms only if it relates to **all** MCCCCD issued purchase orders. If you wish to receive electronic payments, please check the check box.
6. Check a classification type in third block, if applicable; otherwise, leave the block blank.
7. A Federal Tax ID number or a Social Security number must be included on this form in order to be listed as a vendor with MCCCCD. If a Social Security number is listed, please indicate the legal name for that number.

Your parent company or headquarters **may** have a different Federal Tax ID number from yours. Please enter your Federal Tax ID number.

The District is **NOT** exempt from sales tax (except for Library use) and pays sales tax to in-state vendors. For purchases from out-of-state vendors who do not have an "Arizona Transaction Privilege Tax License", the District pays use tax to the State of Arizona.

If your company does not have an "Arizona Transaction Privilege Tax License", mark "none" in the appropriate box.
8. If you are a foreign individual or foreign corporation use form W-8 ECI or W-8 BEN. These forms are available to be downloaded from the Web at <http://www.maricopa.edu/purchasing/vendor/index.htm#forminfo>
9. The second and third page lists commodity categories. Please indicate the commodity category or categories your business falls under. If your product or service is not listed, please list your product or service on the line marked "Other." For bid opportunities, please check our Web site at <http://www.maricopa.edu/purchasing/> on a regular basis.
10. If you prefer to receive electronic payments, proceed to page 5 of this document and complete the form. The instructions for the form are on page 6.
11. Send your completed vendor registration form to:

Maricopa County Community Colleges
District Office, Purchasing Department
2411 West 14th Street, Tempe, AZ 85281-6942
12. Questions? Please call us at (480) 731-8520.



Maricopa County Community College District
Purchasing Department
 2411 West 14th Street
 Tempe, AZ 85281-6942
 Web Site: <http://www.maricopa.edu/purchasing/>
 Voice: (480) 731-8520
 Fax: (480) 731-8190

Vendor Registration Form	
for MCCCDC use only	
Date:	Vendor Number:

Company Name: _____

Parent Company Name (If Applicable): _____

Order From Address (This is the name and address that will appear on purchase orders and checks)

Division (if applicable): _____

Street / PO Box: _____

City, State, Zip+4: _____

Contact Person/Title: _____

Payment Terms*: _____

*Use only if the payment terms apply to **ALL** MCCCDC issued purchase orders.

Telephone: () _____ FAX: () _____

E-Mail: _____

Remittance Address (if different than Order From Address)

Division (if applicable): _____

Street / PO Box: _____

City, State, Zip+4: _____

Contact Person _____

Contact's Title: _____

Telephone: () _____ FAX: () _____

E-Mail: _____

Authorization for Direct Deposit of Supplier Payments (ACH)

BANK INFORMATION

Name of Bank/Credit Union: _____

Bank/Credit Union Routing Number: _____

Account #: _____

I hereby authorize: **1)** Maricopa Community Colleges to deposit my supplier invoice payment via electronic funds transfer. **2)** My financial institution to credit this amount to my account.
 In the event that the exercise of this authorization for any reason results in an overpayment for supplier invoices actually due and payable to me, I hereby authorize Maricopa Community Colleges to either: **A)** debit my above-identified account for an amount not to exceed said overpayment, or **B)** withhold a sum equal to the overpayment from my next disbursement of supplier invoice payment.

Classification Information

Class Type (please check one category if applicable):

Minority-owned business (MBE) Woman-owned business (WBE) Minority Woman-owned business (MWBE)

Tax Information - Required

(Please note, a vendor's registration will not be considered by the Maricopa Community Colleges District without the following information.)

Tax Reporting Name (Name shown on your income tax return): _____

Taxpayer ID Number:

Federal Tax ID #: _____ or Social Security #: _____

Note: The Federal Tax ID # or Social Security # provided must be the correct number for the Tax Reporting Name.

Arizona Sales Tax # (transaction privilege tax #) _____

Does your company collect Arizona Sales Tax? Yes No

If outside of Arizona, does your company have nexus with the state of Arizona? Yes No

Tax Contact Person: _____ Tax Contact Title: _____

Mailing Address for Tax Forms or Correspondence:

Division (if applicable): _____

Street/PO Box: _____

City, State, ZIP+4: _____

Organization Type (Check One):

- Corporation (includes S-Corp) Individual/Sole Proprietor Partnership
- Government Agency Limited Liability Company Other _____

**Foreign Suppliers use Form W-8 ECI or W-8 BEN available at:
<http://www.dist.maricopa.edu/purchasing/vendor/index.htm#forminfo>

Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding, or (c) the IRS has notified me that I am no longer subject to backup withholding; and (3) I am a U.S. citizen or person. For federal tax purposes, you are considered a U.S. person if you are 1) an individual who is a U.S. citizen or U.S. resident alien, 2) A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, 3) An estate (other than a foreign estate), or 4) A domestic trust (as defined in Regulations section 301.7701-7).

Authorized Printed Name: _____

Authorized Signature: _____ Date: _____

**By completing this form, you are registered with all ten of the Maricopa Community Colleges. To view these campuses, please visit <http://www.maricopa.edu/>.

Commodity Codes of the Maricopa County Community College District

Check all of the products and/or services provided by your company

A - Advertising

- 037-52 Advertising Specialties-Imprinted Items
- 080-00 Advertising Specialties-Badges, Name Tags
- 715-00 Publications and Audiovisual
- 915-00 Communications & Media Services

B - Automotive

- 055-00 Accessories
- 060-00 Maintenance and Repair
- 060-57 Glass-Door, Windshield etc.
- 065-00 Automotive Bodies-Accessories, Parts
- 070-00 Vehicles
- 075-00 Shop Equipment
- 405-00 Fuel, Oil, Grease and Lubricants
- 863-00 Tires and Tubes
- 928-00 Maintenance and Repair

C - Buildings and Grounds

- 150-00 Builder's Supplies
- 155-00 Buildings and Structures
- 155-50 Building, Modular & Portable
- 200-00 Clothing / Apparel
- 285-00 Electrical Equipment & Supplies
- 330-00 Fencing
- 335-00 Fertilizers / Soil Conditioners
- 340-00 Fire Protection Equipment
- 360-00 Floor Covering
- 485-00 Janitorial Equipment and Supplies
- 515-00 Lawn Equipment and Parts
- 540-00 Lumber Products
- 560-00 Material Handling Equipment
- 635-00 Painting Equipment and Supplies
- 670-00 Plumbing Equipment and Supplies
- 745-00 Asphaltic Materials
- 750-21 Cement
- 770-00 Roofing
- 801-00 Signage
- 890-00 Water Treatment
- 910-59 Pest Control
- 981-00 Rental or Lease of Equipment

D - Communications

- 280-00 Cabling
- 287-00 Electronic Components
- 725-00 Radio / Telephone / Telecom
- 730-00 Telecommunication Testing
- 803-00 Sound Systems
- 840-00 Television Equipment

E - Computers

- 204-00 Hardware and Peripherals (Micro)
- 206-00 Hardware and Peripherals (Mini)
- 207-00 Accessories and Supplies
- 208-00 Software (Micro)
- 209-00 Software (Mini)

F - Consulting Services

- 914-38 Electrical
- 918-04 Fiscal
- 918-07 Advertising
- 918-15 Architectural
- 918-26 Public Relations

- 918-28 Computer Hardware
- 918-29 Computer Software
- 918-31 Construction
- 918-42 Engineering
- 918-43 Environmental
- 918-66 Human Resources
- 918-74 Legal
- 918-76 Marketing
- 918-78 Medical Provider
- 918-95 Telecommunications

G - Contractors

- 906-78 Security Systems
- 913-94 Paving/Resurfacing
- 914-00 Construction General
- 914-30 Concrete
- 914-38 Electrical
- 914-50 HVAC
- 914-55 Masonry
- 914-61 Painting
- 914-68 Plumbing
- 914-73 Roofing

H - Food Services

- 165-00 Cafeteria, Kitchen Equipment-Commercial
- 165-01 Food Services; Kitchen Equipment
- 375-00 Foods-Bakery
- 380-00 Foods-Dairy Products
- 385-00 Foods-Frozen
- 390-00 Foods-Perishable
- 393-00 Foods-Staples, Groceries and Misc
- 393-77 Foods-Soft Drinks

I - Furniture

- 410-00 Health Care
- 415-00 Laboratory
- 420-00 Cafeteria / Classroom / Library
- 420-04 Auditorium
- 425-00 Office Furniture

J - Instructional & Library Products

- 050-00 Art Equipment and Supplies
- 233-00 Crafts
- 525-00 Library Equipment and Supplies
- 545-00 Machinery and Hardware
- 580-00 Musical Instruments and Supplies
- 655-00 Photographic Equipment and Supplies
- 680-00 Police Equipment and Supplies
- 785-00 School Equipment and Supplies
- 785-05 Atlases, Charts, Globes & Maps
- 785-20 Books and Manuals
- 785-70 Instructional Aides
- 785-93 Vocational Equipment & Supplies
- 805-00 Sporting / Athletic Equipment
- 855-00 Theatrical Equipment and Supplies
- 880-00 Visual Education Equipment and Supplies
- 880-11 Audio Visual Equipment and Supplies
- 895-00 Welding Equipment and Supplies
- 908-00 Bookbinding / Rebinding

(Continued on Next Page)

K - Laboratory/Medical Equipment and Supplies

- 175-00 Chemical Lab Equipment & Supplies
- 193-00 Clinical Lab Equipment & Supplies
- 260-00 Dental Equipment and Supplies
- 490-00 Laboratory Equipment and Supplies (General)
- 490-55 Spectrometers
- 490-58 Microscopes

L - Office Equipment & Supplies

- 395-00 Forms & Labels-Continuous
- 600-00 Office Machines and Accessories
- 600-38 Copiers-Plain Bond
- 610-00 Carbon Paper and Ribbons
- 615-00 Office Supplies, General
- 615-82 Stock Forms and Labels
- 620-00 Writing Instruments-Pens, Pencils, Markers
- 645-00 Paper (For Office and Print Shop Use)

M - Printing Products & Services

- 700-00 Printing Plant Equipment and Supplies
- 915-48 Graphic Arts Services
- 915-58 Mailing Services
- 966-00 Printing and Related Services

N - Services

- 906-07 Architectural
- 906-40 Graphic Design
- 906-56 Landscape Architecture
- 909-00 Construction Management
- 909-76 Sitework
- 910-10 Carpet Cleaning
- 910-13 Elevator Installation & Maintenance
- 910-27 Trash Removal
- 910-36 HVAC Services
- 910-39 Janitorial Services
- 910-48 Locksmith Services
- 910-54 Painting Services
- 910-59 Pest Control
- 912-44 Excavation Services
- 913-94 Paving & Resurfacing
- 915-64 Media Clipping Services
- 915-72 Photography
- 915-82 Video Production
- 915-96 Web Page Design and Management Services
- 924-00 Educational Services
- 925-07 Engineering, HVAC
- 925-17 Engineering, Civil
- 925-31 Engineering, Electrical
- 925-35 Engineering, Environmental
- 925-46 Geotechnical-Soils
- 925-67 Engineering, Mechanical
- 925-88 Engineering, Structural
- 946-00 Financial Services
- 946-15 Appraisal Services-Real Estate
- 946-16 Appraisal Services-Non Real Estate
- 946-25 Banking Services
- 946-33 Collection Services
- 946-48 Financial Advisory Services
- 946-54 Leasing Companies
- 948-00 Health Related Services
- 953-00 Insurance, All Types
- 954-00 Laundry & Dry Cleaning

- 954-05 Laundry & Linen
- 956-00 Library Services
- 961-15 Catering Services
- 961-40 Food Management Services
- 961-53 Marketing Services
- 961-78 Travel Agency and Charter Services
- 962-09 Auctioning Services
- 962-24 Courier/Delivery Services
- 962-40 Hazardous Material Services (inc. Disposal)
- 962-56 Moving Services
- 962-87 Transportation Services-Local
- 962-88 Transportation Services-Non Local
- 964-00 Personnel, Temporary
- 966-81 Silk Screen Printing
- 968-74 Street Sweeping
- 968-90 Vehicle Towing & Storage
- 971-00 Real Property Rental or Lease
- 971-08 Building Rental or Lease
- 971-30 Hotel-Motel Accommodations
- 971-35 Land Rental or Lease
- 971-45 Office Space Rental or Lease
- 971-65 Room Rental Conferences, Seminars etc
- 977-37 Film, Movie & Video Tape Rental
- 988-52 Landscaping (including Design, Fertilizer)
- 988-88 Tree Trimming & Pruning
- 990-00 Security, Fire, Safety & Emergency Services
- 990-46 Guard & Security Services

O - Miscellaneous

- 035-00 Aircraft & Airport, Equipment, Parts, Supplies
- 200-00 Clothing, Apparel, Uniforms, & Accessories
- 045-00 Appliances & Equipment, Household

Other _____



NON-SOLICITATION / NON-DISCLOSURE AGREEMENT

Non-Credit Courses

College Name: _____ (“College”)

Instructor Name: _____ (“Instructor”)

Course Sponsor (if applicable): _____ (“Sponsor”)

Course Section Nos.: _____ (“Courses”)

Semester: Fall Spring Summer I Summer II Year: _____

I, _____, acting for Sponsor accept responsibility for the proper use of the roster for Courses for the semester indicated above, and agree that the information on it will not be used for any purpose other than as is needed for course-related activities.

I recognize that MCCCDC and its Colleges are public educational institutions whose missions are to provide quality education to the citizens of Arizona. I shall not use the courses to directly or primarily sell services or products of any particular for-profit entity.

I shall not add students’ names and addresses for mailing lists, give or sell them to others, or use them for business-related or for-profit activities or other non-educational purpose. I understand that prohibition applies as well to the use of personal information, including financial information, about the student supplied in conjunction with my instruction.

I understand that I may not sell items or products in class unrelated to course activity or sell any materials without prior approval by College.

I understand that I may not give any information about a student to anyone, not even to confirm a student’s enrollment in the course, to anyone other than the student him or herself.

I understand that, in teaching the courses described in this Agreement, that I am subject to the non-disclosure requirements of the Family Educational Rights and Privacy Act, 20 United States Code §1232g.

I understand that violating this Agreement will result, at a minimum, in the loss of the opportunity to teach at the MCCCDC and any of its colleges in the future.

Name: _____

Title: _____

Date: _____