

BFIS Course Calendar Listing Checklist

The Bright Futures Information System (BFIS) requires specific information for Course Calendar entries. Using the Checklist below, please review your flyer, brochure, or other professional development materials to ensure that the information requested below is found in your document. Missing information prevents us from entering anything at all! Completed course calendar listings should be submitted to:

professional.development@ccv.edu

*This is the quickest way to get your workshop/ course information listed in BFIS!

You can also send your information to:

Vermont Northern Lights Career Development Center
c/o Sylvia Kennedy-Godin
PO Box 120 - CCV Wasson Hall
Waterbury, VT 05676-0120.

Questions? Call Maureen Young-McCarthy @ (802)885-8374

Thank you for listing your workshop/course offerings in BFIS!

Sponsoring Organization Information
<input type="checkbox"/> Name of Organization <input type="checkbox"/> Contact Person <input type="checkbox"/> Address <input type="checkbox"/> Email <input type="checkbox"/> Phone #
Workshop/ Course Information
<input type="checkbox"/> Title <input type="checkbox"/> Description <input type="checkbox"/> # of Hrs
<i>Is this being offered for college credit? If yes, also include:</i>
<input type="checkbox"/> # of Credit Hrs <input type="checkbox"/> Institution offering credit
<input type="checkbox"/> Date(s) of Workshop/ Course <input type="checkbox"/> Start Time <input type="checkbox"/> Location <input type="checkbox"/> Name of Contact Person (<i>if different than sponsoring organization contact person</i>) <input type="checkbox"/> Contact Person's Phone # <input type="checkbox"/> Cost <input type="checkbox"/> Financial Assistance (Yes/No) <input type="checkbox"/> Who is supplying the financial assistance? <input type="checkbox"/> Any additional information (as needed)