

Education and Training Associates

Registration form for Course 1 “Basic Teaching Methods” to be held ONLINE USING A PROGRAM CALLED ZOOM. You must have access to a computer, laptop or tablet with a camera and a microphone. It will be held on Saturday and Sunday, June 12, 13 and the following Sunday June 20, 2021

This course will be taught by Master Teacher Steven Andresen.

READ THIS BEFORE FILLING OUT THE FORM!

KEEP A COPY OF THIS FORM IN CASE THERE IS A PROBLEM.

MAKE SURE THERE IS A PRINTED OR TYPED READABLE EMAIL ADDRESS, AS THAT IS THE ONLY WAY WE WILL CONFIRM YOUR REGISTRATION!

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If you have any questions call E&TA at 302-387-1363 or email educationandtrainingassoc@comcast.net

STEPS TO A SUCCESSFUL REGISTRATION.

1. **Please read and sign the conditions on page 2 of this form**
2. Fill out the registration form below. Please print your formal name NO NICKNAMES!
3. Mail this form enclosing a check or money order for **\$300.00** made out to Education and Training Associates to the following address:

Education and Training Associates
23 Dawson Lane
Camden, DE19934-4567

PLEASE PRINT OR TYPE and provide ALL information – THANK YOU!

Full Name (as it appears on your permit or legal name) _____

Home Address _____

City, State, Zip _____

Best email address to reach you _____

Best phone to reach you (_____) _____

School Name _____

Use “Independent” for School Name if you are not teaching now.

School Address _____

City, State, Zip _____

School Phone (_____) _____ School Fax (_____) _____

Supervisor’s Name _____ Extension # _____

Supervisor’s E-mail Address _____

THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR REGISTRATION FORM AND A CHECK OR MONEY ORDER!

CONDITIONS OF REGISTRATION FOR COURSES 1, 2 AND 3

1. Certificates accepted by the New York State Education Department / Bureau of Proprietary School Supervision will be granted upon satisfactory completion of each course.
2. Successful completion of Course 1 is required prior to a student being admitted into either Course 2 or Course 3 by rules of the Bureau of Proprietary School Supervision . They do permit students to take Course 3 before taking Course 2.
3. In the event of insufficient enrollment, the Course may be cancelled by Education and Training Associates (E&TA) prior to the scheduled starting date and the full tuition will be refunded.
4. Following the New York State Education Department's guidelines, E&TA requires that each student complete the 30 clock hours of the Course.
5. No student may be absent from the first or second day of any Course.
6. Any missed day(s) must be made up. There will be a \$100.00 processing fee assessed to the student for the make up day.
7. All applications, including the tuition payment per student must be postmarked no later than the closing date indicated on the application.
8. Cancellation by the student of a registration *in writing only*, postmarked or E-mailed at least 7 days prior to the start of the Course will entitle the student to a refund of tuition paid, minus a \$75.00 processing fee. In the event of a late cancellation, E&TA will provide a refund in the amount of the tuition minus a \$100.00 processing fee.
9. No refunds will be granted after the Course has begun.
10. Any rude or unprofessional behavior can result in dismissal. The tuition will be refunded minus a \$100.00 processing fee. No certificate will be awarded by Education and Training Associates. The student must seek another vendor for Course 1

I have read, understand and agree to abide by the above conditions.

Signature _____ Date _____