



Education & Training Associates

Taking it One Step Further

Registration form for :

Course 2: *Becoming a More Effective Teacher* 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. The Course will be held on Friday, Saturday, and Sunday, **December 8, 9, and 10, 2023.**

STEPS TO A SUCCESSFUL REGISTRATION

1. Please read and sign the Conditions of Registration on page 2-3 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 made out to E&TA and mail to:

Education and Training Associates

23 Dawson Lane

Camden,DE 19934-4567

WE STRONGLY RECOMMEND USING PRIORITY MAIL OR FED EX! BOTH TRACKABLE!

4. This course closes on *FRIDAY, December 1, 2023*. Any “Late Registrations” MAILED AFTER THIS DATE must send a money order ONLY for \$350 instead of the \$300 listed above as it must be deposited before the registration is complete.

If you have any questions Call E&TA at 302-387-1363 or email us

alaina@etarochester.com alaina@etarochester.com

****PLEASE PRINT OR TYPE and provide ALL Information –
THANK YOU!****

****Personal Information:****

Full Legal Name: _____

Home Address: _____

City, State, Zip: _____

Best email address to reach you: _____

Best phone to reach you: (____) _____

****School Information:****

School Name: _____

School Address: _____

City, State, Zip: _____

School Phone: (____) _____

Supervisor's Name: _____

Extension number: _____

Supervisor's Email: _____

****CONDITIONS OF REGISTRATION FOR ALL COURSES ON ZOOM OR IN PERSON****

- 1. Certificates accepted by the NY State Education Department / Bureau of Proprietary School Supervision (BPSS) will be granted upon satisfactory completion of the course.**
- 2. Successful completion of Course 1 is required prior to taking either Course 2 or Course 3 by rule of BPSS. BPSS does permit students to take Course 3 before Course 2, and we strongly recommend everyone take Course 3 first.**
- 3. In the event of insufficient enrollment, the Course may be canceled prior to the start date, and the full tuition will be refunded.**
- 4. Following NY State Education Department's guidelines, each student must complete the entire 30-clock hour course.**
- 5. No student may be absent from the first day of any Course.**
- 6. Any missed day(s) must be made up. There will be a \$100 fee for each missed day.**
- 7. Cancellation by the student must be in writing, postmarked or emailed at least 7 days prior to the start of the Course. This will entitle the student to a refund of tuition paid, minus a \$75.00 processing fee. Cancellations postmarked or emailed later than 7 days prior to the start will result in a refund in the amount of tuition minus a \$100 processing fee.**
- 8. No refund will be granted after the announced start date and time of the class.**
- 9. Any rude or unprofessional behavior can result in the dismissal of the student. The tuition will be refunded minus a \$100 processing fee. No certificate will be awarded by Education and Training Associates. The student must seek another vendor for the course dismissed.**

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

Signature: _____

Date: _____