

Education and Training Associates

Registration Form for Course 1 – “Basic Teaching Methods”

Held ONLINE via Zoom – Friday, September 19 to Sunday, September 21, 2025

STEPS TO A SUCCESSFUL REGISTRATION

1. Fill out the registration form below. Please print your formal name.
2. 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 FedEx (both are trackable).
3. This course runs from **Friday, September 19 to Sunday, September 21, 2025.**
4. Registration must be received **no later than Thursday, September 18, 2025.**
 - Late registrations must include a **\$350 money order** and arrive by **Friday, September 19, 2025.**
5. If you have any questions, email **alaina@etarochester.com** or call **302-387-1363.**

PRINT OR TYPE and provide ALL Information – THANK YOU!

Full Legal Name _____
Home Address _____
City, State, Zip _____
Best email address to reach you _____
Best phone to reach you (_____) _____
School Name _____
(Use 'Independent' if you are not teaching or don't have a job offer.)
School Address _____
City, State, Zip _____
School Phone (_____) _____
Supervisor's Name _____ Ext. _____
Supervisor's Email _____

Signature _____ Date _____

ZOOM ACCESS INFORMATION

Once your registration is confirmed and payment has been received, you will receive an official Zoom invitation via email.

This invitation will provide access credentials to attend the Course 1 “**Basic Teaching Methods**” session scheduled for **September 19–21, 2025.**

Please ensure your email address is entered clearly and accurately on the registration form to avoid any delivery issues.

If you have not received your Zoom link **24 hours before the course begins**, please contact us at

alaina@etarochester.com.

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. BPSS does 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 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 any make-up day.
7. 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.
8. No refunds will be granted after the Course has begun.
9. 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_____