

# Education and Training Associates

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, MAY 3, 4, 5, 2024.

***THERE ARE ONLY 25 SEATS IN THIS CLASS. ACT QUICKLY!***

## STEPS TO A SUCCESSFUL REGISTRATION

1. Please READ and SIGN YOUR NAME on the Conditions of Registration on Page 2 of this form.
2. Type to fill the registration form below. Please No Nicknames.
3. Mail this Form, enclosing a check or money order for \$300.00 made out to E&TA and mail them to:  
E&TA  
23 Dawson Lane  
Camden, DE 19934-4567
4. If you have any questions, please CALL E&TA@302-387-1363 BETWEEN 9 AM AND 5 PM AND LEAVE A MESSAGE. WE WILL RETURN YOUR CALL!  
OR EMAIL US AT [EDUCATIONANDTRAININGASSOC@ETAROCHESTER.COM](mailto:EDUCATIONANDTRAININGASSOC@ETAROCHESTER.COM)

*PLEASE TYPE and provide ALL information – THANK YOU!*

Full legal Name \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Best email address to reach you \_\_\_\_\_

Best phone number to reach you \_\_\_\_\_

School name for which you work (use independent of you are not teaching now) \_\_\_\_\_

School 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. 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 \_\_\_\_\_