

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. The Course will be held on Friday, Saturday, and Sunday, December 1, 2, 3, 2023

STEPS TO A SUCCESSFUL REGISTRATION

1. Please read and sign the Conditions of Registration 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 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, NOVEMBER 24, 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 at **MARSHALLBOYLER@ETAROCHESTER.COM***

PLEASE 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 now, or you do not have a job offer.)

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 cancelled 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 of a registration *in writing only*, postmarked or emailed 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. Cancellations postmarked or emailed later than 7 days prior to the start, will provide 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 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_____