

# Education and Training Associates

Registration form for Course 3 “Advanced Classroom Management” 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, November 22, 23, 24, 2024

## 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 16, 2024*. Any “Late Registrations” MAILED AFTER THIS DATE MUST SEND A MONEY ORDER ONLY for \$350 instead of the \$300 and MUST BE RECEIVED HERE USING PRIORITY MAIL OR FED EX OVERNIGHT BY TUESDAY, November 19, 2024.

5. If you have any questions Call E&TA at 302-387-1363 or email us at [marshall.boylor@etarochester.com](mailto:marshall.boylor@etarochester.com).

**6. 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 \_\_\_\_\_

***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 \_\_\_\_\_