

REGISTRATION FORM

Please FAX to 800-704-2627

Which workshop would you like to register for?

State: _____

City: _____

Date(s): _____

1-day workshop: Classroom Management

1-day workshop: Student Engagement

2-day workshop: BOTH

Participants name: _____

School or District Name: _____

Mailing address: _____

City, State, Zip: _____

Phone **(required)**: _____

Fax: _____

Email **(required for confirmation sent via email)**: _____

Payment Information

PO #: _____

Check #: _____

Credit Card #: _____

Exp date: _____

Security code: _____

If using a credit card, please provide the complete mailing address associate with the card:

Street address

City

State

Zip

Card holder signature authorizing us to charge the card

Date

College Credits are paid for and included in the prices below!

Please check 1 box below to register

Day 1: Classroom Management - 0 college credit \$197

BOTH DAYS: 0 college credit \$347

Day 1: Classroom Management - 1 college credit \$377

BOTH DAYS: 1 college credit \$577

Day 1: Classroom Management - 2 college credits \$477

BOTH DAYS: 2 college credits \$677

Day 1: Classroom Management - 3 college credits \$577

BOTH DAYS: 3 college credits \$777

Day 2: Student Engagement - 0 college credit \$197

BOTH DAYS: 4 college credits \$877

Day 2: Student Engagement - 1 college credit \$377

BOTH DAYS: 5 college credits \$977

Day 2: Student Engagement - 2 college credits \$477

BOTH DAYS: 6 college credits \$977

Day 2: Student Engagement - 3 college credits \$577

Confirmation will be sent via email

Make check or purchase order payment and send to:

Center for Teacher Effectiveness

3731 Ramsey Rd, Suite 200B

Coeur d' Alene, ID 83815

Are you with a group? **SAVE \$20/person for groups 5 or more!**

How many people are in your group?

Group name:



Registration FAQ's

(please do not fax this form back with your registration)

Are your programs guaranteed?

We stand behind every seminar we produce. If a participant is not satisfied with the seminar, we provide a 100% refund of the registration fee. *In order to provide us with valuable information on how we can improve, the refund request must be made to the presenter at the conclusion of the seminar (no exceptions). Late refund requests will not be granted, nor will refund requests not directly made to the presenter at the conclusion on the day of the seminar.

May another person substitute for me?

Substitution may be made at any time prior to the beginning of the event. Just have your substitute let us know when he or she checks in at the registration table the morning of the event.

What should I do if I need to cancel my registration?

100% of your paid registration fee will be refunded if you can't attend and if you notify us at least 10 days before the event. Late cancellations may request a full credit for a future program or will be refunded the registration fee less a \$15.00 cancellation fee. Cancellations can only be made by calling the number: 800-641-2068.

I am not able to attend the event. Can I purchase the Resource Manual without attending the event?

We are sorry, but Resource Manuals are not available apart from event attendance.

What should I do if adverse weather conditions are expected? Do you ever cancel the event?

We rarely cancel events. However, we will cancel an event if our instructor is unable to travel to the event site due to inclement weather. If schools in your area are closed due to inclement weather, please call the hotel the morning of the event before you leave home. The hotel will be able to confirm whether or not the event will be held

May I audiotape or videotape the event?

We are sorry that due to copyright issues we cannot give permission to audiotape or videotape events.

I need verification of my attendance to meet district and/or state requirements. How do I obtain verification?

All attendees will receive a personalized certificate of attendance at the end of the event which may be used to verify your participation in meeting continuing education requirements.

When is my payment due?

Payment is due in our office prior to the event.