

ONLINE SEMINAR REQUEST FORM



800 Troy-Schenectady Road, Latham, NY 12110-2455
518-213-6000 | 800-528-6208 | FAX 518-213-6456
elt.nysut.org | eltmail@nysutmail.org

Title of Online Seminar: _____

Run Dates of Seminar: _____

Expected # of Participants: _____ Audience: _____

Instructor Facilitated: Yes No Region: _____

*Seminars running 30+ days must begin on a Monday.
See chart below for amount of completion time based on length of seminar.*

	Length of Seminar	Time to Complete	Cost per Participant	Online Platform
Autism Spectrum Disorder: Adjusting the Educational Image	3 hours	30 days	\$70	Moodle
Online Seminars for School-Related Professionals	3 hours	30 days	\$25	Moodle
Online Seminars on English Language Learners	5 hours	30 days	\$70	Moodle
Online Seminars: An Individual Approach to Professional Learning	5 hours	30 days	\$75	Canvas
	7 hours	30 days	\$105	Canvas
	8 hours	30 days	\$120	Canvas
	10 hours	45 days	\$150	Canvas
	15 hours	90 days	\$225	Canvas

CONTACT INFORMATION

Name and Title: _____

District: _____

Address: _____

Phone Number: _____

Email: _____

Signature of Local President: _____

Email of Local President: _____

All correspondence (including contract and invoice) will be sent to the contact person unless otherwise specified.

Board of Trustees:

Andrew Pallotta, Chair | Jolene T. DiBrango | J. Philippe Abraham | Paul Pecorale

ONLINE SEMINAR REQUEST FORM

PAYMENT AUTHORIZATION INFORMATION

Name and Title of Authorized Individual: _____

Contact Information: _____
(Phone number and email)

POLICIES AND PROCEDURES:

- ☞ Online Requirement: Requires a reliable and stable high speed Internet connection.
- ☞ There is no refund once the log in and enrollment key have been sent to the participant.

Online Seminar Request Process-Instructor Facilitated

This is an online seminar that occurs asynchronously. Participants will work at their own pace, receive feedback and coaching from an experienced instructor and receive a pass or fail grade upon completion.

- A contract will be sent to the contact person that identifies the instructor.
- ELT requires a roster (Excel spreadsheet format) of the participants, that includes their names and email addresses, at least one week prior to the seminar start date. Please email the Excel spreadsheet to the instructor and to jvargas@nysutmail.org.
- On the first day of the training, registered participants will receive an email with a link to the Moodle or Canvas site, directions on how to set up an account on that platform and an enrollment key.
- Participants will have access to the online seminar for the total number of days based on the length of the seminar. Submitted assignments will be reviewed and evaluated, and timely feedback will be provided by the instructor.
- At the completion of the online seminar, participants will be marked as Pass or Fail by the instructor. Those grades will be shared with the contact person so they can be tracked by the district.
- Certificates of completion will be provided by the district for participants who successfully complete the online seminar requirements.
- Please share with us participant evaluations so we have feedback on the training.

Option for SRP Online Seminars on PD Days – No Instructor

- A contract will be sent to the contact person.
- ELT requires a roster (Excel spreadsheet format) of the participants, that includes their names and email addresses, at least two weeks prior to the seminar start date. Please email the Excel spreadsheet to jvargas@nysutmail.org.

continued next page...

- The contact person will be sent an email a week prior to the session date with directions on how to set up/create a Moodle account for participants (setting up the Moodle accounts on behalf of the participants ahead of time will maximize the time spent in the online seminar on the day of the session), the enrollment key, and a PowerPoint slideshow that can be used to introduce participants to accessing and navigating the online seminar on Moodle.
- Districts may download and print the Reflection assignments ahead of time, then hand out to participants once in the session.
- Districts will collect assignments, determine and track successful completion of requirements, as well as provide certificates of completion for CTLE hours.
- The online seminar link will remain accessible for one week in case there are participants who need to make up the time.

In compliance with New York State Education Department, NYSUT Education & Learning Trust (ELT) has been approved as a sponsor to provide professional development for Continuing Teacher Leader Education (CTLE) hours.

When ELT is working as an independent consultant on behalf of districts, BOCES, Teacher Centers, etc., it is up to the requesting organization, not ELT, to maintain a record of those who attend CTLE activities as well as provide a certificate of completion with their CTLE sponsor identification number.