

# ONLINE SEMINAR REQUEST FORM



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518-213-6000 | 800-528-6208 | FAX 518-213-6456  
elt.nysut.org | eltmail@nysutmail.org

Title of Online Seminar: \_\_\_\_\_

Run Dates of Seminar: \_\_\_\_\_

*Seminars 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 for 20 participants	Intended Audience
3 hours	30 days	\$500	SRPs
5 hours	30 days	\$1,050	Teachers
7 hours	30 days	\$1,480	Teachers
8 hours	30 days	\$1,670	Teachers
10 hours	45 days	\$2,000	Teachers
15 hours	90 days	\$2,950	Teachers

Expected # of Participants: \_\_\_\_\_ Audience: \_\_\_\_\_

Region: \_\_\_\_\_

## CONTACT INFORMATION

Name: \_\_\_\_\_

Teacher Center: \_\_\_\_\_

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**

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## PAYMENT AUTHORIZATION INFORMATION

Name and Title of Authorized Individual: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
(Phone number and email)

### ***POLICIES AND PROCEDURES:***

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.

- ☞ Online Requirement: Requires a reliable and stable high speed Internet connection.
- ☞ Online Seminar Size: In order to be eligible for the discounted price, online seminar size will be set at 20. If fewer than 20 participants, the fee will be the same.
- ☞ There is no refund once the log in and enrollment key have been sent to the participant.

### **Below is the process for online seminar requests:**

- ELT will identify an instructor for the online seminar and send a contract to you.
- ELT requires a roster (excel spreadsheet format) of the 20 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](mailto:jvargas@nysutmail.org).
- On the first day of the training, participants will receive an email with a link to the Moodle or Canvas site, directions on how to set up an account and an enrollment key. They will have access to the online seminar for the total of days based on the length of the seminar. Submitted assignments will be reviewed and evaluated, and feedback will be provided by the instructor.
- At the completion of the online seminar, participants will be marked as Pass or Fail. The instructor will send the contact person the grades to be entered into your Frontline. Your teacher center will then mark participants “complete”. Participants will then obtain their certificate of completion in Frontline.
- We ask that you share with us the participant evaluations from Frontline so that we have feedback on the training.

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.