

PYRAMID MODEL TRAINING REQUEST FORM



800 Troy-Schenectady Road, Latham, NY 12110-2455

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<http://elt.nysut.org/> | elt@nysut.org

All seminars are CTLE approved.



FORM P

Please check training requested:

- Session I: Building Relationships and Creating Supportive Environments
- Session II: Social Emotional Teaching Strategies
- Session III: Individualized Intervention

Indicate if you would like this training offered Virtually or Site-based*
Note: Due to COVID-19 all seminars/programs will be offered virtually until further notice.

Location of Seminar: *

Building and Room: *

School District: _____

Region: _____

Address: _____

Date of Seminar: _____ Time: _____

Expected # of Participants: _____ Audience: _____

Max for virtual seminars is 40, the overage fee is \$20 per person

CONTACT INFORMATION (SITE COORDINATOR)

Name: _____

Address: _____

I. Site-Based - will Facilitator be provided with WiFi Access: Yes No Contact Us

II. Virtual Programs - ELT needs members to register for the trainings.

Please indicate your preference for registration:

- Would like ELT to set up registration
- Our agency will take care of registration

If you select the second option, ELT will provide you with information

Phone Number/Fax/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.

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PAYMENT AUTHORIZATION INFORMATION

Name, Title and Address of Authorized Individual: _____

*All correspondence (including contract and invoice) will be sent to the Contact Person unless otherwise specified.
Fees listed below are member fees. Non-members should contact ELT of non-member pricing.*

Please check type of session being requested:

SESSION I- BUILDING RELATIONSHIPS AND CREATING SUPPORTIVE ENVIRONMENTS (7 HOURS)

_____ \$1,600 _____ \$1,550

**Minimum 10 participants, Maximum 35 (virtual 40)*

SESSION II- SOCIAL EMOTIONAL TEACHING STRATEGIES (6 HOURS)

_____ \$1,200 _____ \$1,150

**Minimum 10 participants, Maximum 35 (virtual 40)*

SESSION III- INDIVIDUALIZED INTERVENTION (6 HOURS)

_____ \$1,200 _____ \$1,150

**Minimum 10 participants, Maximum 35 (virtual 40)*

Audience: Pre-K through 1st grade teachers.

POLICIES AND PROCEDURES:

***Seminar Maximum:** The maximum number of participants for a Seminar is 35 or 40 in a virtual seminar. If there are more than 35/40 participants in a Seminar, the sponsoring agency will be billed an additional \$20 per person.

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

When ELT is working as an independent consultant on behalf of Districts and BOCES, it is up to the District/BOCES, not ELT, to maintain a record of those who attend CTLE activities as well as providing a certificate of completion with their CTLE sponsor identification number.

Cancellation Policy: If a Seminar is cancelled less than 2 business days prior to the scheduled date, the sponsoring agency will be billed for the Seminar. Exceptions for weather-related or technology issues (i.e. Zoom or Google system down indicated by company) cancellations should be discussed directly with ELT at 1-800-528-6208.

Seminar Requests: Seminars should be requested 4-6 weeks prior to the desired date. Seminars requested less than 4 weeks in advance can not be guaranteed.