

VIRTUAL/IN-PERSON SEMINARS REQUEST FORM



800 Troy-Schenectady Road, Latham, NY 12110-2455
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All seminars are CTLE approved
ENL seminars meet C.R. Part 154 Language Acquisition Requirements

Please use this form to request your training(s) up to 5 per form.

	1.	2.	3.	4.	5.
Title of Seminar					
Seminar Code					
Date & Time of Seminar					
Indicate if you would like the training offered/ Expected # of Participants (Minimum of 10 required)	<input type="checkbox"/> V Virtually max. 40 <input type="checkbox"/> IP In-person max. 35	<input type="checkbox"/> V Virtually max. 40 <input type="checkbox"/> IP In-person max. 35	<input type="checkbox"/> V Virtually max. 40 <input type="checkbox"/> IP In-person max. 35	<input type="checkbox"/> V Virtually max. 40 <input type="checkbox"/> IP In-person max. 35	<input type="checkbox"/> V Virtually max. 40 <input type="checkbox"/> IP In-person max. 35
In-person (ONLY) Seminar Location					
In-person (ONLY) Seminar Building & Room					
Region (choose from drop down list)					

I. Registration (Please select who will be handling participant registration for this seminar.)

- ☐ ELT will handle registration, notifications, attendance, and certificates through ELT Academy.
☐ Our organization will handle registration, notifications, attendance, and certificates.

Please review the Policies and Procedures section on page 2 for more information on registration.

II. In-person (IP) Seminars - will the facilitator be provided with WiFi Access? ☐ Yes ☐ No ☐ Contact Us

III. Virtual (V) Seminars - Important!

- ☐ Participants will each have their own devices during the virtual session. (encouraged)
☐ Participants will be located in a room or rooms where the facilitator will be projected on a screen.
☐ Other: _____

IV. Contact Information

Requesting Organization: _____
 Name and Title: _____
 Email Address: _____ Phone Number: _____

V. Payment Authorization Information

Name and Title of Authorized Individual: _____
 Billing Information: _____
 Signature of Local President (LP): _____
By signing, you acknowledge your awareness of this training.
 Email of LP: _____

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VI. Seminar Fees *(Fees listed below are member fees)*

	TRAINING HOURS	FEES
<input type="checkbox"/>	1 & 1.5 hours*	\$450
<input type="checkbox"/>	3 hours (Half-Day)	\$800
<input type="checkbox"/>	3-6 hours (Full-Day)	\$1,200
<input type="checkbox"/>	6 hour Dignity for All Students Act (DASA)	\$2,000
<input type="checkbox"/>	15 hours	\$3,500
<input type="checkbox"/>	2 Hour New Member (NM)** and Grant-Funded Seminars (Limited availability)	No cost if a minimum of 10 participants attend. If the minimum is not met, then ELT's regular seminar fee applies.

*Seminars under 2 hours are not available for Autism, all Language Acquisition, and some Technology topics. Please confirm with ELT for 1-1.5 hour offerings.

**NM Seminars are designed for educators with 1-4 years of experience.

VII. Policies and Procedures

Registration and Materials: Registration handled by ELT will be done using the learning management system(LMS), ELT Academy. ELT will provide the seminar materials electronically to participants and track attendance through ELT Academy. For seminars where ELT is **not** handling registration, the requesting organization is responsible for managing all aspects of participant registration and must provide ELT with a finalized attendance list at least **five (5) business** days prior to the scheduled seminar date. ELT will send the seminar materials and the Zoom link (for virtual seminars) electronically to the requesting organization along with the signed contract. It is the responsibility of the requesting organization to print and distribute the materials, provide the Zoom link to participants in advance of the seminar, finalize attendance, and distribute certificates for CTLE.

Seminar Maximum: The sponsoring agency will be billed an additional \$20 per person for exceeding the maximum number of participants for a seminar (35 for in-person/40 for virtual).

Cancellation Policy: If a Seminar is cancelled less than **4 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 system down indicated by company). Cancellations should be discussed directly with ELT at 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 cannot be guaranteed.

Seminar Facilities: For In-Person Seminars, facilities should include a large classroom/space with movable chairs and tables for small group interactions, a projector and screen, a laptop (if possible), internet access, an easel, chart paper and markers. Please communicate to the instructor any special instructions needed for Wi-Fi access. ELT discourages the use of cafeterias or auditoriums.

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. All seminars are CTLE approved except Autism Spectrum Disorder, Dignity for All Students Act (DASA), and the Updated Mandated Child Abuse Training.