ONLINE SEMINAR REQUEST FORM

NYSUT ELT
ELEVATING OUR PROFESSIONS
SUPPORTING OUR STUDENTS

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elt.nysut.org | elt@nysut.org

Title of Online Seminar: _____

Run Dates of Seminar: _____

Expected # of Participants: _____ Audience: _____

Region: _____

See chart below for amount of completion time based on length of seminar.

Seminars must begin on a Monday.

	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 Education Wellness, Equity, Language Acquisition, SEL, and Technology	**5 hours**	**30 days**	**$70**	**Moodle**
	7 hours	**30 days**	**$105**	**Moodle**
	15 hours	**90 days**	**$225**	**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**
Coaching Series	**10 hours**	**45 days**	**$222**	**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.

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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 elt@nysut.org.
- For billing purposes, the number of participants will be determined from the roster sent prior to the start date. In cases where there are additions or deletions, ELT must receive an updated, final roster no later than 10:00 a.m. on the start date for the invoice to be readjusted.
- 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.

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.