

AUTISM VIRTUAL SEMINAR REQUEST FORM



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518-213-6000 | 800-528-6208 | FAX 518-213-6456
<http://elt.nysut.org/> | elt@nysut.org

- Autism Spectrum Disorder: Adjusting the Educational Image (*This three-hour training fulfills requirements for educators seeking certification through the New York State Education Department. **Please note: it cannot be claimed for CTLE hours.***)
Audience: teachers
- Understanding and Supporting Students with Autism in Schools (*This three-hour training fulfills requirements for educators seeking CTLE hours. **Please note: it cannot be claimed for training in the needs of students with autism pursuant to Sections 3004(4) and (5) of the Education Law and Subpart 57-3 of the Regulations of the Commissioner of Education.***)
Audience: teachers, school-related professionals, counselors, etc.

Requesting Organization: _____

Date of Seminar: _____ Time: _____

Expected # of Participants: _____ Audience: _____

Special Requests _____

CONTACT INFORMATION

Name and Title: _____

Email Address: _____ Phone Number: _____

Billing Information: _____

Signature of Local President: Local president is asked to send an email saying "okay, aware of training", name of training, date of training and name of local to elt@nysut.org.

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

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_____ Half-Day (3 hours): \$800

* *Minimum 10 Participants, Maximum 40*

*Please contact NYSUT ELT for more information.
Charges for under or over-enrolled seminars are in addition to the fees outlined above.*

POLICIES AND PROCEDURES:

To make this process as smooth as possible, please email a copy of the roster (up to 40 participants) to ELT and the instructor 2-3 days prior to the session date.

With the contract, we will email you:

- a conference meeting invite link. We recommend that participants test the meeting link at least 15 minutes before the start of the training.
- an electronic file of the participant booklet to send to participants. You might consider printing copies of the booklet and mailing to registered participants.

At the conclusion of the training:

- participants will be asked to complete an evaluation form. Let us know how they can access it and please share the results with us.
- we will run a Usage report of unique users for the purposes of attendance and send it to you so you can provide a certificate of attendance for those who were present.

Please contact the instructor ahead of time:

- with any expectations unique to your organization for virtual training attendees.
- if you plan to attend and would be willing to help as a co-host.

***Seminar Maximum:** The maximum number of participants for a Seminar is 40. If there are more than 40 participants at 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 development 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 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 cannot be guaranteed.
