

IN-PERSON/VIRTUAL LANGUAGE ACQUISITION SEMINAR REQUEST FORM



800 Troy-Schenectady Road, Latham, NY 12110-2455
518-213-6000 | 800-528-6208 | FAX 518-213-6456 | elt.nysut.org | elt@nysut.org

**All seminars are CTLE approved and meet
C.R. Part 154 Language Acquisition Requirements**

Title of ENL Seminar: _____ Seminar Code: _____

Format Delivery: Virtual In-Person*

Region (choose one):

Capital Region Central NY Southern Tier Tarrytown North Country
 Mid-Hudson Rochester Western NY Suffolk Nassau

Requesting Organization: _____

Location of Seminar: * _____

Building and Room: * _____

Address: _____

Date of Seminar: _____ Time: _____

Expected # of Participants: _____ Audience: _____

Special Requests: _____

CONTACT INFORMATION (COORDINATOR)

Name and Title: _____

Email Address: _____ Phone Number: _____

AUTHORIZATION INFORMATION

Name and Title of Authorized Individual: _____

Billing Information: _____

Signature of Local President: _____

Email of Local President: _____

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

Contact ELT at elt@nysut.org or call 1-800-528-6208

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Fees listed below are member fees. Non-member organizations should contact ELT of non-member pricing.

Please check type of seminar being requested:

- Half-Days (up to 3 hours): \$800 Full Days (3+hours): \$1200
- Understanding ELLs**, New Member Seminar (2 hours): No cost if at least 15 participants attend. If fewer than 15 attend, our normal seminar fee(s) will be billed to the requesting organization.

*A limited amount of new member seminars are available on a first come, first served basis. Designed for **teachers** with 1-4 years of experience.*

CUSTOMIZED PROGRAMS are available. Please contact ELT at 800-528-6208 to discuss fees.

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

POLICIES AND PROCEDURES:

Registration and Attendance: The Requesting Organization is responsible for registration and sending an attendance list to ELT and instructor at least five (5) business days before the confirmed training.

Materials: As NYSUT has gone green, an electronic copy of the participant booklet and any other materials that may be used during the session will be sent with your contract. Please make copies of these in advance for all your anticipated attendees and have them available for the facilitator to distribute on the day of the seminar.

Seminar Maximum: The maximum number of participants for an In-Person Seminar is 35. For Virtual Seminars, it is 40. If there is an overage, the sponsoring agency will be billed an additional \$20 per person.

Cancellation Policy: If a Seminar is cancelled less than 3 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 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.

Seminar Facilities: For In-Person Seminars, facilities should include a large classroom/space with moveable chairs and tables for small group interactions, a projector and screen, a laptop (if possible), internet access, an easel, chart paper and marker. ELT discourages the use of cafeterias or auditoriums for seminars.

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.