

# Education and Training Associates

**Keep a copy of this form for your records.**

**Registration Form for Course 1 “Basic Teaching Methods” to be held on Friday, Saturday and Sunday, April 23, 24, and 25, 2010 in Albany at New Horizons, 10 Airline Drive, Albany, NY 12205.**

***A late fee of \$25.00 will be charged for applications postmarked after Friday, March 12, 2010.***

**If you have any questions call E&TA at 302-387-1363. Please do NOT call New Horizons.**

## Steps to Successful Registration

1. ***Please read and sign the conditions on page 2 of this form.*** Especially note the ***date*** for the ***financial penalties for late registration.***
2. Download as many copies of this form as you may need for ***each course*** and ***each teacher.***
3. Fill out the registration form below. ***Please print the teacher’s name as it appears on his or her permit or license. No nicknames please.***
4. Mail this form enclosing a check or money order for ***\$250.00 per instructor per course*** made out to Education and Training Associates to the following address:

**Education and Training Associates  
23 Dawson Lane  
Camden, DE 19934-4567**

**IMPORTANT NOTE!!! Upon the ***class registration closing date***, you will be sent a confirmation form **BY EMAIL ONLY TO YOURSELF AND/OR YOUR SCHOOL!!! MAKE SURE THERE IS AT LEAST ONE CORRECT AND LEGIBLE EMAIL ADDRESS!!!****

***PLEASE PRINT and provide ALL information – THANK YOU!***

Full Name (as it appears on your permit or license) \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home phone (\_\_\_\_\_) \_\_\_\_\_

Home E-mail Address \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

School Phone (\_\_\_\_\_) \_\_\_\_\_ School Fax \_\_\_\_\_

Supervisor’s Name \_\_\_\_\_

School E-mail Address \_\_\_\_\_

***THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR REGISTRATION FORM AND A CHECK OR MONEY ORDER!***

**CONDITIONS OF REGISTRATION FOR COURSES 1, 2 AND 3**

1. Certificates accepted by the New York State Education Department – Bureau of Proprietary School Supervision will be granted upon satisfactory completion of each course.
2. Successful completion of Course 1 is required prior to a student being admitted into either Course 2 or Course 3. The state permits instructors to take Course 3 before taking Course 2.
3. In the event of insufficient enrollment, courses may be canceled by Education and Training Associates (E&TA) prior to the scheduled starting date and all tuition will be refunded.
4. Following the New York State Education Department’s guidelines, E&TA requires that each student complete the 30 clock hours of the course.
5. Any missed session(s) must be made up. There will be a \$50.00 processing fee assessed to the student for each make-up day. The student must submit a new registration form and include the processing fee for the course during which he or she will make up the missed session(s). Such make-up session(s) must be completed within six months of the ending date of the original course. It is the obligation of the student to contact E&TA regarding future course availability for make-up sessions.
6. No student may be absent from the first session of any course.
7. All applications including the tuition payment per student per course must be postmarked no later than the closing date indicated in the application. If there is sufficient space in a class, late registrations will be accepted for an additional late registration fee of \$25.00.
8. Cancellation by the student of a registration in writing, postmarked or E-mailed 7 days prior to the start of the class will entitle the student to a refund of tuition paid, minus a \$25.00 processing fee. In the event of a late cancellation, E&TA will provide a refund in the amount of the tuition minus a \$50.00 fee.
9. No refunds will be granted after the class has begun.

I have read, understand and agree to abide by the above conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_