

# Oregon Professional Development System ✧ 2009-2010

## Registration Policies and Form

### Registration Policies & Procedures

Registration in an Oregon Professional Development System (OPDS) workshop reflects a commitment to:

- Read pre-workshop information and complete all pre-workshop activities;
- Participate fully in the workshop;
- Complete any interim, and/or certifying activities; and
- Arrive on time, stay until the end, and attend all sessions of the workshop (if multiple sessions). A certificate cannot be issued without full attendance.

Pre-registration is required and workshop space is limited. Please see the registration deadline and fee noted for each workshop on the OPDS workshop calendar. Please follow the registration guidelines and use the registration form to expedite timely and accurate processing of your registration.

#### **Registration Fees:**

There is a non-refundable registration fee for these workshops. Please be sure to send your non-refundable registration fee, payable to Oregon State University (FID: 48-1278540). Return your completed, signed registration form by email or fax to:

Western Center for Community College Development  
Oregon State University, 210 Education Hall  
Corvallis OR 97331-3502  
E-mail: [western.center@oregonstate.edu](mailto:western.center@oregonstate.edu)  
FAX: (541) 737-9044

Please do not wait to send your registration in with your payment through your accounting office. This may result in our receiving the registration after the deadline and your not being able to attend the workshop. **If your registration is sent electronically, your typed signature is acceptable only when the email is sent from your address.** To avoid late fees please be sure to submit all registration fees within 30 days of the date the registration form was received.

#### **Cancellations:**

Cancellations must be received in writing no later than the registration deadline. Participant cancellations received after the registration deadline and participant “no-shows” will be assessed the full registration fee. If you are unable to attend a workshop, please contact your program director AND the Western Center immediately with the reason for your workshop cancellation.

#### **Substitutions:**

Substitutions are permitted but must be approved by the Western Center by noon the day prior to the first day of training. No substitutions will be approved once the workshop has started.

#### **Multipart Workshops:**

Multipart workshops are planned for a consistent audience over the course of the training. To maximize the quality of learning and ensure continuity for participants and trainers, participants must attend all parts of the series. If, due to an emergency, a participant cannot attend a second or third part of a series, s/he must register for and begin a new series, at no additional cost.

#### **Requests for Special Accommodations:**

Requests for special accommodations (e.g. wheelchair access, sign interpreter, hearing enhancement systems) must be listed on the registration form and must be submitted a minimum of two weeks prior to the event date.

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### **Registration Form Information:**

Type of Program for which you work/volunteer: We're looking for the funding stream that will be paying the registration fee, if you know it. Your billing contact should be able to help you with this information.

Billing Contact: This indicates the name of the person whom we can call with questions about payment or refund, which is required even if you're requesting a fee waiver or the check accompanies the registration form. The person's email and phone number is also required.

### **Fee Waivers:**

The following individuals are eligible to request selected fee waivers:

- Oregon's Volunteer Tutors (all assessment and instructional methods training)
- Oregon's Volunteer Tutor Coordinators (all assessment training)
- Students with active status in the Oregon State University Master's of Education – ABE/WT (all assessment and instructional methods training)

Waiver applicants must submit a workshop registration form with the fee waiver section of the form completed. No retroactive fee waiver requests will be granted. Workshops must meet the minimum enrollment prior to approval of fee waiver applications. A limited number of fee waivers are available, so register early and be sure to submit the waiver at the time of your registration. Approximately one week prior to the start date of the workshop, the Western Center makes the final determination on fee waiver approvals and an email is sent to notify participants. If the fee waiver is not approved, the applicant is still registered to attend and the fee will be assessed.

### **Confirmation of Registration and Workshop Details:**

After a participant's registration form has been processed by the Western Center, a Registration Confirmation email is sent to the participant confirming their workshop registration. If you do not receive a confirmation email within a week of submitting your registration, please check with the Western Center to ensure your registration was received.

In the week prior to the workshop, each participant is sent a Workshop Reminder via email of the approaching workshop. The reminder will include the date, time and specific location of the workshop, as well as other critical information related to the workshop.

### **Directions, Parking, Lunch, Refreshments and what to bring with you:**

Participants may acquire directions to the workshop location by using a web site (i.e., MapQuest). Several of the workshop locations require participants to pay for parking. Please come prepared to pay for parking with a few dollars or coins. Workshop participants are on their own for lunch. Beverage and snack refreshments will be provided. The kind and amount of refreshments will vary; you are welcome to bring your own to supplement. Please do bring along a writing utensil and a clear mind. You will be provided with a complete set of training handouts upon arrival at the workshop.

### **For additional information and/or to schedule a workshop at your site:**

Contact:

Lydia Perry, Assistant to the Director  
Phone: (541) 737-8835  
E-mail: [lydia.perry@oregonstate.edu](mailto:lydia.perry@oregonstate.edu)

Susan Fish, Director  
Phone: (541) 737-9059  
E-mail: [susan.fish@oregonstate.edu](mailto:susan.fish@oregonstate.edu)

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Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Organization: \_\_\_\_\_ Dept \_\_\_\_\_

Work/Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime/Work Phone: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please return this registration form by the registration deadline to: Western Center for Community College Dev., Oregon State University, 210 Education Hall, Corvallis OR 97331 **Fax: (541) 737-9044. E-mail: [western.center@oregonstate.edu](mailto:western.center@oregonstate.edu)**  
 Make check or purchase order payable to **Oregon State University** FIN: 48-1278540

Special Accommodation Needs Related to Disability: \_\_\_\_\_

**Please mark one (required):** I work/volunteer for the follow type of program which will pay for this workshop:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> One-Stop               | <input type="checkbox"/> Title Ib (Youth/Adult/Dislocated Worker) | <input type="checkbox"/> State Dept. of Corrections |
| <input type="checkbox"/> Tutoring               | <input type="checkbox"/> Title II (ABE/GED/AHSD/ESL)              | <input type="checkbox"/> Confederated Tribes of OR  |
| <input type="checkbox"/> K-12/Alternative Educ. | <input type="checkbox"/> Family Literacy/Even Start/Head Start    | <input type="checkbox"/> Other (list): _____        |

**Please mark the areas of your focus and/or interest in professional development:**

- |                               |                                  |                                    |                                     |                                    |  |
|-------------------------------|----------------------------------|------------------------------------|-------------------------------------|------------------------------------|--|
| <input type="checkbox"/> ABE  | <input type="checkbox"/> AHSD    | <input type="checkbox"/> EL/Civics | <input type="checkbox"/> ESL        | <input type="checkbox"/> GED       | <input type="checkbox"/> Learning Disabilities |
| <input type="checkbox"/> Math | <input type="checkbox"/> Reading | <input type="checkbox"/> Science   | <input type="checkbox"/> Technology | <input type="checkbox"/> Workforce | <input type="checkbox"/> Writing               |

**Billing Contact (required):** (Name of person for questions/refunds) \_\_\_\_\_

Billing Contact E-mail: \_\_\_\_\_ Phone \_\_\_\_\_

**Mark below the specific workshop(s) you wish to attend (sites are subject to change). FEE DUE**

- BEST Plus – ESL (Speaking Proficiency): Date: \_\_\_\_\_ Location \_\_\_\_\_ \$115.00
- BEST Plus Registration Pre-requisite:** Are you a native English speaker?  yes  no Non-native English speakers **are required** to demonstrate English language skills at SPL 9 or higher by submitting their own BEST Plus score sheet showing their score of SPL 9 or higher **with this registration form.** Score sheet must contain the Test Administrator’s name and signature. If you have questions about this, please contact the Western Center.*
- Bridges to Practice: Dates: \_\_\_\_\_ Location: \_\_\_\_\_ \$150.00
  - CASAS FWA for ABE/GED/AHSD/ESL: Dates: \_\_\_\_\_ Location \_\_\_\_\_ \$300.00
  - CASAS I for ABE/GED/AHSD/ESL: Date: \_\_\_\_\_ Location \_\_\_\_\_ \$ 90.00
  - CASAS II: Assessments Informing Instruction: Date: \_\_\_\_\_ Location \_\_\_\_\_ \$ 80.00
  - Holistic Scoring for Writing for ABE/GED/AHSD: Date: \_\_\_\_\_ Location \_\_\_\_\_ \$ 90.00
  - Improving Thinking Skills for ABE/GED/AHSD/ESL: Date: \_\_\_\_\_ Location \_\_\_\_\_ \$210.00
  - Introduction to the 4-Point Scale for Scoring the GED Essay: Date: \_\_\_\_\_ Location \_\_\_\_\_ \$ 75.00
  - Research-based GED Math Instruction: Dates: \_\_\_\_\_ Location: \_\_\_\_\_ \$160.00
  - Theories, Methods and Strategies for Teaching ESL: Date: \_\_\_\_\_ Location \_\_\_\_\_ \$150.00

**Fee Waiver**

*Please carefully review the policy on fee waivers prior to submitting this request.*

I agree to the terms outlined in the fee waiver policy and I wish to request a Fee Waiver for the above workshop(s).

Oregon Volunteer Tutor (list program and coordinator): \_\_\_\_\_

\_\_\_\_\_

Oregon Volunteer Tutor Coordinator (list program): \_\_\_\_\_

**All participants must complete and sign this section**

The Oregon Professional Development System is dedicated to creating a positive learning experience for everyone involved. As a participant contributing to this environment, I agree to:

Read and follow all registration policies on the first two pages; read pre-workshop information and complete all pre-workshop activities; participate fully in the workshop; complete any interim and/or certifying activities; and arrive on time, stay until the end, and attend all sessions of the workshop (if multiple sessions), and understand I will not receive a certificate without full attendance.

Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_