

VIRTUAL/SITE-BASED SEMINAR REQUEST FORM 2021-22



800 Troy-Schenectady Road, Latham, NY 12110-2455

518-213-6000 | 800-528-6208 | FAX 518-213-6456

<http://elt.nysut.org/> | elt@nysut.org

All seminars are CTLE approved.

Title of Seminar: _____ Seminar Code: _____

Requested Instructor (optional): _____

Indicate if you would like this training offered ☐ Virtually or ☐ Site-based*

Note: Due to COVID-19 all seminars/programs will be offered virtually until further notice.

Location of Seminar: ★ _____

Building and Room: ★ _____

School District: _____

Region: _____

Address: _____

Date of Seminar: _____ Time: _____

Expected # of Participants: _____ Audience: _____

Max for virtual seminars is 40, the overage fee is \$20 per person

CONTACT INFORMATION (SITE COORDINATOR)

Name: _____

Address: _____

I. Site-Based - will Facilitator be provided with WiFi Access: Yes ☐ No ☐ Contact Us ☐

II. Virtual Programs - ELT needs members to register for the trainings.

Please indicate your preference for registration:

☐ Would like ELT to set up registration

☐ Our agency will take care of registration

If you select the second option, ELT will provide you with information

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.

VIRTUAL/SITE-BASED SEMINAR REQUEST FORM

PAYMENT AUTHORIZATION INFORMATION

Name and Title of Authorized Individual: _____

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

Important: please check the box that applies to registration for virtual trainings only!

- ☐ Educational agency will be responsible for registration and will send attendance list to ELT and instructor at least a week before the confirmed training.
- ☐ Educational agency would like ELT to set up registration site. If so, members will need to register on the ELT registration site.

Please check type of seminar being requested:

☐ **ALL EDUCATORS** ☐ **K-12 PRACTITIONERS** ☐ **SCHOOL-RELATED PROFESSIONALS**

(includes materials / virtual seminars materials provided electronically)

☐ 1 & 1.5 Hour: \$450 ☐ Half-Days (2-3 hours): \$800 ☐ Full Days (3+hours): \$1200

*** Minimum 10 Participants, Maximum 35 (virtual 40)**

- ☐ New Member Seminars: No cost if at least 15 participants attend (if fewer than 15 attend, our normal seminar fee(s) will be charged to the Contact Person) 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. Teacher Centers please contact ELT about 1 or 1.5 hour trainings.

15-HOUR PROGRAMS *(includes materials / virtual seminars materials provided electronically)*

☐ \$3,500 ☐ Discount Price

DIGNITY ACT TRAINING (DASA) *(includes materials / virtual seminars materials provided electronically)*

☐ District Requested (6 hours): \$2,000

*** Minimum 10 Participants, Maximum 35 (virtual 40)**

GRANT FUNDED SEMINARS *(includes materials / virtual seminars materials provided electronically)*

- ☐ No cost if a minimum of 15 participants attend. Available for Teachers and School-Related Professionals. (If fewer than 15 attend, our normal seminar fee(s) will be charged to the Contact Person). When requesting a Health & Safety (H&S) seminar, the educational agency must have participants use the OSHA T+E Department of Labor sign-in form which will be provided to the Contact Person. In order to receive the seminar at no cost, the form and the minimum participant requirement must be met. A limited amount of grant-funded seminars are available on a first come, first served basis.

CUSTOMIZED PROGRAMS *(includes materials / virtual seminars materials provided electronically)*

☐ Customized Programs also available: _____

*** Minimum 10 Participants, Maximum 35 (virtual 40)**

(name of customized program)

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:

***Seminar Maximum:** The maximum number of participants for a Seminar is 35, or Virtual Seminars 40. If there are more than 35/40 participants in 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 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.

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 for weather-related or technology issues (i.e. Zoom or Google 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 can not be guaranteed.

Seminar Facilities: For Site-Based Seminars - facilities should include classroom space with internet access, moveable chairs and tables, screen, proxima, laptop, chart paper, and a DVD and monitor if requested. ELT discourages the use of cafeterias or auditoriums for seminars.