

Oregon Professional Development System ✧ 2005-2006 Registration Policies and Form

Updated 09/15/05

Registration Policies & Procedures

Registration in an Oregon Professional Development System 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 and attend all sessions of the workshop (if multiple sessions).

Pre-registration is required and workshop space is limited. Please see the registration deadline and fee noted for each workshop. 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 include your non-refundable registration fee, payable to Oregon State University (FID: 48-1278540), with your registration form. Return your completed registration form to:

Western Center for Community College Development
Oregon State University, 415 Education Hall
Corvallis OR 97331-3502
FAX: (541) 737-9044

To avoid late fees please be sure to submit all registration fees within 30 days of the date the registration form was received.

Substitutions and Cancellations:

All participant substitutions must be approved by the Western Center prior to the first day of training. No substitutions will be approved once the workshop has started. Please contact the Western Center (western.center@oregonstate.edu) to discuss substitution requests. Participant 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 AND the Western Center immediately with the reason for your workshop cancellation.

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.

Oregon Professional Development System ✧ 2005-2006 Registration Policies and Form

Updated 09/15/05

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. Fee waiver requests must accompany the registration form and 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. All requests for waivers must be received prior to the first day of the workshop. Approximately one week prior to the start date of the workshop, the Western Center makes the final determination on fee waiver approvals. Applicants should contact the Western Center one week prior to the training to find out if their fee waiver request has been approved. 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 by the Western Center.

In the week prior to the workshop, each participant is sent an e-mail reminder of the approaching workshop. The reminder will include the date, time and 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 such as <http://mapquest.com>. Several of the workshop locations require participants to pay for parking. Please come prepared to pay for your 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:

See the State of Oregon Adult Basic Skills Web Site at <http://www.oregon.gov/CCWD/ABE/index.shtml> or contact:

Mary Jane Bagwell
Phone: (541) 737-4439
E-mail: maryjane.bagwell@oregonstate.edu

Katie Monaco
Phone: (541) 737-8711
E-mail: katie.monaco@oregonstate.edu

Talya Shuler Abel
Phone: (541) 737-9024
E-mail: talya.abel@oregonstate.edu

Oregon Professional Development System ✧ 2005-2006 Registration Policies and Form

Updated 09/15/05

2005-2006 Registration Form

Name: _____

Organization: _____

Department: _____

Mailing Address: _____

City/State/Zip: _____

Work Phone: (____) _____ Home Phone: (____) _____

E-mail Address (**required**): _____

Special Accommodation Needs Related to Disability: _____

Please return this registration form with check or purchase order payable to **Oregon State University** (FIN: 48-1278540) by the registration deadline to:

Western Center for Community College
Development
Oregon State University, 415 Education Hall
Corvallis OR 97331-3502
Fax: (541) 737-9044

Please mark all that apply for you:

I work/volunteer for the follow type of program:

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

Billing Contact (required):

Name: _____ Phone: _____ E-mail: _____

For Western Center Office Use Only

Date Entered: _____ Entered by: _____

Oregon Professional Development System ✧ 2005-2006 Registration Policies and Form

Updated 09/15/05

Participant's Name: _____

Mark below the workshop(s) you wish to attend. Be sure to list the date and location as noted in the official workshop calendar.	FEES DUE
<input type="checkbox"/> BEST Plus (see pre-requisite below) Date: _____ Location: _____	\$115/person \$ _____
<input type="checkbox"/> Holistic Scoring for Writing for ABE/GED/AHSD Date: _____ Location: _____	\$80/person \$ _____
<input type="checkbox"/> CASAS Functional Writing for ABE/GED/AHSD/ESL Date: _____ Location: _____	\$300/person \$ _____
<input type="checkbox"/> Implementing CASAS I for ABE/GED/AHSD/ESL Date: _____ Location: _____	\$90/person \$ _____
<input type="checkbox"/> Instructional Wkshp Name: _____ Date: _____ Location: _____	\$by workshop \$ _____
TOTAL REGISTRATION FEES DUE: _____	\$ _____

BEST Plus Registration Pre-requisite: Non-native English speakers must 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. Score sheet must contain their Test Administrator's name and signature. If you have questions about this, please contact the Western Center.

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 attending the workshop(s) noted above.

Mark one:

- Oregon Volunteer Tutor (list program and coordinator): _____
- Oregon Volunteer Tutor Coordinator (list program): _____
- OSU Master of Education (list cohort and advisor): _____

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 have read the workshop description and I agree 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 and attend all sessions of the workshop (if multiple sessions).

Signature (Required): _____ Date: _____