



SOUTHTOWN TEACHERS' CENTER COURSE REGISTRATION FORM

Be sure to include a separate check for each course.

- Course fee is \$5.00 per clock hour (\$75 for a 15 hour course)
- A check/cash/money order payment must accompany your registration form.
Checks are not cashed until the week the course begins
- In cases where the district will pay your registration fee upon completion of the course, your check will be held as a deposit and returned at the end of the course.
- You must attend all sessions to receive full credit. Make up assignments are at the discretion of the instructor and subject to the nature of the course content.
- Cancellations must be made at least 10 days prior to course start or a fee will be forfeit.

Please **check here** if you may use this course **for CTLE credit through the NYS TEACH System.**
You will receive an additional NYS form to complete at your first session.

PLEASE COMPLETELY FILL IN THIS FORM TO ENSURE PROPER CREDIT IS GIVEN

Name _____

School Building _____

Email _____

Phone _____

Job Title: Teacher Teacher's Aide Administrator Substitute

SRP _____ Other _____

Building Level:

____ Elementary Grade Level _____

____ Middle School Grade Level _____

____ High School Subject Area _____

Population Served:

____ Public School

____ Non-Public School

____ Community

Course(s) Registering for: Also, please be sure to file for any district required prior approvals

1. _____ Fee \$ _____

2. _____ Fee \$ _____

Refer-A-Friend Program

If a friend who is registered in the course referred you, both will receive a 50% off voucher for a future course.

I was referred to take this course by: _____(name)

from _____(school/organization)