



# Workshop Registration Form

Regional Offices of Education  
Will & Grundy-Kendall Counties

Please complete one form per participant (photocopy as needed).

- You may register online at [www.pdaonline.org](http://www.pdaonline.org); or
- Complete this form and fax to 815-744-8396; or
- Register by phone at 815-744-8334;
- Complete this form and mail it to:  
Professional Development Alliance  
2705 McDonough St., Joliet, IL 60436

**IMPORTANT**  
Please familiarize yourself with our payment and refund policies before you register!

**Illinois Educator Identification Number (IEIN) required for registration if current or retired teacher or administrator.**

IEIN:

Personal Information

Name: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Prior Name(s) or Address(es) Under Which You May Have Records: \_\_\_\_\_

Work Information

Position Classification:  Administrator  Faculty (Teacher)  Staff (Other)  
 Specific Job Title: \_\_\_\_\_  
 District Name: \_\_\_\_\_ District #: \_\_\_\_\_  
 School Name: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Registration(s)

Workshop/Course Title: \_\_\_\_\_  
 PDA#: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \_\_\_\_\_  
 Workshop/Course Title: \_\_\_\_\_  
 PDA#: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \_\_\_\_\_  
 Workshop/Course Title: \_\_\_\_\_  
 PDA#: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Payment

<b>By Credit Card</b>	<b>By Check</b>	<b>By Purchase Order</b>
Visa/MC #: _____		
Expiration Date: _____ CVV: _____		PO #: _____
Amount Authorized: _____	Check #: _____	Authorized Signature: _____
Name on Card: _____	Amount: _____	

## Cancellation and Refund Policies

- Occasionally, the PDA will cancel a workshop or course due to low enrollment. Should this happen, participants will be notified prior to the date of the activity (usually a full week). Full refunds will be given to participants should this occur.
- Non-payment DOES NOT constitute withdrawal. In most cases, you may substitute a co-worker in your place if you cannot attend. Contact us if this is necessary.
- **Workshop/Course Refund Policy** - A full refund will be issued if the PDA receives a notice of your withdrawal (by phone, mail, or fax) at least seven (7) days prior to the start of the workshop or course. No refunds will be given after that date.

# Registration Procedures

## **PROCEDURAL REMINDER- It is YOUR Responsibility to Make Sure You Are Registered!**

Please remember that, in many districts, submitting a request to attend a workshop does not actually result in someone contacting the PDA to register you for the workshop. Please check with your bookkeeper or department chair for your district's procedure. If you have not received an e-mail confirmation of your registration from the Professional Development Alliance, then you are likely not registered.

When in doubt, please call us at 815-744-8334 to check on your status.

## **Registration Methods**

### **Online**

Registering online is a good way to stay informed of the opportunities we offer, as workshops are added and updated on a regular basis. Online registration can be found at [www.pdaonline.org](http://www.pdaonline.org).

### **Telephone**

Call 815-744-8334 between 8:00am and 4:30pm.

### **Fax**

Complete the registration form on the reverse side of this page and fax it to 815-744-8396.

### **Mail**

Complete the registration form and mail it to:  
Professional Development Alliance  
2705 McDonough St.  
Joliet, IL 60436

## **Payment Options**

**Payment (or a guaranteed form of payment, such as a district purchase order or credit card number) is due, in full, prior to the start of the workshop. Payment cannot be taken the day of the workshop.**

- We accept Visa or MasterCard. Card number, expiration date, CVV code and the name that appears on the card may be written on your registration form (if mailed or faxed) or given by telephone to the Registrar. We will not charge your card until the week of the workshop.
- A copy of a district purchase order (with a valid purchase order number) can be faxed to 815-744-8396. Please be sure that the fax includes your name and the workshop title so that we can apply the PO to the appropriate registration.
- Checks be mailed or hand-delivered to the Professional Development Alliance. If you are mailing a check, please be sure that it will arrive before the start of the workshop.
- If you register through our online registration system, you may pay with a Visa or MasterCard online.

## **Registration Information**

- Please register at least eight (8) days before the start date of the workshop or course to prevent it from being unnecessarily cancelled due to low enrollment.
- Please inform us if you require a written receipt for reimbursement.
- An email confirmation will immediately follow your registration.
- Please review the workshop or course description for additional costs that may be required for books and materials.
- Many of the courses that are offered for graduate credit can be taken, at the discretion of the PDA and the instructor, for CEU/CPDU's at a reduced cost. Please notify the Registrar if you would like to choose this option.

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## **Accessibility**

The Professional Development Alliance facility is fully wheelchair accessible. Participants with special needs are encouraged to call registration at 815-744-8334. We will attempt to accommodate any reasonable request.

## **Authorizations to Provide Trainings**

The Professional Development Alliance is an approved CEU/CPDU Professional Development Provider with the Illinois State Board of Education, 100 N. First St., Springfield, IL 62777.



The Professional Development Alliance has complied with the provisions of the Illinois Statutes and/or rule and regulations and is hereby authorized to engage in activities as a Registered Social Worker Continuing Education Sponsor, under the authority of The State of Illinois Department of Professional Regulation.