

AUTISM VIRTUAL SEMINAR REQUEST FORM



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- Autism Spectrum Disorder: Adjusting the Educational Image (*This three-hour training fulfills requirements for educators seeking certification through the New York State Education Department. **Please note: it cannot be claimed for CTLE hours.***)
Audience: teachers and administrators seeking Students with Disabilities certification.
- Understanding and Supporting Students with Autism in Schools (*This three-hour training fulfills requirements for educators seeking CTLE hours. **Please note: it cannot be claimed for training in the needs of students with autism pursuant to Sections 3004(4) and (5) of the Education Law and Subpart 57-3 of the Regulations of the Commissioner of Education.***)
Audience: teachers, school-related professionals, counselors, etc.

Requesting Organization: _____

Date of Seminar: _____ Time: _____

Expected # of Participants: _____ Audience: _____

Special Requests _____

CONTACT INFORMATION

Name and Title: _____

Email Address: _____ Phone Number: _____

Billing Information: _____

Email of Local President: _____

Signature of Local President: _____

*All correspondence (including contract and invoice)
will be sent to the contact person unless otherwise specified.*

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Half-Day (3 hours): \$800

**Maximum 40, Fee is based on 40 participants.*

*Please contact NYSUT ELT for more information.
Charges for over-enrolled seminars are in addition to the fees outlined above.*

POLICIES AND PROCEDURES:

To make this process as smooth as possible, please email a copy of the roster to ELT and the instructor 3-5 days prior to the session date.

In addition to the contract, you will receive:

- an electronic file of the participant booklet to send to participants. You might consider printing copies of the booklet and mailing to registered participants.
- a Zoom meeting invite link from the instructor. We recommend that participants test the meeting link at least 10 minutes before the start of the training.

At the conclusion of the training:

- participants will be asked to complete an evaluation form. Let us know how they can access it and please share the results with us.
- the instructor will run a Usage report of unique users for the purposes of attendance and send it to you so you can provide a certificate of attendance for those who were present.

Please contact the instructor ahead of time:

- with any expectations unique to your organization for virtual training attendees.
- if you plan to attend and would be willing to help as a co-host.

***Seminar Maximum:** The fee is based on a maximum of 40 participants. If there are more than 40 participants at 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 development 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 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 cannot be guaranteed.
