



Course 1- Basic Teaching Methods Registration Form

Course: **Course 1- Basic Teaching Methods:** This course provides a foundation of theory and practice in vocational education, focusing on the adult learner. It provides a model for teaching and materials that can be used in the classroom. The main topics include student-centered teaching, planning for success, using learning objectives, setting the best educational environment, methods of presentation, evaluating student progress and simplified record keeping.

This course has been approved by the New York State Department of Education, Bureau of Proprietary School Supervision (BPSS) for all proprietary school teachers and will be provided by *Education & Training Associates*. Their website is: <http://www.etarochester.com/>

Cost: \$250

- Note: A late registration fee of \$25 will be charged for applications postmarked after Saturday June 30, 2012.

Date: July 14-16, 2012: 8:30am until 6:30pm each day

Location: Sunbridge Institute, 285 Hungry Hollow Road, Chestnut Ridge, NY 10977

Steps to Successful Registration:

1. Fill out the registration form on page 2. **Please print the teacher's name as it appears on his or her permit or license. No nicknames please.**
2. Please read and sign the conditions on page 2 of this form. Especially note the date for the financial penalties for late registration.
3. Mail this form enclosing a check or money order for \$250 per attendee made out to Sunbridge Institute to the following address:

Sunbridge Institute
285 Hungry Hollow Road
Chestnut Ridge, NY 10977

Important note!! Upon the class registration closing date (July 6, 2012) you will be sent a confirmation form by EMAIL ONLY to yourself and/or your school. Make sure there is at least one correct and legible email address.



Applicant Information:

Full Name (as it appears on your permit/license) _____

Home Address _____

Home phone _____ Email _____

School Information:

School Name _____

School Address _____

School Phone _____ School Fax _____

Supervisor's Name _____ Phone _____

School Email _____

Conditions of Registration for Course:

1. Certificates accepted by the New York State Education Department- Bureau of Proprietary School Supervision will be granted upon satisfactory completion of each course.
2. Successful completion of Course 1 is required prior to a student being admitted into either Course 2 or Course 3. The state permits instructors to take Course 3 before taking Course 2.
3. In the event of insufficient enrollment, courses may be canceled by Sunbridge prior to the scheduled starting date and all tuition will be refunded.
4. Following the New York State Education Department's guidelines, Education and Training Associates (E&TA) requires that each student complete the 30 clock hours of the course.
5. Any missed session(s) must be made up. There will be a \$50 processing fee assessed to the student for each make-up day. The student must submit a new registration form and include the processing fee for the course during which he or she will make up the missed session(s). Such make-up session(s) must be completed within six months of the ending date of the original course. It is the obligation of the student to contact E&TA regarding future course availability for make-up sessions.
6. No student may be absent from the first session of the course.
7. All applications including the tuition payment per student must be postmarked no later than the closing date indicated in the application. If there is sufficient space in the class, late registrations will be accepted for an additional late registration fee of \$25.
8. Cancellation by the student of a registration in writing, postmarked or emailed 7 days prior to the start of the class will entitle the student to a refund of tuition paid, minus a \$25 processing fee. In the event of a late cancellation, Sunbridge will provide a refund in the amount of tuition minus a \$50 fee.
9. No refunds will be granted after the class has begun.
10. Any rude or unprofessional behavior can result in dismissal. The tuition will be refunded minus a \$25 processing fee. No certificate will be awarded.

I have read, understand and agree to abide by the above conditions.

Signature _____ Date _____