

# SERC REGISTRATION INFORMATION FOR APPLICANTS

(Revised September, 2009)

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This section explains how to register for SERC professional development activities. If you have additional questions or concerns, please call SERC at (860) 632-1485 to speak with a staff member. SERC Administrative Offices are open Monday through Friday from 8:30 a.m. to 4:30 p.m. Questions and/or need for assistance regarding a specific activity may be directed to the Contact Person indicated on the activity description. Voice mail is available.

## Three Easy Ways to Register for an Activity

Options include: (1) Register online at [www.ctserc.org](http://www.ctserc.org); (2) Mail completed Application Form to SERC REGISTRATION, 25 Industrial Park Road, Middletown, CT 06457-1516; or (3) Fax completed Application Form to (860) 632-8870. Please see page 6 for FAQ's about SERC Member numbers assigned to participants in professional development activities. Include your SERC Member number when you apply to ensure prompt processing of your application. (See pages 47 and 61 for the appropriate application form.)

After registering, but before the activity date, you will receive confirmation of enrollment with information about the specific workshop, date(s), hours, and training site. Confirmation letters may be printed online at the time of registration or will be forwarded by mail or e-mail to applicants who elect to send their application to SERC by mail or fax. Registered participants will be sent notice of any changes to this information should they occur. When appropriate, an educator will be asked to indicate whether arrangement for classroom release time is being processed with the building administrator.

## Selection for Participation

Registration is limited by the available number of seats. Applicants will be selected, based on criteria specified in each listing, on a first-come, first-served basis until all seats are filled. **It is very important to get administrator's approval before submitting an application.** Participants can print "My Workshop" page as the confirmation of enrollment. Please note the advertised registration closing date. Applications submitted late will be honored space permitting. Although the learning objectives of an activity are designed for a particular audience, others are welcome to apply and will be accommodated as space allows. Parents and family members are welcome to apply to activities designed for educators, and individuals may apply to activities designed for teams. Students from Connecticut's colleges and universities also may apply.

## Registration Fees/Refund Policy

Some activities require a registration fee to defray costs (see activity description). If registering for a fee activity that is scheduled more than 30 days away, payment may not immediately be required; however, payment must be received at least 30 days before the activity start date. If you register less than 30 days before the activity start date, your registration must be accompanied by your payment or a purchase order. Make checks payable to *Rensselaer at Hartford*. Please write your SERC Member number on all correspondence with SERC, including checks and purchase orders.

You may successfully withdraw from an activity without charge up to ten days before the start of the activity. Participants may send a substitute participant for that activity or transfer to another activity prior to the start date of the activity. Registered participants who, without notice, fail to attend an activity are responsible for payment of any outstanding registration fee. "No-shows" cannot transfer payment to another activity and will not receive a refund.

## Fee Waivers

Limited funds are available, if needed, to urban and priority districts, public charter schools, and families to waive the registration fee required by some activities. To inquire about obtaining a fee waiver for a particular activity, please contact SERC Staff (see activity description) prior to submitting an application form.

## **Stipend for Substitute Coverage**

For some activities, limited funds are available to participants from urban and priority school districts for reimbursement of the cost of substitute coverage. Please contact SERC staff (see activity description) regarding availability of substitute coverage stipends for a particular activity. As applicable, a Substitute Coverage Stipend Form may be obtained, upon request, at the registration table on the day of the activity. This form must be completed by the participant, signed by an administrator, and returned to SERC within thirty (30) days of the activity.

## **Cancellation of an Activity**

SERC reserves the right to cancel any activity. If cancellation is necessary for administrative reasons, applicants confirmed for participation will be notified as soon as possible prior to the activity start date, and, if applicable, the registration fee will be returned or refunded.

## **Inclement Weather Advisory**

In case of inclement weather, participants should listen or watch for SERC activity cancellation or delay announcements over radio station WTIC AM 1080 and TV station WFSB Channel 3. An inclement weather voice-mail update is available by calling extension 267 at (860) 632-1485 between 7:00 a.m. and 8:30 a.m. on the morning of the activity. The recorded weather advisory will be updated for evening activities. Every reasonable effort will be made to replicate the canceled activity to offer registered participants an opportunity to attend a makeup session.

## **Continuing Education Units (CEUs)**

SERC is an approved private provider of CEUs with the CT State Department of Education (Provider #348). Educators interested in earning CEUs required for continuation of a professional educator certificate will receive a copy of SERC Guidelines for Awarding CEUs upon confirmation of participation.

Select activities, as noted in the workshop description, offer specific CEUs to attendees who hold professional educator certification endorsements in Early Childhood (N-3), Elementary, Middle Grades, and/or Secondary (Academic) designed to meet the requirements of Public Act 99-211, which mandates 15 hours of training (or 1.5 CEUs) in the teaching of reading (Code 301-Literacy), training in the use of computers in the classroom (Code 302-Technology), and training in the evaluation of teachers (Code 305-Supervision & Evaluation) over a five-year period.

For information regarding the Connecticut Guidelines for the Issuance of Continuing Education Units Required for Certification, visit [www.state.ct.us/sde](http://www.state.ct.us/sde); select "Certification"; and then select "Continuing Education Units (CEUs)" (under Professional Development).

## **Accommodation Policy – Special Needs**

Upon prior sufficient notice, SERC will provide reasonable accommodations to participants with disabilities and/or special needs pursuant to applicable laws. We request written notice at least 15 days prior to the start date of the activity so that SERC can arrange for reasonable accommodations.