

Clarence Teachers Teacher Center Workshop Registration Procedure

1. Identify courses you want to take from the catalog found on the Teacher Center Web Page <http://teachercenter.e1b.org/teachercenter/site/default.asp>

2. *Search for the course in the District Catalog of My Learning Plan and request approval.* If it is not there, then you should enter a personal request.

- Once approved by your supervisor/principal and Curriculum/Staff Development...
 - 3. Go to the WNY web site (www.teachercenter.e1b.org), go to the calendar and find the date of the class. Click on the class name to open the registration form. Once done, make a copy of the completed form to send with your check. This replaces Form C.
 - 4. Attach a check made out to “Erie 1 BOCES” to the completed Registration form and return to the Erie 1 Teacher Center.

THE CHECK AND FORM MUST BE RECEIVED BEFORE 4:00pm AT LEAST TWO WEEKS BEFORE THE START OF THE CLASS OR YOU WILL NOT BE ALLOWED TO REGISTER.

Checks can be sent via interoffice, US Mail or hand delivered.

WNY Teacher Center
355 Harlem Road
West Seneca, NY 14224

5. Upon receipt of the registration form and a check, you will be notified via email of your registration.

6. At the completion of the course, an on-line evaluation will be sent to you. This must be completed to receive credit for the course.

7. Upon successful completion of the course a certificate will be issued to you.

8. **A copy of the completion certificate must be attached to the activity in My Learning Plan.**
(contact Melissa Byrd in the curriculum office if you need assistance).