

## **Depew Teachers Registration Process for Teacher Center Courses**

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. Complete a Conference/In-Service Request Form in My Learning Plan to get approval for in-service credit for each course you wish to take and receive in-service payment.

3 After approval:

Go to the WNY web site ([www.teachercenter.e1b.org](http://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 original completed registration form and return to the WNY Teacher Center.

THE CHECK AND REGISTRATION FORM MUST BE RECEIVED BEFORE 4:00pm at least two full weeks before to the start of the class. Checks can be sent via inneroffice, US Mail or hand delivered.

5. Upon receipt of Registration form and a check, you will be notified by the Teacher Center via email regarding your registration status.

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 forwarded to Susan Frey, Asst. Superintendent.

If you are not looking for in-service payment, you can eliminate steps 2 & 8.