



Grundy/Kendall
Regional Office of Education

Workshop Registration Form

2/24

Please complete one form per participant (photocopy as needed).

- You may register Online at www.roe24.org; or
- Complete this form and email it to info@roe24.org; if you questions call
- Register by phone at 815-790-0662

IMPORTANT
Please familiarize yourself with our payment and refund policies before you register!

Personal Information

Illinois Educator Identification Number (IEIN) required for registration if current or retired teacher or administrator.

IEIN:

Name: _____

Home Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Prior Name(s) or Address(es) Under Which You May Have Records: _____

Work Information

Position Classification:

Administrator

Faculty (Teacher)

Staff (Other)

Specific Job Title: _____

District Name: _____

District #: _____

School Name: _____

School Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Fax: _____

Registration(s)

Workshop/Course Title: _____

Workshop#: _____

Date: _____

Cost: _____

Workshop/Course Title: _____

Workshop#: _____

Date: _____

Cost: _____

Workshop/Course Title: _____

Workshop#: _____

Date: _____

Cost: _____

Payment

By Credit Card

Visa/MC #: _____

Expiration Date: _____

CVV: _____

Amount Authorized: _____

Name on Card: _____

By Check

Check #: _____

Amount: _____

By Purchase Order

PO #: _____

Authorized Signature: _____

Cancellation and Refund Policies

- Occasionally, the ROE24 will cancel a workshop or course due to low enrollment. Should this happen, participants will be notified prior to the date of the activity (usually a full week). Full refunds will be given to participants should this occur.
- Non-payment DOES NOT constitute withdrawal. In most cases, you may substitute a co-worker in your place if you cannot attend. Contact us if this is necessary.
- **Workshop/Course Refund Policy** - A full refund will be issued if the ROE24 receives a notice of your withdrawal (by phone, mail, or fax) at least seven (7) days prior to the start of the workshop or course. No refunds will be given after that date.

Registration Procedures

PROCEDURAL REMINDER- It is YOUR Responsibility to Make Sure You Are Registered!

Please remember that, in many districts, submitting a request to attend a workshop does not actually result in someone contacting the ROE24 to register you for the workshop. Please check with your bookkeeper or department chair for your district's procedure. If you have not received an e-mail confirmation of your registration from the ROE24 registration team, then you are likely not registered. When in doubt, please call us at 815-790-0662 to check on your status.

Registration Methods

Online

Registering Online is a good way to stay informed of the opportunities we offer, as workshops are added and updated on a regular basis. Online registration can be found at www.roe24.org.

Telephone

Call 815-790-0662 between 8:00am and 4:30pm.

Mail

Complete the registration form and mail it to: info@roe24.org

Grundy/Kendall Regional Office of Education
Professional Development
1320 Union St.
Morris, IL 60450

Payment Options

Payment (or a guaranteed form of payment, such as a district purchase order or credit card number) is due, in full, prior to the start of the workshop. Payment cannot be taken the day of the workshop.

- We accept Visa or MasterCard. Card number, expiration date, CVV code and the name that appears on the card may be written on your registration form (if mailed or faxed) or given by telephone to the Registrar. We will not charge your card until the week of the workshop.
- A copy of a district purchase order (with a valid purchase order number) can be emailed to info@roe24.org. Please be sure this includes your name and the workshop title so that we can apply the PO to the appropriate registration.
- Checks be mailed or hand-delivered to the ROE24. If you are mailing a check, please be sure that it will arrive before the start of the workshop.
- If you register through our online registration system, you may pay with a Visa or MasterCard online. We process payments via PayPal.

Registration Information

- Please register at least eight (8) days before the start date of the workshop or course to prevent it from being unnecessarily cancelled due to low enrollment.
- Please inform us if you require a written receipt for reimbursement.
- An email confirmation will immediately follow your registration.
- Please review the workshop or course description for additional costs that may be required for books and materials.
- Many of the courses that are offered for graduate credit can be taken, at the discretion of the ROE24 and the instructor, for CEU/CPDU's at a reduced cost. Please notify the Registrar if you would like to choose this option.

Cancellation and Refund Policies

- Occasionally, the ROE24 will cancel a workshop or course due to low enrollment. Should this happen, participants will be notified prior to the date of the activity. Full refunds will be given to participants should this occur. You also have the option to apply your payment to a future workshop.
- Non-payment DOES NOT constitute withdrawal. In most cases, you may substitute a co-worker in your place if you cannot attend. Contact us if this is the case.
- **Workshop/Course Refund Policy** - A full refund will be issued if the ROE24 receives a notice of your withdrawal (by phone, mail, or fax) at least seven (7) days prior to the start of the workshop or course. No refunds will be given after the date of the workshop.

Accessibility

Participants with special needs are encouraged to call 815-790-0662. We will attempt to accommodate any reasonable request.

Authorizations to Provide Trainings

The ROE24 is an approved CEU/CPDU Professional Development Provider with the Illinois State Board of Education, 100 N. First St., Springfield, IL 62777.



The ROE24 has complied with the provisions of the Illinois Statutes and/or rule and regulations and is hereby authorized to engage in activities as a Registered Social Worker Continuing Education Sponsor, under the authority of The State of Illinois Department of Professional Regulation.