

Director's Training Registration Form

Facilitator: Althea Penn, Educational Consultant

Bright from the Start DECAL approved trainer/training

Website: www.pennconsulting.org

E-mail: penntraining@yahoo.com or apenn@pennconsulting.org
678.557.8684



Please print and complete all information.

NAME OF CENTER/SCHOOL or PRIMARY ATTENDEE: _____

MAILING ADDRESS: _____ CITY _____ ZIP _____

PHONE NUMBER: _____ FAX NUMBER: _____ E-MAIL _____

CENTER TYPE: SCHOOL/CENTER BASED ___ GROUP DAY CARE ___ FAMILY DAY CARE ___ WEBSITE _____

Who needs to attend: Owner, Director, Assistant Director, Administrative Assistant, Summer Camp/Afterschool Director, Lead Teacher or Bookkeeper.

ATTENDEES

Name (Last, First)	Title	Telephone	E-mail or mailing address (if different from above)

SESSION

Session Title	Date	Location	Early Bird Registration	Regular Registration	# of Atten-dees	Amt Due
Director's Training		www.mapquest.com		\$		

Registration confirmation and directions will be mailed or emailed to you upon receipt of this form.

Please sign below after reading the following important information:

Online Promotional Rate (Edmodo learning platform invitation emailed within 48 hours of registration) \$300.00

Online Regular Rate \$525.00

Classroom Promotional Rate \$335.00

Early Bird Registration (deadline receipt on or before 30 business days prior to the workshop) \$385.00

Regular Registration (paid 5-29 days prior to the beginning of workshop) \$485.00

Assistant Director or other employee attends the same session at \$250 each with the paid advance registration of a Director

Walk-in registration add \$25.00

Cancellations/Substitutions: Substitutions may be made up to two days prior to the session. If you cancel your registration up to five business days before the classroom workshop or prior to logging into the online version, your registration fee will be refunded less a \$30 service charge. Cancellations and substitutions must be made in writing (email acceptable). Registration may be transferred to a later session date once. Registration is nonrefundable after the registration deadline (5 days prior) or logging into the online classroom.

Please arrive 15 minutes before the start time of the training. Bright from the Start: Georgia Department of Early Care and Learning Attendance Policies: Participants who arrive later than the first 10 minutes of the training may not be permitted to enter and will not receive credit for the course. To allow for the best training experience for everyone, children and cell phones are not permitted. Calls may be made during scheduled breaks. Participants must be present during direct instruction periods in order to receive credit for the course, therefore you must return in a timely manner from all breaks.

Tax Deduction: The expenses incurred for ongoing professional development are tax deductible, when completed to maintain or improve professional skills. Your accountant can provide details.

Please make check payable to and mail the completed registration form along with a check or money order to:

Althea Penn or Penn Consulting P. O. Box 392006, Snellville, GA 30039

Photocopy as needed. Questions? Please call the training registration center at 678.557.8684

Signature _____ Date _____ Check or m.o. # _____ or Cash _____

Method of Payment-Charge Authorization Form

Mail or email to: Penn Consulting, P. O. Box 392006, Snellville, GA 30039 or pennttraining@yahoo.com.

I authorize Penn Consulting to charge my credit/debit card: MasterCard Visa the following fees and charges:

Registration fee director's training _____

Per Diem (Travel expenses) at \$.585/mile _____ \$0.00 _____

Total charges _____

Name (as it appears on credit card):

Company _____

Last _____ First _____ MI _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Phone #2 _____

Card No. _____

Expiration Date _____

CVC No. (on back of card) _____ (front of card for American Express) _____

Authorized Signature _____ Date _____