



The Shepherd's Academy

For Teaching Excellence

(470) 485-7885 admin@shepherds-academy.com

Professional Learning Registration Form

Dr. Althea Penn, PDS, NAC, ODP

Please print and complete all information.

STUDENT NAME: _____

STREET ADDRESS: _____ CITY _____

ZIP _____ PHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL _____ WEBSITE _____

EMPLOYER NAME: _____

SUPERVISOR NAME: _____ TELEPHONE: _____

STREET ADDRESS: _____ CITY _____

ZIP _____ PHONE NUMBER: _____ FAX NUMBER: _____

TYPE OF CENTER: SCHOOL/CENTER _____ GROUP DAY CARE _____ FAMILY DAY CARE _____

Session Titles	Time	Discounted Reg.	Regular or walk-in	Amt Due
Health & Safety Orientation	10 hours	\$40	\$55	
Health & Safety Orientation LIVE Videoconference group rate*	10 hours	\$10	-	
Brain Based Instruction in the Developmentally Appropriate Classroom	4 hours	\$20	\$30	
The Way Kids Learn-Learning Styles	2 hours	\$10	\$15	
Reading is Fundamental	4 hours	\$20	\$30	
Effective Discipline Principles and Techniques	4 hours	\$20	\$30	
Professionalism – 21 st Century Parents and Teachers	4 hours	\$20	\$30	
Child Development Associate (CDA) <i>Online</i> ** <i>promotional rate</i>	120 hours	\$375-\$199	\$1,275-\$700	
Child Development Associate LIVE Videoconference	120 hours	\$565-\$275	\$1,275-\$700	
CDA Competency Standards Book & shipping	\$33	-	-	
Essentials for Working with Young Children Textbook & shipping	\$57	-	-	
Director's Training <i>Online</i> **	40 hours	\$300-\$199	\$485	
Director's Training **	40 hours	\$335-\$250	\$525	
Effective Planning and Administering of Programs for Young Children DT Textbook & shipping	\$50	-	-	
Classroom Management Strategy Toolbox	4 hours	\$20	\$30	
Every Child Learns Differently-Differentiated Instruction	6 hours	\$30	\$45	
Basic Grantwriting for Administrators/Educators	4 hours	\$99	\$150	
Building a Firm Foundation - Faith Development	2 hours	\$10	\$15	
Planning Healthy Meals	4 hours	\$20	\$30	
	hours	\$	\$	
	hours	\$	\$	
Total Amount Due				

*10 or more participants **Textbooks required

Attendees Name (Last, First) and email address	Type of Registrant Owner, Director, Lead Teacher, Assistant Teacher, other	Years Exp.	Age Group Infants, Toddlers, Preschool, Kindergarten, or School Age Grade(s)

Training Date(s): _____ Location: _____

Please sign below after reading the following important information:

Payment methods:

- 1) Mail or email the completed registration form along with a check or money order to: Dr. Althea Penn, Educational Consultant, P. O. Box 392006 Snellville, GA 30039 or apenn@pennconsulting.org
- 2) Pay by credit or debit card with the form. If paying by credit card email both pages to apenn@pennconsulting.org
- 3) Pay by credit or debit card or paypal credit. Email a request for an invoice to apenn@pennconsulting.org
- 4) Pay by credit or debit card or paypal credit. Send payment via paypal to penntraining@yahoo.com
- 5) Pay by credit or debit card or paypal credit. Remit payment via <http://www.paypal.me/PennConsulting>
- 6) Request an invoice at apenn@pennconsulting.org. Invoices must be paid in advance/before training date.

Registration payment must be received with this form

Make checks payable to Penn Consulting and mail to: Penn Consulting P. O. Box 392006 Snellville, GA 30039

We accept Visa and MasterCard. Credit card information:

_____ Visa ___ MasterCard ___

Expiration date: _____ CVC No. (on back of card) _____

Authorized Signature _____ Date _____

Please note: Please ensure the name and zip code above match the credit card billing information. This may delay processing.

Onsite Workshops: Training may be booked at your location with 30 days advance registration for a minimum of 10 staff members and a per diem of \$.545/mile for distances more than 50 miles from the Snellville 30039 zip code.

Cancellations/Substitutions: Registration fees are non-refundable, however, they may be transferred with prior approval (a minimum of two days prior to the training date). **The advance registration deadline is fourteen business days prior to the training.** *Group discounts apply to pre-registered attendees only.* Cancellations and substitutions must be made in writing (email acceptable). Registration may be transferred to a later session date once.

Withdrawal: Child development instructors may choose to withdraw a student if the student does not meet the course requirements. Students are urged to consult with their instructor or an advisor before making schedule changes. A student is not eligible for any refund if (1) the student fails to formally withdraw in writing; (2) the student is suspended for disciplinary reasons; (3) the student resigns when a disciplinary action or honor code violation is suspected (including plagiarism). A student may withdraw her/himself at any time prior to the "last day to withdraw" which is 10 business days prior to the beginning of the session.

Attendance: Students are expected to arrive on time for classes and to attend each class for the full class period. Please arrive 15 minutes before the start time of the training. 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. Two incidences of "tardiness" will equal one absence in the CDA or DT course. Tardiness is defined as not arriving at the designated start time or returning late from a scheduled class break and early departures. Students with two absences or more will receive a failing grade (F) and be required to retake the CDA course.

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. Questions? Contact Althea at 678.557.8684 or apenn@pennconsulting.org

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