

# Grant Wood AEA Professional Development Registration Form

## 1 Profile Information

BOEE Folder# \_\_\_\_\_

NAME (Last / First / MI) \_\_\_\_\_

Birth Date (MM / DD / YYYY) \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Primary Phone \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Alternative Phone \_\_ (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

School District / Agency \_\_\_\_\_

Building \_\_\_\_\_

Position \_\_\_\_\_

Driver's License # \_\_\_\_\_

**Confirmation: NOTE:** Even though your registration is confirmed, a class may be cancelled due to insufficient enrollment or other reasons beyond our control. You will be notified in such a case as soon as possible. **HELP** your colleagues. If you enroll and find later that you are unable to attend, please email us at gwaeapd@gwaea.org, to cancel your registration. Others may be waiting for an opening.

**Refund Policy:** Registration and material fees are refundable up to one week prior to the start of the course or workshop. A \$10 administrative fee will be retained. In an emergency situation, which necessitates dropping a class less than one week prior or after it has started, it is the discretion of the Professional Development Coordinator to approve a refund or credit voucher for another class. All refund requests must be submitted in writing to the Professional Development Office within two weeks of the class conclusion. Failure to officially withdraw from a course will be treated as nonattendance and a failing grade will be assigned.

Grant Wood Area Education Agency extends equal opportunities in its employment practices, educational programs and services, and does not discriminate on the basis of color, gender, race, national origin, religion, creed, age, sexual orientation, gender identity, marital status, disability, veteran status or as otherwise prohibited by law. If you believe you or your child has been discriminated against or treated unjustly, please contact the Agency's Equity Coordinator, Maria Cashman, at 319-399-6847 or 800-332-8488, Grant Wood AEA, 4401 Sixth St SW, Cedar Rapids, IA 52404.



**GRANT WOOD**  
AREA EDUCATION AGENCY

## 2 Course Information

Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

Course Date \_\_\_\_\_

Credit Type **Please check type of credit.** Your registration will be delayed if credit type is not indicated.

- = Renewal
- = Drake Graduate
- = Morningside Grad.
- = Sub Authorization
- = Para Certification
- = **No Credit**

Special needs for assistance \_\_\_\_\_

## 3 Payment Information

Total Fee \_\_\_\_\_

Payment will be made by:

Check **Made payable to: Grant Wood AEA** \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Credit Card  MasterCard  VISA \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Card Holder's Name (printed) \_\_\_\_\_

Card Holder's Billing Address \_\_\_\_\_

Card Holder's Signature (required) \_\_\_\_\_

CVV 3-Digit Code on Back of Credit Card (for processing only) \_\_\_\_\_