

# IMPORTANT!

**PLEASE READ THESE POLICIES BEFORE REGISTERING**



## Questions?

For questions regarding registration, contact Mónica Mazur at (224) 366-8633.

For questions regarding workshop content, contact Sue Barauski at (224) 366-8620

## Registration and Payment

There are **two** ways to register:

- Online using a credit card at [www.thecenterweb.org/alrc/workshops.html](http://www.thecenterweb.org/alrc/workshops.html)
- By mail using a check, purchase order, or credit card.

All mailed registrations must be accompanied by full payment by either check, purchase order, or credit card. If payment does not accompany the registration form, it cannot be processed and it will be returned.

In order to help us prepare for workshops, pre-registration is required. The registration deadline is four working days prior to workshop start date. On-site registration cannot be accommodated for fully-booked workshops.

## Refunds and Cancellations

- **No refunds can be given to participants who cancel their registration or do not attend.** Registrations cannot be transferred from one workshop to another.
- Workshops with fewer than ten registrants are subject to cancellation; fees will be refunded if the ALRC cancels a workshop.

## Priority

- Priority in workshops will be given to staff from programs funded by the Illinois Community College Board, Secretary of State Literacy Office, and Illinois Department of Human Services.

Note: Registrations from programs receiving funds from sources other than these or for-profit programs are asked to call the ALRC at (224) 366-8633 before registering to see if there is space available in the chosen workshop.

## Confirmation

- Participants will be registered for workshops based on the day the registration form is received (using postmarks for mailed registrations or date of online or faxed registrations).
- Once you have registered, a confirmation will be sent within one week. If you have not received a confirmation four days prior to the workshop, please call Mónica Mazur at (224) 366-8633.

## Certificates and Professional Development Hours

- Certificates of Attendance include the number of Professional Development Hours earned and will be awarded only for full attendance of workshops. Participants arriving late or leaving early will not receive certificates.



**The ALRC is an approved provider of CPDUs for ISBE K-12 certification. CPDU credit is available for all relevant ALRC professional development activities in this catalog. (one CPDU for each seat hour)**