

Registration Worksheet

(this is to help you with your online registration at www.whro.org/cii)

Online Courses

- **C.I.I. Anytime Anywhere Courses (CAA) Registrants** will cover material via an instructor-led, self-paced, online, learning environment. Courses are 6 weeks.
- **PBS Teacherline (TL) Registrants** will cover material via an instructor-led, self-paced, video-rich, online, learning environment.
- **PBS Teacherline-National (TL-N) Registrants** will cover material via an instructor-led, self-paced, video-rich, online, learning environment.
- **UVA Online Courses (UVA)** (register through UVA-call 757.552.1890 – 2 graduate credits issued at the completion) These courses are completely online and are heavily modified and expanded versions of existing PBS Teacherline Modules. Courses are 6 weeks.

Face-to-Face Courses

- **UVA Hybrid Courses (UVA)** (register through UVA-call 757.552.1890 – 3 graduate credits issued at the completion) Two courses are currently available, that can be characterized as “hybrid” courses where participants meet face-to-face at the beginning, mid-point and end of the course, but the bulk of the instruction will occur online via the web. (Contact UVA for current offerings.)
- **unitedstreaming™ Integration Courses (CII/UL)** To help teachers take full advantage of this service, the C.I.I. has scheduled hands-on training on using unitedstreaming™ in core curriculum areas (Language Arts, Math, Science, and Social Science).
- **C.I.I. Face to Face (CII)** Many different face to face workshops are being offered throughout the season. Some of these will be offered via H.323 (SmartLearning), two way audio and video via existing I.P. networks. (CII/SL)

NSU Graduate Credit Course Information

We are pleased to offer Norfolk State University graduate credit classes through the C.I.I. at the rate of \$248.00 per credit for C.I.I. Members. We are offering the following classes: *Integration & Implementation Of Virginia DOE Computer Technology Standards Of Learning Into The K-12 Curriculum* and *Integrating The Use Of The Internet Across The K-12 Curriculum*. You will earn three graduate credit hours for the completion of each course and a letter grade.

Minimum enrollment per class is 12. The rate and minimum enrollment apply to all classes regardless of where they're offered. The registration deadline is two weeks before the course is scheduled to begin. Please call if you have fallen within the two-week period. We might be able to fit you in. Look to page 17 & 21 for a full listing.

CEU Course Information

In addition to the graduate credit courses being offered, we are now offering two Certification Courses, *Technology Standards For Instructional Personnel (TSIP) Certification Course* and *Internet Certification Course*, in which you can earn 4.5 Continuing Education Units (CEUs) and a pass/fail grade through Old Dominion University. You may take the graduate classes listed on page 35 for CEU hours at \$250 for C.I.I. Members. Please note when you register if you intend to take the course for CEUs instead of graduate credit. Look to page 17 & 21 for a full listing.

I would like to sign up for (if you check the wrong item, we can tell from your CRN):

Online Courses (Register for UVA Courses through UVA. Call 757.552.1890 for current offerings.)

- C.I.I. Anytime Anywhere Courses (CAA) pages 10-22**
 - FREE for C.I.I. Members (Except for TSIP Anytime Anywhere & National TeacherLine Courses. See below.) - \$150.00 Non-Members
- TSIP Anywhere Anytime Course** (Not included in the NCLB Ed Tech Grant. 4.5 CEUs issued at the completion)
 - \$150 C.I.I. Members - \$175 Non-Members
- PBS Teacherline Courses (TL) pages 10-22 (or visit www.virginiateacherline.org)**
 - FREE for C.I.I. Members - \$150 Non-Members (\$199 after Sept 1, 2005)
- PBS Teacherline Courses-National (TL-N) pages 10-22 (or visit www.virginiateacherline.org)**
 - FREE for C.I.I. Members - \$150 Non-Members (\$199 after Sept 1, 2005)

Face-To-Face Courses (Register for UVA Courses through UVA. Call 757.552.1890 for current offerings.)

- C.I.I. Face To Face (CII)** (No longer included in the NCLB Ed Tech Grant.) pages 10-22
 - C.I.I./SmartLearning (CII/SL)**
 - C.I.I./United Learning (CII/UL)**
 - \$35/5hr for C.I.I. Members - \$45/5hr WHRO Members - \$70/5hr Non-Members
- **Tech Trek** (You must contact your C.I.I. Rep for full details.)

NSU Graduate Credit Courses (Not included in the NCLB Ed Tech Grant.) page 17, 21

- \$248/credit hour C.I.I. Members (3 credits=\$744.00)
- \$313/credit hour Non-Members (3 credits=\$939.00)

4.5 CEU Certification Course (Not included in the NCLB Ed Tech Grant-graduate courses from NSU can be taken as CEU hours) page 17, 21

- \$250 C.I.I. Members - \$450 Non-Members

Name: _____ SSN (required for graduate and CEUs): _____

User ID (birth date [MMDD] + last 4 digits of SSN): _____

PIN (last 4 digits of home telephone [or cell] number): _____

User Level: User Status: Participant Registrant Type: C.I.I. Member Non-C.I.I. Member WHRO Member

Birth Date (optional): _____ Gender (optional): _____ Ethnicity (optional): _____

Location (School Division/School): _____ Classification (Position): _____

Home Address: _____ City, State, ZIP: _____

Country: _____ E-Mail Address (required): _____

Home Phone: _____ Cell Phone: _____ School Phone: _____

Method of Payment

- Cash, Check or Money Order (Enclosed and payable to WHRO/C.I.I.)
- Credit Card (Please check one)
 - AMEX Discover MasterCard Visa

Card Number: _____ Expiration Date: _____

Name as it appears on card: _____

Cardholder's Signature: _____

Course Registration Number	Date	Title
1st choice: _____	_____	_____
2nd choice: _____	_____	_____
3rd choice: _____	_____	_____

If you register online, a confirmation is immediately emailed to you. You can also click on the “My Current Schedule” Tab and the course should now be added. A message will be emailed to you as a reminder of the start date, or to confirm a cancellation of the class. In the event that you do not get into a course (because it is full), you will be given the option to be placed on a wait list. If a spot becomes available, you will be notified via email and will automatically be placed in the class.

Details

Make checks payable to: WHRO/C.I.I.

Mail or fax to:
WHRO/C.I.I.
5200 Hampton Blvd.
Norfolk, VA 23508
757.489.0007 (fax)

QUESTIONS?

Contact Angela Gregory
757.889.9365 or
angela.gregory@whro.org

Registration

Use the registration worksheet (this is to be used as a guideline, but can be turned in to the C.I.I. Offices for registration as well) so that you will have the data ready to be entered.

► Go to www.whro.org/cii Click on the online registration graphic.

■ **1st Time User (user without profile):** Click on course catalog. Once you find a course, click on register, and you will be asked to create a profile. Please use the following when setting up your profile. User ID (birth date [MMDD] + last 4 digits of SSN), and PIN (last 4 digits of home telephone [or cell] number).

■ **2nd Time User (user with profile):** If you've already created a profile, enter the site by logging in with User ID (birth date [MMDD] + last 4 digits of SSN), and PIN (last 4 digits of home telephone [or cell] number).

► Use the search options (guidelines to the left) to find the desired course(s).

► Once you have found the desired course, it will give you an option to register.

Status of Registration

You will receive a confirmation via email. You can also click on the “My Current Schedule” Tab and the course should now be added.

If you have mailed or faxed in your registration, you will also be notified via email of your registration. You can then go online using your User ID and PIN to make further changes.

Full Class

You will be given the option to be placed on a wait list. In the case that a spot becomes available, you will be added to that class, and will receive an email confirmation.

Cancelled Classes

In the event that you do not get into a course (because it is full or did not make the minimum enrollment requirement), you will be notified via email and reimbursed if there was a cost associated to the class.

Cancellation Policy

You have up to 10 calendar days to cancel your participation in any of the trainings. After that time, we will accept life's uncontrollable circumstances, but you still need to contact us to let us know the situation. If you are a “no show” with no acceptable explanation, you will not be able to take advantage of the NCLB Ed Tech funded professional development opportunities for a full year.

Certificate of Achievement

Once you have completed all of the requirements of the class, the certificate will become available to you online under the Tab “My Transcript.” You will now have it on record, and will be able to print it out as needed.

Payment

Most of the classes are free to C.I.I. members due to the NCLB Ed Tech Grant. Those that are not free can be paid for by credit card (online) or by check (need to mail in).

Text

If there is a required text for the class you have registered for, it will be available for pick-up on the first day of class. Please be prepared to pay at that time.

Location

Location of each class is listed with workshop specifics. When you register online, there will be a link to mapquest.com. A lot of the classes are online, which means you provide the computer and the location, whether you decide to work at home or at school, that's up to you.

Are you a C.I.I. Member?

If your school or school division is listed on page 40, then you are considered a C.I.I. member and can take advantage of the NCLB Ed Tech Grant opportunities and receive discounted prices on the other offerings.