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Tejas LEE Training of Trainers
Registration Form

LAST NAME_____FIRST_____

PREFERRED ADDRESS_____

CITY_____STATE _____ZIP_____

School District/Agency _____School_____

Email_____Position_____

Contact Phone Number_____

Please indicate the payment method for the training. Checks can be mailed separately. Purchase Orders can be mailed or faxed. Credit Card payments will be processed by phone. Complete the registration and a TIMES representative will contact the Billing Contact listed below.

FORM OF PAYMENT: ◯ Check ◯ Credit Card ◯ PO

BILLING CONTACT:
Full Name _____
Address _____
City_____ State _____Zip_____
Email_____
Contact Phone Number_____

PLEASE MAKE CHECKS PAYABLE TO:

The University of Houston

SEND PAYMENT TO:

The University of Houston—TIMES
4849 Calhoun Rd—Room 373
Houston, TX 77204-6022
ATT: Tejas LEE

The following documents MUST be attached and signed for your registration to be valid:

1. Registration Options Sheet
2. Terms and Conditions Sheet

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Tejas LEE Training of Trainers Summer 2018 Options

Name (s) _____

Tejas LEE PRO Training: ($175) A one day training with a late morning start. Designed for individuals who have attended the TOT. This training goes over our Response to Intervention module, our Experienced Tejas LEE User module, IAG Make and Take Module, Interpreting Tejas LEE Results at the School/District Levels and covers common administration errors observed during Tejas LEE administrations. It will offer suggestions on differentiating Tejas LEE training for "rookies" and "veteran" Tejas LEE users. Price includes breakfast, lunch and a snack.

Training of Trainers (TOT) ($340). An intensive two day training, covering the following: Proper Administration Procedures (K-3); Grouping and Interpreting Data (K-3); Using the Intervention Activities Guide (K-3) Progress Monitoring (Kindergarten); and Progress Monitoring (Grades 1-3). TOT participants will receive a Tejas LEE training binder to turn around training to their district/ESC region center ONLY. TOT participants may NOT train for compensation. Price includes breakfast, lunch and snack each day,

Please submit one form for each registrant even if paying with one check.

Type	Date	Time	Cost
PRO	Wed, Aug. 1	8:30 am to 4:00 pm	$175
TOT	Thurs & Fri, Aug. 2-3	8:30 am to 4:00 pm	$340

0 ___ PRO Training @ $175 Total $ 0.00

0 ___ Training of Trainers @ $340 Total $ 0.00

Grand Total $ 0.00

Make check payable to: **The University of Houston**

Location of Training:

The University of Houston—Health and Biomedical Science Building 1
4849 Calhoun Rd, Room 350
Houston, Texas 77204

REFUND POLICY:

- If you cancel your registration **before July 1, 2018**, you will receive a *full refund*.
- If you cancel your registration **between July 1, 2018 and July 24, 2018**, you will receive a *half refund*.
- If you cancel your registration **on or after July 25, 2018** or **fail to appear** the day of the training, *no refund* will be issued.

Fax this form back to 832-842-7532 (ATT: Ken Nieser) or email to ken.nieser@times.uh.edu

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TERMS AND CONDITIONS

The Texas Institute for Measurement, Evaluation and Statistics (TIMES) conducts the Tejas LEE Training of Trainer (TOT) presentations and Tejas LEE Summer Conference sessions to allow school districts and ESC centers to train key personnel, who in turn, will train bilingual classroom teachers in their own districts or regions. TIMES conducts a second set of Tejas LEE trainings (National Certification Trainings) to develop a pool of Nationally Certified Trainers who can train other school districts throughout the United States on the proper administration of the Tejas LEE.

Individuals attending the TOT and Summer Conference trainings are permitted to train for their district or ESC as part of their regular work duties. They may not enter into any contract or agreement with any entity to conduct Tejas LEE trainings, nor may they receive personal compensation for conducting such trainings. ESC centers may charge districts attending Tejas LEE training sessions conducted at their facilities to recover their costs. No other training for a fee may be conducted, except by Nationally Certified Tejas LEE Trainers contracted by TIMES or an authorized vendor.

Agreeing to this document indicates an understanding and agreement to abide by these policies and an understanding that attending the Tejas LEE Training of Trainers and/or the Tejas LEE Summer Conference does not make participants Nationally Certified Trainers. Participants understand that National Certification requires the following to be successfully completed:

1. Trainers must attend a separate National Certification Training and pay all applicable fees.
2. Trainers must past the Tejas LEE Knowledge Survey test.
3. Trainers must successfully complete an oral examination.
4. Trainers must successfully demonstrate competency in presentation skills by presenting part of one of the training modules (selected by the Tejas LEE staff).

Furthermore, individuals seeking National Certification agree to the following:

1. The review process is subjective and that the reviewers' decision is final.
2. Certification expires each year on June 30 and must be renewed annually.
3. Nationally Certified Trainers are the only individuals who will receive a full Tejas LEE PowerPoint presentation and trainer notes.
4. Nationally Certified trainers may be called by TIMES or authorized vendors for paid training opportunities. The trainers will be paid a daily fee and will be reimbursed by TIMES for travel expenses incurred. The daily fees and reimbursements will be those customarily paid by the University of Houston and TIMES for such trainings.

I understand and agree to abide by the policies set forth in this document.

Signature _____

Printed Name _____

District/ESC/Agency _____

Send Email **Reset Form**