

Registration Form

Region 4 Education Service Center Professional Development

Please fill out the form below and mail it to the address indicated or fax it to 713.744.2723.

Faxed registrations will be accepted only if you are 1) paying with a credit card (only MasterCard®, VISA®, and American Express® are accepted) or 2) paying with a purchase order. See the Professional Development Catalog for more information or visit www.theansweris4.net.

Please register at least two weeks prior to the scheduled session. Programs with fewer than 20 participants registered two weeks prior to the program date are subject to cancellation. On-site registration is not recommended. You are not guaranteed admittance to a session if you choose to register on-site. There will be a \$10 processing fee for any cancellations prior to the beginning of the workshop. Refunds will not be given for nonattendance or cancellations received after the session.

Region 4 Education Service Center (Region 4) is accessible to individuals with disabilities. If you have special needs or require special arrangements in order to participate in a session, please contact Region 4 Registration Services five working days prior to the training program date (see contact number listed below).

Make check payable to Region 4 Education Service Center unless otherwise designated.

You will be contacted by Region 4 only in the event that a session is full or cancelled.

Last Name _____ First Name _____ Middle Initial _____
E-mail Address _____
Home Address _____ City/State/Zip _____
Home Phone _____ Position _____ District Name _____
Campus Name _____ Campus Address _____
Campus Phone _____ City/State/Zip _____
Secondary E-mail Address* _____ Secondary Phone* _____

Event Number _____	Event Title _____
Date _____	Time _____ Fee (if applicable) _____

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Fee will be paid by (please check one): MasterCard® VISA® American Express® Purchase Order

Credit Card/Purchase Order # _____ Exp. Date _____

Name as Printed on Card _____

Cardholder Billing Address _____ Cardholder Billing Zip Code _____

Check Check # _____ Check Amount _____ Date Received _____

Online registration is available for individuals paying with MasterCard®, VISA®, or American Express®. Visit www.theansweris4.net and click on “Professional Development” to register.
(Phone registrations are not accepted.)

Mail to: Registration Services, 7145 West Tidwell Road, Houston, Texas 77092-2096
Phone: 713.744.6326 **Fax:** 713.744.2723

PHOTO WAIVER: By registering for this event, participant grants Region 4 the right to photograph and use the photographs in all formats and media publicity purposes. In relation to this event or future similar events, these photographs may appear without compensation in publications, marketing materials, or on the web. I hereby release Region 4 from all claims arising out of the use of the photographs, including without limitation all claims for libel, invasion of privacy, or violation of copyright ownership.

It is the policy of Region 4 not to discriminate on the basis of race, color, national origin, sex, or disability in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title XI of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973. Region 4 Education Service Center is an Equal Opportunity Employer.

A cumulative record of SBEC-required CPE clock hours is provided in My Portfolio, available at www.theansweris4.net.

*Secondary information is needed in case of an emergency closing by Region 4.