Math Pathways and Pitfalls Implementation Institute
Registration Form

Overview
Full details available from
http://mpp.wested.org/professional-development/implementation-institutes/

Dates offered in 2015:
☐ July 7, 8, 9 (teachers and leaders) and July 10 (leaders only)

Time: 9:00 a.m. – 3:00 p.m. each day
Location: WestEd, 300 Lakeside Drive, 25th Floor, Oakland, CA 94610
Instructor: Alma Ramirez and/or Jose Franco, Math Pathways and Pitfalls
Co-Directors
Included: Light breakfast & lunch each day, and MPP book at selected grade level

How to Register

Paperwork: Fill out each part of the registration form:
1. Complete Registration Information
2. Provide Payment Information
3. Read and sign Terms of Agreement

Payment: Payment (PO, check, or credit card) must be submitted with registration(s).

Prices: Individual registration for 3 days $1050 each ($350 each day)
Leadership 4 days $2000 each ($500 each day)
Inquire about discounts for groups of 3 or more from the same school by calling 510-302-4261 or send email to aaranet@wested.org.

Submission: Registrations are accepted as received until seats are filled
or two weeks prior to selected institute start, whichever is sooner.
Mail or FAX to
WestEd, Math Pathways & Pitfalls
300 Lakeside Drive, 25th Floor
Oakland, CA 94612
FAX: 510-302-4242

Confirmation: Confirmation will be sent by email and/or mail. Register as early as possible to receive your confirmation

Questions: Contact Alma Ramirez at aramire@wested.org or call 510-302-4249 regarding registration.
Materials: I request the following grade level for teaching guides that I will receive at the institute.

- Grades K-1
- Grades 2-3
- Grades 4-6
- Grades 6-8

Tell us about yourself:

____________________________________________________________________________
Name

____________________________________________________________________________
School District

____________________________________________________________________________
Role as an educator Years experience in education

____________________________________________________________________________
Email (print CLEARLY) Do you check email regularly? (Y/N)

____________________________________________________________________________
Home Phone Work Phone FAX

____________________________________________________________________________
Street Address

City State Zip Code

____________________________________________________________________________
Special Needs (dietary, mobility, etc.)

____________________________________________________________________________
How did you learn about this event?

Payment Method

Total amount enclosed: $_____

- Purchase Order ...................(Payable to WestEd/MPP; Federal Tax ID# 94-3233542)
- Check ............................(Payable to WestEd/MPP)
- Credit Card .....................(Complete form below)

____________________________________________________________________________
Credit Card Number Expiration Date: MM/YYYY Security Code

____________________________________________________________________________
Billing Address: Street City State Zip Code

____________________________________________________________________________
Name on Credit Card (PRINT) Signature to Authorize Payment
Terms of Agreement
Each applicant must sign that he or she has read and agrees to the following terms:

1.0 Fees
The per-participant fee is to be paid in advance by purchase order, check, or credit card. The fee includes institute participation, from 9:00am to 3:00pm Pacific Time each day; Leaders fee includes an extra hour each day, and an extra day; one Discussion Builders poster and teaching guide at your requested grade level; one MPP book with intervention lessons and teaching guides, one DVD for students and teachers, one CD with black line masters, and light breakfast and lunch each day.

Additional copies of the materials are available for purchase from mpp.wested.org.

2.0 Cancellation Notice/Refund Policy
Refunds are offered only in the cases of insufficient registration or emergency. In the case of cancellation due to insufficient registration, applicants will be informed two weeks before the institute and payment will be returned in full. Call 510.302.4253 prior to the institute to discuss cancellation due to emergency.

3.0 Intellectual Property
The copyright to all Math Pathways & Pitfalls and Discussion Builders materials is held by WestEd. WestEd grants permission to duplicate the student pages for personal noncommercial classroom use and the professional development handout for small group discussion. Written permission must be obtained prior to any other use of this copyrighted material.

4.0 Professional Development
The first 3 days of a Math Pathways & Pitfalls Institute is NOT a training of trainers. As a participant in the Math Pathways & Pitfalls Institute, you may NOT use these materials to provide professional development to others. If you are participating in leadership training on day 4, consult with the instructor about your continued role in supporting teachers.

I read and agree to the above terms.

______________________________________________________________
Name (PRINT)
______________________________________________________________
Signature Date