

## Foreign Language Educators of New Jersey 2010 – 2011 Professional Development Registration Form

Print Name:					
Full Home Address:					
Home Telephone:					
Email:					
School / District:					
Language Taught:					
Level:	Elementary	Middle	High School	Higher	Supervisor

Registration is limited and will be on a first received, first eligible basis. If you do not receive a FLENJ issued confirmation document, you are NOT registered. An e-confirmation will be sent to all registrants who provide an email address. If you wish a printed confirmation, a stamped, self-addressed envelope must be included with this registration form.

Select	Workshop Description	Date	Price
1 & 2 <input type="checkbox"/>	Two-part 21 <sup>st</sup> Century Learning Workshop Series: (I) Curriculum & Instruction: A model Unit (II) Tools to Teach, Learn, Collab. & Advoc. at NJPSA, Monroe Twp.	10/15/10 & 1/10/11	\$250 package for both sessions (same price for members and non-members)
1 <input type="checkbox"/>	21 <sup>st</sup> Century Learning Workshop (Part I only): Curriculum & Instruction: A Model Unit at NJPSA, Monroe Twp.	10/15/10	\$135 (for part I only) (same price for members and non-members)
2 <input type="checkbox"/>	21 <sup>st</sup> Century Learning Workshop (Part II only): Tools to Teach, Learn, Collaborate & Advocate at NJPSA, Monroe Twp.	1/10/11	\$135 (for part II only) (same price for members and non-members)
3 & 4 <input type="checkbox"/>	Two-part Workshop on Proficiency Development: ( I ) Bringing Students to Higher Oral Levels (II) Making Sense of Writing at PSE&G, Edison	12/9/10 & 2/11/11	\$175 for series for FLENJ members \$250 for series for non-members (membership verified at time of registration)
3 <input type="checkbox"/>	Workshop on Proficiency Development (Part I only): Bringing Students to Higher Level Oral Proficiency at PSE&G, Edison	12/9/10	\$100 part I only for FLENJ members \$135 part I only for non-members (membership verified at time of registration)
4 <input type="checkbox"/>	Workshop on Proficiency Development (Part II only): Making Sense of Writing at PSE&G, Edison	2/11/11	\$100 part II only for FLENJ members \$135 part II only for non-members (membership verified at time of registration)
5 <input type="checkbox"/>	World Language Supervisor's Roundtable at NJPSA, Monroe Twp.	5/6/11	\$135 (same price for members and non-members)

Mail this registration form along with your check, money order or purchase order (payable to FLENJ) to the following address:

Richard Cayea  
FLENJ  
22 Sycamore Way  
Hamilton Square, NJ 08690-2115

Questions: [flenjmembers@aol.com](mailto:flenjmembers@aol.com)

(See Over)



## IMPORTANT INFORMATION REGARDING REGISTRATION / PAYMENTS

Registration is limited and will be on a first received, first eligible basis. If you do not receive a FLENJ issued confirmation document, you are NOT registered. An e-confirmation will be sent to all registrants who provide an email address. If you wish a printed confirmation, a stamped, self-addressed envelope must be included with this registration form.

*FLENJ is a registered NJ provider of Professional Development Hours*

### **Purchase Orders:**

Please check with your purchasing department to make sure that your purchase order and registration forms have been mailed in a timely manner. To determine if your PO has arrived, send a message to: [flenjmembers@aol.com](mailto:flenjmembers@aol.com). Purchase orders will not be accepted on site as a form of payment (spring conference only).

### **Membership:**

If you are unsure of your membership status, contact the workshop registration coordinator ([flenjmembers@aol.com](mailto:flenjmembers@aol.com)) prior to submitting your registration. This will avoid a delay in processing due to incorrect pricing. If multiple names are being registered on a purchase order, each attendee's membership status needs to be verified prior to submitting the purchase order. Failure to do so may result in incorrect pricing which will delay the registration of all names listed.

### **Students:**

There is no student pricing for these workshops.

### **Refunds:**

All refund requests must be received in writing one week prior to the conference date. Refund requests received after this date will be reviewed by FLENJ on a case by case basis. Refund requests will be subjected to a \$35 processing fee to cover the cost of pre-ordered meals, etc. No refund requests will be accepted after the event has occurred. Teachers unable to attend a scheduled event are encouraged to find another teacher to take their place. If the replacement teacher is not a member of FLENJ, the price difference must be paid at the workshop.

### **Returned checks:**

Any cost incurred by FLENJ because of stopped payment or NSF checks will be billed to the teacher/school.

### **Unpaid bills:**

Workshop registration materials from teachers/schools/districts with out-standing purchase orders for payment for prior workshops will not be accepted until all financial obligations are paid.

### **Questions:**

If you have any questions about these workshops, registration, membership status or payments please contact the workshop registration coordinator at [flenjmembers@aol.com](mailto:flenjmembers@aol.com).