

REGISTRATION PROCEDURES FOR NON-PERMANENT EMPLOYEES

All registrants who are not under contract with the Anne Arundel County Public School System, i.e. private school teachers, substitute teachers, retired teachers, teachers from other school systems, teachers who are on a leave of absence, etc., must register for credit workshops and mini-sessions by using the registration form below. Please note that only credit workshops and mini-sessions are open to non-permanent employees. **SUBSTITUTE TEACHERS FOR AACPS PAY THE PERMANENT EMPLOYEE FEE FOR WORKSHOPS.**

How to register for a workshop:

1. Please submit one registration form per workshop. Complete all information requested on the form.
2. Refer to the "Non-permanent employee fee" for the cost of each workshop.
3. Only checks or money orders made payable to Anne Arundel County Public Schools will be accepted. Do not send cash.
4. Registrants will be charged a fee of \$10.00 each time a check is returned due to insufficient funds and may result in your being denied participation in the workshop.
5. General inquiries should be directed to the attention of Linda Johnson, Office of Staff Development at Carver, 410-721-8330.
6. Send completed forms with all required fees to the attention of Leathia Fletcher in the Office of Staff Development at Carver, 2671 Carver Road, Gambrills, Maryland 21054, before the start of the workshop. Failure to do so may result in not being registered in a workshop.

How to withdraw from a workshop:

1. If you have a change of plans and find that you are unable to participate in a workshop, you are required to notify Leathia Fletcher at 410-721-8301 between 7:00 a.m. and 2:30 p.m., of your withdrawal at least five (5) working days prior to the starting date.
2. Adherence to this requirement will entitle you to a refund of the credit fee only. This does not include the **\$10.00 non-refundable registration fee. This is only applicable to workshops that have a fee attached to them.**

Confirmation of registration:

Each registrant will receive an email confirmation of your acceptance in a workshop prior to the start of class. Registrants will be notified if a workshop has been canceled due to insufficient enrollment. In either case, you will receive a full refund, as soon as possible. If you wish to inquire about your registration, you may call Leathia Fletcher at 410-721-8301.

Non-Permanent Employee Registration Form

Email Address												Today's Date			
Last Name						First Name						Middle Initial			
Home Address															
City										State			Zip Code		
Daytime Phone				School						Grade/Subject					
SRN	Course Title					Begin/End Date(s)				Cost					

Return to the attention of Leathia Fletcher at the Office of Staff Development at Carver, 2671 Carver Road, Gambrills, MD 21054. Include a check or money order payable to Anne Arundel County Public Schools.