

# 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. (Registration form is on page 2.)
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 Division of Professional Growth and Development at Carver, 410-721-8301.
6. Send completed forms with all required fees to The Division of Professional Growth and Development, 2671 Carver Road, Gambrills, Maryland 21054, 10 days 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 The Division of Professional Growth and Development at 410-721-8301 of your withdrawal at least two (2) work days prior to the start date.
2. You will be charged a processing fee of \$25.00 for failure to adhere to this requirement.

## 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 The Division of Professional Growth and Development at 410-721-8301.

# Registration Form for Non-permanent Employees

Send the completed form with all required fees to ***The Division of Professional Growth and Development, 2671 Carver Road, Gambrills, MD 21054.*** Include a check or money order payable to *Anne Arundel County Public Schools.*

<b>Email Address</b>		<b>Today's Date</b> (mm/dd/yy)
<b>Last Name</b>	<b>First Name</b>	<b>MI</b>
<b>Home Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Home Phone</b> ( )	<b>Mobile Phone</b> ( )	
<b>School</b>		<b>Grade/Subject</b>

1	SRN	
	Course Title	
	Begin/End Date(s)	
	Cost	
2	SRN	
	Course Title	
	Begin/End Date(s)	
	Cost	
3	SRN	
	Course Title	
	Begin/End Date(s)	
	Cost	