

THE LEADERSHIP AND LEARNING CENTER

Certification Training Registration Form

Decision Making for Results: Data-Driven Decision Making/Data Teams Certification Training
Chicago, Illinois April 7-9, 2010

Registration Information

Please complete one form for each participant.

Dr. Mr. Mrs. Ms.

Name

District/School/Organization

Position/Job Title

Street Address, City, State, Zip Code

Daytime Phone

Cell/Evening Phone

E-Mail Address

How did you hear about this event?

Session Selection

Fee includes tuition for 3-day training, materials, four (4) 90-minute follow-up implementation webinars, continental breakfasts, lunches and breaks on all three days of training. Payment or a purchase order must accompany this form.

Date	Event	Fee
April 7-9, 2010	Decision Making for Results / Data Teams Certification Training	<input type="checkbox"/> \$3,295.00

Certification Training Prerequisite — Please Read Carefully

Prior to attending certification training, each participant in certification training is required to have completed the corresponding seminar. Please indicate below when and where you fulfilled this prerequisite. Please also read and sign the attached Certification Training Agreement.

DMR or DDDM DT Date: _____ Location: _____

How to Register and Method of Payment

Fax: Send form with your credit card number or a copy of your purchase order to (303) 504-9417, attn: Conferences

Mail: Enclose form and payment, and mail to:
The Leadership and Learning Center
Attn: Conferences
317 Inverness Way South, Suite 150
Englewood, CO 80112

- Check Enclosed (Make payable to The Leadership and Learning Center)
- Purchase Order Number _____ (attach copy)
- Visa, Master Card, or Discover: _____ expires: _____
- Authorized Signature: _____ 3-digit security code _____

*Required (Bill to) Accounts Payable Contact Name and Daytime Phone

*Required (Bill to) Street Address, City, State, Zip Code

If you have questions, please call (866) 399-6019, extension 231, M-F between 8:00 a.m. and 5:00 p.m. Mountain time

Training Location and Accommodations

Training Location and Accommodations: Renaissance Chicago North Shore Hotel, 933 Skokie Boulevard, Northbrook, IL, 60062

Reservations: (847) 498-6500 or (800) 468-3571

The group discount rate is \$109.00 per night plus tax. Training participants are responsible for their own hotel room reservations and payment. **Mention The Leadership and Learning Center and make your reservation at least one month in advance to be assured of receiving the discount rate.** Please note that Renaissance does not accept purchase orders as payment. There is no complimentary hotel shuttle service from the airport, but the Renaissance recommends American Taxi, which offers a flat fare of \$30 to and from the airport; call (847) 255-9614. Use of City cabs may result in higher fares. The Renaissance does offer free shuttle service within a 5-mile radius, which includes the popular Botanical Gardens, Northbrook Court Shopping Mall, and many restaurants. Parking at the Renaissance is complimentary.

Cancellations and Substitutions

All cancellations must be submitted in writing. If cancellation occurs less than 30 days in advance of the training date, a credit of the tuition, less a \$500.00 cancellation fee, will be applied to your account and may be applied toward future purchase of Center products or services. Substitutions are permissible.

THE LEADERSHIP AND LEARNING CENTER

CERTIFICATION TRAINING AGREEMENT

Each participant in certification training should review the following requirements and agree to the terms before signing the agreement. If you have specific needs that do not fit within this set of requirements, consideration of a special agreement is possible. You will be asked to sign a License Agreement with these terms after completion of the training to obtain certification.

Please confirm prior fulfillment of the prerequisite for attendance at certification training:

I attended (name of corresponding seminar) on _____ in _____
(date) (location)

I, _____, agree to the following conditions:

- The certification to present the seminar for which I am being certified is for my school or school district **only**.
- Certification is valid for three years from the date of the signed certification agreement.
- I will attend the full training from 8:00 a.m. to 3:30 p.m. each day.
- I will present to the training group as a condition of the certification process.
- The materials I will receive are copyrighted and cannot be altered.
- The school district agrees to purchase seminar training manuals as required for every participant in seminars presented by the Center-certified trainer.
- I will notify The Leadership and Learning Center in advance of all presentations in order to best serve clients, understanding that the Center would like to be able to respond to specific questions or comments to support my efforts.
- Presentation slides can be added to provide information directly related to the school/district to which the seminar is being presented. Any other alterations must be approved in advance by The Leadership and Learning Center.
- All copies and reprints must include appropriate attribution to The Leadership and Learning Center.
- Permission is **not** granted to reproduce the seminar materials provided during the certification training for use by seminar participants.
- All requests to reproduce any materials copyrighted by The Leadership and Learning Center apart from these seminar materials must be processed through The Leadership and Learning Center directly.
- I will participate in training to extend or refresh certification license as required.
- I will return all the information requested in the registration procedure including registration form, completed action plan (if required for prerequisite fulfillment), and method of payment.
- The certification agreement is **not** guaranteed. The certification will be presented upon successful completion of the certification training, *including demonstration of proficient presentation skills*. If proficient performance is not demonstrated during the certification training, the participant will be allowed to attend certification training again and tuition fees will be waived based on space availability.

Participant's Signature

Date

**This Agreement is required for registration in each Certification Training.
Please fill in the requested information, sign and date, and
return this form along with the registration form and payment.**