

Workshop or On-site Registration

1. Fill out the School of Continuing and Professional Studies Registration Form completely and attach payment, check, or credit card number. Cash is not recommended. If a participant insists on cash, it is at the participant's own risk.
 - A. Do not omit birth dates on registration forms
 - B. Do not omit the birth place
 - C. Make sure the name of the course, the course number and section number are correct for the course being presented.
 - D. Sign your form
 - E. **DO NOT** send forms without payment
 - F. **DO NOT** send payments without registration forms
 - G. Write hard enough so that all forms are readable (if using multiple copy forms)
2. Ask the participants to write the check number with which they are paying on the registration form.
3. Suggest to participants that they keep a log of their in-service courses to include:
 - A. The name of the course
 - B. The course numbers
 - C. The name of the district
 - D. The name of the presenter and/or facilitator
 - E. The name of the institution at which the credit is being recorded. (In this case, that would be SUU. There have been occasions where we have looked for registrations for teachers for up to three days only to find out later that the course was not taken through SUU.)
 - F. When participants contact us, they need to know the above information, especially if they are calling from 2-5 years later.
 - G. Give the registration form and payment to the presenter
4. **Presenter:** Within a few days after the workshop has ended, send the registration forms with payments to SUU Distance Education, 351 W. Center Street, Cedar City, UT 84720. Don't hold up sending the registration forms for longer than 3-7 days to wait for participants who promise to pay tomorrow, next week or soon.
5. If you district or region are paying the recording fee from a grant or precollecting the money, send the registration forms with a copy of the billing authorization or Purchase Order so that SUU can invoice the funding agency.
 - Most workshops last from one to two weeks. If yours lasts through the semester or an entire academic year, send the forms within five days of the start date of the workshop or semester.