



Idaho Digital Learning Academy

1906 S. Vista Ave
Boise, ID 83705
Phone: (208) 342-0207
Fax: (208) 342-1031
<http://www.IdahoDigitalLearning.org>

Professional Development Individual Enrollee Account Information & Course Selection Form

Purpose of This Form: School and School District Administrators can use this form to collect necessary information to create IdahoPD registration accounts for individual enrollees (also known as Household Members.) The administrator can then create the necessary accounts prior to submitting a PO Registration Form to IdahoPD.

Instructions for Enrollee

- 1) View a complete course catalog at <http://www.ssreg.com/idahopd/>
- 2) When providing your contact information, please provide the email address and phone number that you would like to use while taking your course. Usually **a personal email and phone number is preferred** to your work information because you may often participate in your course when you are away from work.
- 3) **For any questions** call IDLA at (208) 342-0207 and choose Professional Development.

Individual Enrollee

Full Name: _____ Date: _____

First

Last

Middle

Primary Phone #: () _____ Secondary Phone #: () _____

Email: _____ Alternate Email: _____

Primary Elem. School Teacher High School Teacher Principal Tech Coordinator Parent SDE Staff

Role: Middle School Teacher Superintendent Counselor Other School Staff Guardian _____

Do you have a username and password for www.idahopd.org? Yes No Unsure

Courses For Enrollee Named Above

1) _____ Price: _____
Course Code Title Start Date

2) _____ Price: _____
Course Code Title Start Date

3) _____ Price: _____
Course Code Title Start Date

Total + \$ _____

IDAHOPD WORKSHOP POLICIES AND PROCEDURES

The following list outlines IdahoPD policies and procedures for workshop registration and enrollment. For expanded details and additional information, please see "Our Terms" at <http://www.ssreg.com/idahopd/>.

Withdrawals/Refunds

No refunds, including partial refunds, will be made after the deadlines indicated below.

Drop Deadlines

Refunds available within **8 business days** of the course start date.

- For example, if a course begins on Friday the 5th, request must be received by 5pm MST on Wednesday the 15th.

Note: For those who have applied for Professional Development Credits or CEUs through our partner universities, the withdrawal/refund policy is up to that individual university. Generally, there are no refunds available. Contact your chosen university for their policies including deadlines and any refunds.

To Withdraw and Request a Refund

1. Send an email to support@idahopd.org.
2. Include your full name, course title, and reason for drop.
3. If your request is received before the deadline, refund will be processed within 15 business days of receipt of the email.
4. If your request is received after the deadline, no refund will be issued.

Note: Requests for refunds *must* be received in writing via email.

Automatic Withdrawals

Once person registers, IdahoPD sends course access information via email within 24 hours of the course start date. If that email is undeliverable, and IdahoPD is unable to contact registrant by alternate email or phone, IdahoPD will automatically withdraw registrant from their workshop and issue a full refund after the course drop deadline has passed. IdahoPD will also automatically withdraw and fully refund any registrant who has not accessed (logged in to) their workshop by the drop deadline.

Grading & Extensions

Grades

Grades are listed as Pass or Fail - passing is 80% or higher. Grades are posted in your course within 10 business days of the course end date and are submitted to the university of your choice if you registered for credit.

Extensions

Extensions are valid for up to 7 days after the scheduled end date of a workshop. No extensions will be given beyond 7 days.

To receive an extension:

- You must have a grade of at least 50% by Friday at 5pm MST of the last scheduled week of the workshop.
- You must send a formal extension request via email to your workshop facilitator by the last scheduled date of your workshop. Extension requests received after the scheduled end date will not be considered.
- Your facilitator will approve or disprove the extension request by return email, sending a copy to IdahoPD.
- All work must be completed by the end of the 7 day extension period.

Cancellation Policy

IdahoPD reserves the right to cancel any workshop, webinar, course or program at any time due to low enrollment or valid changes in scheduling. In case of cancellation, all registrants will be notified by email and a full refund including any processing fees will be given by Idaho Digital Learning Academy within 30 days of cancellation.

Note that the decision to cancel a course due to low enrollment is made within the week before the start date of the course. Please register early to help minimize cancellations.

IdahoPD reserves the right to change facilitators when necessary.

Materials

Materials for most courses will be available free of charge, either electronically, in print or a combination of both depending on the method of course delivery (online, blended or face-to-face). Some courses may require registrant to purchase additional materials at his/her own expense; this information will be listed in the description for each course.

Technical Requirements

A processor and operating system capable of handling the following software is required:

Microsoft Office XP, 2000, 2003, or 2007 including:

- Microsoft Word
- Microsoft Excel (for selected courses)
- Microsoft Power Point

Computer Requirements:

- A processor of 1.6 GHz or faster
- A current anti-virus application - updated regularly
- 256MB RAM or greater
- 20 GB hard drive or larger
- 56.6 kbps modem, or High Speed Internet Connection
- Monitor and video card with 1024x768 ppi or greater resolution
- Sound card with speakers
- CD ROM
- Inkjet or laser printer
- Internet service provider (ISP) account
- Mozilla Firefox or Microsoft Internet Explorer version 6.0 (later)
- Adobe Reader 6.0 or later
- Microsoft Outlook Express 6.0 or later

About Workshops

Online Workshops are delivered through [Blackboard](#), IdahoPD's course management system. IdahoPD will email your Blackboard username and password to you within 24 hours of the course start date.

Workshops are led by a facilitator and have specific start and end dates. They include readings, activities, discussions or other collaborative assignments and a final product - usually a lesson plan. You have interactions with your facilitator and other participants through discussion boards, email, telephone, chat, etc. Assignments are due by specific dates every week, but you do not log in or "attend" class at any specific time; you access the course and complete your work at your convenience as long as you meet the due dates. 24 hours prior to the course start date, those registered receive course access information via email so they may begin work.

Occasionally the workshop facilitator may include a live session that does occur on a specific date and time via IdahoLive. If you are unable to attend the live session, it is recorded so you can view it at your convenience.

Privacy & Security

Privacy Policy

This privacy policy sets out how Idaho Digital Learning uses and protects any information that you give Idaho Digital Learning when you use the IdahoPD registration website.

Idaho Digital Learning is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement. Idaho Digital Learning may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are aware of any changes. This policy is effective starting August, 2009.

What We Do With Information We Gather

We require information we gather to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new training workshops or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customize the website according to your interests.

Controlling Your Personal Information

Idaho Digital Learning will not sell, distribute, share or lease your contact information or other personal information you provide to third parties unless we have your permission or are required by law. We may use your personal information to send you correspondence regarding transactions you have initiated or information you have requested, or promotional information regarding upcoming training events.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible at support@idahopd.org. We will promptly correct any information found to be incorrect.

Security

Idaho Digital Learning is committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.