



# Idaho Digital Learning Academy

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<http://www.idahodigitalllearning.org>

# Professional Development Registration Form

\*\*\*For Purchase Orders Only\*\*\*

Fax form to IDLA at (208) 342-1031 or mail to address at left.

## Instructions

- Please use this form for purchase orders only. Please use our website for credit card purchases.
- **Before submitting this form**, create an account on our registration website for the primary contact person, referred to as the "Primary Household Member". Go to <http://www.ssreg.com/idahopd/> and click "Register" at the top right of the screen.
- **Before submitting this form**, create an account *within* the Primary Household Member's account for each individual that will take a course, referred to as a "Household Member". You can download a form on our website to give to each individual to collect the information needed to create their accounts.
- Once you create your accounts and we receive this form, we will enroll the individuals into their courses and send an email confirmation to the Head of Household. An invoice is sent to the Head of Household *after courses begin*, within 15 business days following course drop deadlines.
- **Registration is first-come-first served.** If a course is full when we receive your form, individuals will be added to the waitlist and we will notify you by email. When you fill out this form, individuals with priority for enrollment should be listed at the top because any waitlisted individuals will come from the bottom. For example, if you request 10 seats and we only have 8 available, the last 2 individuals on your form would be waitlisted. Waitlisting may reduce the amount of your purchase order as you will not pay for those waitlisted unless a seat becomes available. If a seat becomes available, we will contact you to see if you still want to enroll the individual.
- **Course access information** including usernames and passwords will be sent to each individual enrollee's email account within 24 hours of the start of their course.
- At the completion of each course, IdahoPD will email **final grades** (pass/fail) to you within 3 weeks of the course end date.
- **For any questions** about Purchase Orders or assistance with registration, call IDLA at (208) 342-0207 and choose *Professional Development*.

## Organization, Company or Household Billing Information (Head of Household)

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First Last Middle

Address 1: \_\_\_\_\_ Address 2: \_\_\_\_\_  
City State ZIP Code

Primary Phone #: ( ) \_\_\_\_\_ Secondary Phone #: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Gender:  Male  Female

Affiliation or School District:  Parent/Guardian  SDE  School District: \_\_\_\_\_  
(please specify school district)

\*\*\*TO LIST COURSES AND ENROLLEES, SEE PAGE 2\*\*\*

## Authorized Signature

_____	Add "Total For This Page" from bottom of all pages together and write the "GRAND TOTAL" here.	= \$ _____
Purchase Order #		GRAND TOTAL
I agree to pay the Grand Total above and have read and agree to "Our Terms" as stated at <a href="http://www.ssreg.com/idahopd/">http://www.ssreg.com/idahopd/</a> .		
Authorized Signature: _____		Date: _____



## 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](mailto: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](mailto: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.