



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 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. There is a separate form for credit card purchases.
- **Before submitting this form**, you must create an account on our registration website for the primary contact person, referred to as the "Primary Household Member". To do this go to <http://www.ssreg.com/idahopd/> and click "Register" at the top right of the screen.
- **Before submitting this form**, you must also 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 5 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 before the start of their course.
- At the completion of each course, IdahoPD will email **final grades** (pass/fail) to you within 2 weeks of the course end date.
- **For any questions** about Purchase Orders or assistance with registration, call IDLA at (208) 342-0207 and ask for assistance with *Professional Development* registration.

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.	= \$ _____
<i>Purchase Order #</i>		<i>GRAND TOTAL</i>
<i>I agree to pay the Grand Total above and have read and agree to "Our Terms" as stated at http://www.ssreg.com/idahopd/.</i>		
Authorized Signature: _____	Date: _____	

Individual Enrollees (Household Members)

1)	Name:				
		<i>First</i>	<i>Last</i>	<i>Middle</i>	
					\$
	Course Code				Price
<hr style="border: 1px solid black;"/>					
2)	Name:				
		<i>First</i>	<i>Last</i>	<i>Middle</i>	
					\$
	Course Code				Price
<hr style="border: 1px solid black;"/>					
3)	Name:				
		<i>First</i>	<i>Last</i>	<i>Middle</i>	
					\$
	Course Code				Price
<hr style="border: 1px solid black;"/>					
4)	Name:				
		<i>First</i>	<i>Last</i>	<i>Middle</i>	
					\$
	Course Code				Price
<hr style="border: 1px solid black;"/>					
5)	Name:				
		<i>First</i>	<i>Last</i>	<i>Middle</i>	
					\$
	Course Code				Price
<hr style="border: 1px solid black;"/>					
6)	Name:				
		<i>First</i>	<i>Last</i>	<i>Middle</i>	
					\$
	Course Code				Price
<hr style="border: 1px solid black;"/>					
7)	Name:				
		<i>First</i>	<i>Last</i>	<i>Middle</i>	
					\$
	Course Code				Price
<hr style="border: 1px solid black;"/>					
8)	Name:				
		<i>First</i>	<i>Last</i>	<i>Middle</i>	
					\$
	Course Code				Price
<hr style="border: 1px solid black;"/>					
9)	Name:				
		<i>First</i>	<i>Last</i>	<i>Middle</i>	
					\$
	Course Code				Price
<hr style="border: 1px solid black;"/>					
10)	Name:				
		<i>First</i>	<i>Last</i>	<i>Middle</i>	
					\$
	Course Code				Price
<hr style="border: 1px solid black;"/>					

Total For This Page + \$ _____

Add "Total For This Page" from bottom of each page together & write "GRAND TOTAL" on page 1.

IDAHOPD POLICIES AND PROCEDURES

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

Withdrawals/Refunds

- If you registered by mail, fax or in-person, the \$5 processing fee is non-refundable.
- No refunds, including partial refunds, will be made after the deadlines indicated below.

Drop Deadlines

- **Online Webinars (free):** No drop necessary.
- **Online Webinars (all others):** **No refunds available**, regardless of date.

To receive a refund less the 10% drop fee, withdrawal requests must be received by IdahoPD as follows:

- **Online Workshops (non-facilitated):** IdahoPD must receive your Withdrawal Form within **5 business days** of your *registration date*.
 - For example, if you register on Sunday the 4th, request must be received by 5pm on Friday the 9th.
- **Online Workshops (facilitated), Blended and Face-to-Face:** IdahoPD must receive your Withdrawal Form within **8 business days** of the course *start date*.
 - For example, if a course begins on Monday the 12th, request must be received by 5pm on Wednesday the 21st.

Notes:

- For those who have applied for **Continuing Education Units** through our partner universities, the withdrawal/refund policy for those units and any associated fees is up to that individual university. You must contact that university for their policies and deadlines, and any refunds.
- Requests for refunds must be received in writing via email by the appropriate deadlines above.

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

Online Workshops and Blended Courses

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

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

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

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

Online Webinars

To participate in online webinars you need a computer with Internet connection, speakers and a telephone or microphone to participate in the audio portion of the webinar. Many find a headset is useful. Also, make sure you run the Setup Wizard to ensure your computer is setup properly to run the webinar: <http://67.202.210.70/wizard/wizard.html?wc=wms.conf>.

Locations

Online Workshops

Online Workshops are delivered online through Blackboard, IdahoPD's course management system.

Online Webinars

Online Webinars are delivered online through IdahoLive, IdahoPD's live virtual classroom.

Blended Workshops

Locations and time for the face-to-face portion of blended courses will vary by course, and will be clearly identified in the "Additional Information" section of the course description. Locations for the online portion will be listed in course descriptions, and will either be via Blackboard or IdahoLive as explained above in Online Workshops and Online Webinars.

Face-to-Face-Workshops

Locations for Face-to-Face workshops will vary and will be clearly identified in the "Additional Information" section of the course description.

Privacy & Security

Privacy Policy

This privacy policy sets out how Idaho Online Professional Development through Idaho Digital Learning Academy (IDLA) uses and protects any information that you give IDLA when you use the IdahoPD registration website.

IDLA 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.

IDLA 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

IDLA 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

IDLA 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.