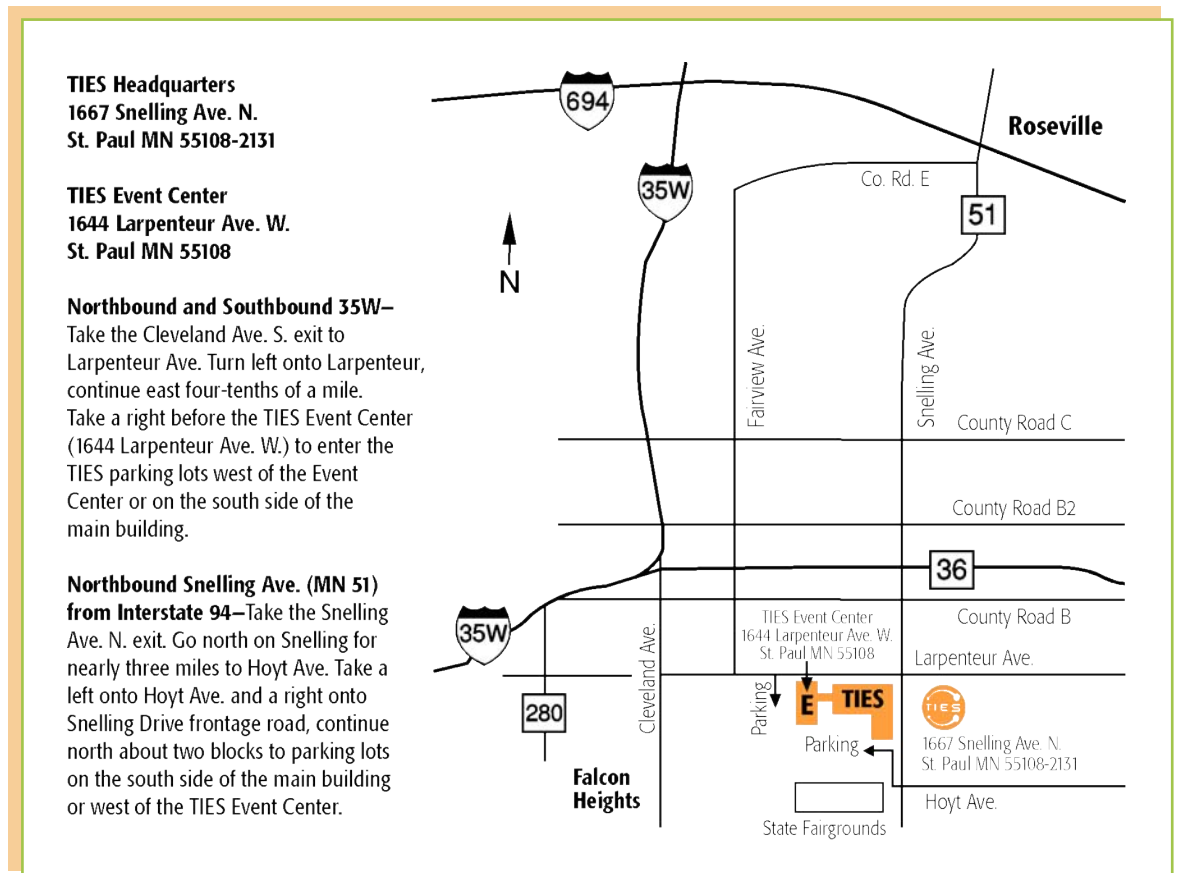


# REGISTRATION PROCEDURES

- 1. First time registering?**—To register for a class use the registration form on the back cover. Copy the form as needed. *You will receive an e-mail notice of your registration status. You may also call or e-mail to check the status of your registration if you haven't received your confirmation notice.* The e-mail confirmation notice includes a link to a map of our location. Participants registering for the first time will receive an email with their Keep Certified account information.
- 2. Registered before?**—Participants with KeepCertified accounts, may register online by logging in to [KeepCertified.ties.k12.mn.us](http://KeepCertified.ties.k12.mn.us) using the account information received with their first registration for a TIES workshop.
- 3. Fees**—*TIES member district staff and subscriber school members:* Most classes are available at no cost to TIES member districts and subscriber schools and are offered on a space-available basis in the order registrations are received. If there is a fee it is indicated as a member fee.  
—*Non-TIES members:* Fees for each class are listed with the description. Payment method must be indicated on each registration. Registrations without the payment method indicated will not be processed and will be returned.
- 4. Cancellation policy**—To cancel a confirmed registration for a class, please notify Mary Mehsikomer at 651-999-6510 or [mary.mehsikomer@ties.k12.mn.us](mailto:mary.mehsikomer@ties.k12.mn.us) **at least two weeks** before the scheduled class date. *A \$59 fee will be billed for any no-shows. Cancellations up to one day before can be made by logging in to your KeepCertified account, (see above).* Districts may substitute another participant for the registered person at any time.

Cancellation of TIES classes due to inclement weather will be posted on the TIES web site and announced on WCCO radio.



# TIES REGISTRATION

Please duplicate this form as needed. *Please print or type.* Phone registrations are not accepted.

## 1. CONTACT INFORMATION

Name \_\_\_\_\_

Position:  Secretarial/Clerical  Administrative  Teacher (K-6)  
 Media Specialist/Technical Support  Teacher (7-12)  Other \_\_\_\_\_

School \_\_\_\_\_ District # \_\_\_\_\_

Daytime phone \_\_\_\_\_ Home phone \_\_\_\_\_ Fax \_\_\_\_\_

Summer mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Your school district e-mail address (REQUIRED) \_\_\_\_\_

Secondary e-mail address (optional) \_\_\_\_\_

## 2. CHOOSE YOUR CLASSES AND PREFERRED TIMES

To find out which classes are \*open, check the online class database at <http://tinyurl.com/tiesworkshops>

SESSION TITLE #1: \_\_\_\_\_

	SESSION NUMBER	DATE	TIME	FEE
1st choice:				
2nd choice:				

SESSION TITLE #2: \_\_\_\_\_

	SESSION NUMBER	DATE	TIME	FEE
1st choice:				
2nd choice:				

## 3. METHODS OF PAYMENT

### TIES Member Districts

Follow your district registration procedure to submit this form.

**Signature/code (if needed by district) authorizing your attendance:**

\_\_\_\_\_ / \_\_\_\_\_

### Payment Method

Total amount: \$ \_\_\_\_\_

Please indicate method of payment.

- Check (*payable to TIES and send with registration*)
- Purchase order (*fax or send with registration*)
- Credit card\*

\* Payment by credit card can only be made in person

### How to register online—see page 7, number 2

Please fax your registration to TIES at 651-999-6598 unless the payment method is by check, in which case it should be mailed to TIES. (If you fax your registration, please **do not mail** a copy to TIES.) **Registrations without an authorizing signature or method of payment will be returned.**

### Class registration

#### TIESed Department

1667 Snelling Ave. N., St. Paul MN 55108-2131

Fax: 651-999-6598 • [www.ties.k12.mn.us](http://www.ties.k12.mn.us)

Registration information: 651-999-6510 or [mary.mehsikomer@ties.k12.mn.us](mailto:mary.mehsikomer@ties.k12.mn.us)

\* When registering for a full class, your name will be placed on a waiting list and you will be contacted if an opening becomes available.