

**Pre-Registration & Payment is required 14 days in advance of training
Bring your own lunch**

Fee Structure for 2011/2012: Caseload (you have a Francis Institute Coach) \$10 per person/per class
 Non-Caseload/Community \$30 per person/per class

ALL REQUIRED SPACES MUST BE FILLED TO BE ENROLLED

Please print or type clearly all **REQUIRED** information. Incomplete forms will not be processed.

Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year: 2011/2012		Date:
MCC Student ID or SSN: (Required)	Birthdate: (Required)	Email Address:
First Name: (Required)	Middle Initial:	Last Name: (Required)
Maiden Name:	Current Street Address: (Required)	
Phone Number: (Required)	City, State & Zip Code: (Required)	
Professional Development Coach:	Place of Employment:	
Business Or Work Phone:	Business Address: City, State, Zip	

**Individuals may enroll in and pay for all sessions listed below
 Agencies paying for employees may only pay for ONE month at a time.
 Agencies must submit a completed form for each individual for each session.
 There are NO substitutions of people for sessions and NO refunds or credit for not attending
 If you do not register in advance you will not be enrolled or be listed on the sign in sheet.**

Check session	Title	Time		Day/Room
		Start	End	
	Sept 10: "Diversity: Embrace Your Strength"	9:00 am	3:00 pm	Sat EC06/07
	Sept 10: "Guiding Children & Managing Behavior"	9:00 am	3:00 pm	Sat EC019
	Nov 12: "Completing the CDA Resource File"	9:00 am	3:00 pm	Sat EC06/07
	Nov 12: "Lesson Planning Made Easy!"	9:00 am	3:00 pm	Sat EC019

THINGS TO REMEMBER

- **There is no child care available.** Please make the appropriate arrangements ahead of time. If you bring children, you will be asked to leave. No exceptions to college policy.
- Please park in the parking garage located at 3200 Broadway or the "B" parking lot at 33rd St. & Southwest Trafficway. Allow 5-10 minutes to walk to the Education Center through the Campus Center Bldg to level "0" down the EC/ST/FI Hallway to the right. **DO NOT park at the Francis Institute Bldg.** No one will be there to let you in.
- Registration and continental breakfast is from 8:15 am-8:55 am. Coffee and ice water provided.
- **Bring your own lunch.** The cafeteria is not open but soda vending machines are available.
- Training begins promptly at 9:00 a.m., doors are locked; for the benefit of all students there is no admittance after 9:00 a.m.
- Mail completed forms to the Francis Institute, 3201 Southwest Trafficway, Kansas City, MO 64111 Attn: Paula Puszczewicz. Please make checks payable to MCC Penn Valley.