

CSRA RESA Professional Learning Department Policies

Registration Policy

Registration for courses and workshops may be received by using the on-line registration tool located at www.csraresa.org. Participants **MUST** follow local system registration approval procedures. Endorsement Programs require additional forms and approval at the school and district level. Participants not employed by a Georgia RESA school system will be charged an additional \$25.00 per SDU. CSRA RESA member systems will have registration priority. Private and parochial schools are not members of a RESA and are therefore required to pay the additional fee. In the case of substitute trainings, participants may register for any training session CSRA RESA conducts in any member system (even if they desire employment from another system). Attendees will be responsible for obtaining the one-hour of local system policy training. Participants register for substitute trainings by calling the system hosting the workshop so that training materials can be reproduced.

Payment Policy

Registration payments can be made by systems, schools or by participants. Systems and schools may pay at the time of registration or may request to be invoiced. Participants must pay by the first day of class. All “no shows” will be invoiced for payment in full except in the case of an emergency.

Cancellation Policy

Cancellations must be received a week prior to class to receive a refund except in the case of an emergency. Systems and/or participants will be invoiced for “no shows”.

Absentee Policy

Participants are required to attend all scheduled dates of a course or workshop. Exceptions may be made for emergency situations, however, approval is required from the instructor and the professional learning coordinator and no more than 10% of the class may be missed. Individuals who have excused absences are required to complete all make-up work to be awarded PLU credit.