

Oconee RESA Professional Learning Policies

REGISTRATION POLICY

1. Registration for courses and workshops may be received by completing the Oconee RESA Registration/Prior Approval form.
2. The *System Professional Learning Coordinator* must grant prior approval for all registrations for training sessions, workshops and courses.
3. Registrations and payment must be received in the Oconee RESA office by the registration deadline unless prior approval has been granted.
4. Endorsements programs require additional forms and must also be approved at the school and system level. Participants not employed by the Oconee RESA school system will be charged outside service area fees.
5. Oconee RESA member systems will have registration priority. Private schools are not members of a RESA and are required to pay outside service area fees.
6. Participant in a minimum of 10 clock hours of instructional activities will receive 1 PLU as verified by attendance records.
7. Recommendation for professional learning credit will be awarded by the instructor upon satisfactory completion of the required number of contact hours and on the job assessment or mastery verification.

PAYMENT POLICY

1. Registration payment can be made by system, school or participant.
2. System and schools must pay at the time of registration or may request to be invoiced.
3. All fees must be paid by the first day of class.
4. A \$20 late registration fee will be assessed when paperwork is received after the registration deadline.
5. A \$30 fee will be assessed on all returned checks.

CANCELLATION POLICY

1. No refund will be issued unless the training session, workshop or course has been cancelled.

ABSENTEE POLICY

1. Participants are required to attend all scheduled sessions for the entire class period. Exceptions may be made for emergency situations. Approval is required by the instructor.