

SWAEC Workshop Guidelines:

Registration:

Each participant must register for workshops via ESC Works. If a participant does not have an account, please contact SWAEC at 870-777-3076 and ask Terry Burgess for assistance in setting up an account.

The locations of workshops vary. Please check the description carefully for the workshop site.

Some workshops may require specific supplies or materials. These are listed in the description.

Fees and Billing:

Participants employed by SWAEC member schools participating in the Professional Development Consortium have no registration fee unless otherwise stated in the description.

Participants not in the SWAEC Professional Development Consortium will be responsible for the registration fee listed on the workshop registration page.

PROFESSIONAL DEVELOPMENT CREDIT WILL NOT BE AWARDED UNTIL THIS FEE IS PAID.

In case of emergencies or cancellations made by the participant in ESC Works, all fees will be refunded. **PARTICIPANTS WHO REGISTER FOR TRAINING AND DO NOT ATTEND MUST CANCEL 24 HOURS IN ADVANCE IN ORDER TO AVOID A MINIMUM CHARGE OF \$7.50**

If payment is received via check and the check is refused by the bank, the individual will be responsible for the original cost of registration as well as all other costs associated with the returned check. No credit will be issued until the account is settled.

Cancellation of Workshops:

SWAEC reserves the right to cancel a workshop due to lack of participants registered or other conflicts. Please check the website and your email periodically for updates. Also, please make sure your email and other contact information in ESC Works are correct so you may be notified if the need arises.

PLEASE REMEMBER: If Hope Public Schools and/or UACCH are closed due to inclement weather, the Co-op will be closed.