

ELSA Net Training Initiative Policies

Certificate Programs:

Program Offerings and Eligibility Requirements

- Two Certificate Programs are being offered – Themes are ‘Classroom Assessment’ and ‘Inclusive Classrooms for Learning Disabilities’. These programs will include 3 full day module sessions, each to be offered once throughout the year.
- Participants should therefore be aware that on signing up for the program, they are committing to three days of training (all dates will be provided prior to initial registration).
- If an individual participant successfully completes all three modules in the certificate program, they will automatically receive an ELSA Net administered ‘Certificate of Participation’.
- A ‘Classroom Assessment Specialization Certificate’ (Level 1) option will be offered for the assessment program only, and at no additional cost. Participants choosing the specialization certificate option would be required to complete an evaluated on-line and practical component.
- Those signing up for all three modules will be given preferential seating. Availability of space will be provided to those wanting to attend specific modules (specific days) within a program training only if there are seats available.
- Initial registration and priority seating will be given to staff of ELSA programs (including blended 1/3 staff). Remaining seating will be open to external candidates and is not limited to ELSA member organizations. (Exception: Due to the nature of the program and required test security, the Classroom Assessment Certificate Program is limited to ELSA participants. Please note that we recommend this course for teachers instructing ELSA levels 3 to 5.)

Registration / Payment Policy

- Registration Forms will be distributed to ELSA coordinators at minimum four weeks in advance of an event. Form can be emailed to eventcoordinator@elsanet.org OR faxed to (604)639-8116
- Participants that sign up for the full 3 module program will have preferential seating and be given an overall discount of \$30, but it must be the same individual attending all 3 modules.
- Registrants will be requested to indicate whether they are taking the Participation Certificate or the Specialization Certificate (only available for the Classroom Assessment program).
- Upon receipt of your registration request, an invoice will be forwarded to your school administrator and a hold will be placed on the seat. Payment is due within 3 weeks on receipt of invoices, and at that point the seat is confirmed. Early registration is recommended as numbers are capped and the certificate programs will only be offered once per school year.
- Payment is due in advance and is limited to cheque, payable to ELSA Net at #200-5050 Kingsway, Burnaby, BC V5H 4H2. Registration and payment will not be accepted on site.
- If a registered participant is unable to attend the event, we require 10 business days notice in advance of the event to ensure a refund (there will be a \$20 processing fee applied). At any point after this, the amount is transferable (to another participant) but not refundable.