



REGISTRATION FORM DUE July 1, 2014

Missouri New Counselor Institute

July 13-16, 2014

Hilton Garden Inn, Columbia MO

Mail or Fax completed Registration Form

DESE • Loree Curtman • 5th Floor •

205 Jefferson St. • Jefferson City, MO 65102

(Fax) 573-526-7861

\*\*After July 1 registration will be subject to availability.

PERSONAL CONTACT INFORMATION

Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Email Address: \_\_\_\_\_

SCHOOL INFORMATION

School Name (Where Registrant will be working): \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_

Grade Level: (Check all that apply)  Elementary  Secondary (Grades 9-12)

Middle School  K-12  Area Career Center

GENERAL INFORMATION

Has the registrant previously taught in a classroom setting?  Yes  No

If Yes:  Full-Time  Part-time \_\_\_\_\_ # of Years Previous Teaching Experience

Grade Level: (Check all that apply)  Elementary  Secondary (Grades 9-12)

Middle School  K-12  Area Career Center

Type of School:  Public  Nonpublic  Charter  Other \_\_\_\_\_

Subject Areas \_\_\_\_\_

Has the registrant previously served as a school counselor?  Yes  No

Grade Level: (Check all that apply)  Elementary  Secondary (Grades 9-12)

Middle School  K-12  Area Career Center

Does the registrant possess a current Missouri Teaching Certificate?  Yes  No

If yes, indicate the type: \_\_\_\_\_

If no, please review Educator Certification: <http://dese.mo.gov/eq/cert/StudentServices.html>

Special Dietary Needs: \_\_\_\_\_

I understand that a \$25.00 nonrefundable registration fee is required with each application.

My signature below indicates I am committed to attend and complete the New Counselor Institute.

Signature of Registrant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administrator \_\_\_\_\_ Date: \_\_\_\_\_

Administrator email address: \_\_\_\_\_

Administrator work number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by person with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator - Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov)

**Hotel Information:**

Hilton Garden Inn  
3300 Vandiver Drive  
Columbia, MO 65202  
(573) 814-5464

<http://hiltongardeninn3.hilton.com/en/hotels/missouri/hilton-garden-inn-columbia-COUMHGI/index.html>.

Directions: I-70 to Hwy 63 North and take a right to Vandiver Drive exit. Hotel will be on left.

- **Participants must make their own hotel reservations.** The room rate is \$86.32 for guest rooms with one bed; \$102.96 for two beds per night. This rate includes all applicable taxes and service charges.
- New Counselor Institute will reimburse participants for **half of the basic hotel room cost** for each night (\$43.16) up to three nights for participants who live more than 50 miles from Columbia.
- Participants are responsible for incidental and other hotel charges.
- All rooms are designated as Non-Smoking.
- A receipt with a \$0 balance must be submitted to DESE for reimbursement.
- DESE will not reimburse participants for hotel costs if they do not participate in each day of training.
- It is the responsibility of participants or their school district to cancel hotel reservations.

**NCI Payment/Reimbursement Policy:**

- A \$25.00 nonrefundable registration fee is required for NCI 2014.
- Applications will not be processed without this fee.
- Checks should be made to Treasurer, State of Missouri.
- No on site registrations will be accepted.
- School districts that pre-pay or direct bill a participant's hotel expenses will be reimbursed after submitting appropriate reimbursement forms and receipts to DESE.
- **NO REIMBURSEMENT FORMS WILL BE ACCEPTED AFTER SEPTEMBER 14, 2014.**

**NCI Cancellation Policy:**

Participants or schools wishing to cancel must notify DESE no later than July 1, 2014.

**NCI Registration Includes:**

- ✓ All materials and supplies
  - ✓ Dinner on Sunday; breakfast and lunch on Monday, Tuesday, and Wednesday
  - ✓ Expert speakers and trainers
  - ✓ Expert counselor leaders to assist each participant
- Note: Dinner Monday, Tuesday, and Wednesday is at the expense of the participant.