



REGISTRATION FORM DUE JULY 1, 2014

Missouri New Teacher Institute
July 27-30, 2014

Hilton Garden Inn, Columbia MO
Mail or Fax completed Registration Form
DESE • NTI • Loree Curtman 5th Floor •
205 Jefferson St. • Jefferson City, MO 65102
(Fax) 573-526-4261

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

PERSONAL CONTACT INFORMATION

Name:
Home Mailing Address:
City: State: Zip: Home Phone:
Cell Phone: Preferred Email Address:

SCHOOL INFORMATION

School Name (Where registrant will teach):
School Mailing Address:
City: State: Zip: School Phone:
School Fax: Subject the Registrant Will Teach:
Grade Level: (Check all that apply)
Secondary (Grades 9-12 or Area Career Center)
Adult (Area Career Center or Apprenticeship)
Postsecondary (Community College/Technical College)

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)
Secondary (Grades 9-12 or Area Career Center)
Adult (Area Career Center or Apprenticeship)
Postsecondary (Community College/Technical College)
Type of School: Public Nonpublic Charter Other
Subject area
Does the registrant possess a Missouri Teacher's Certificate? Yes No
If Yes, indicate the type and in what areas:
If No, please review the Application for Missouri Career Educator Certification which can be found at
http://dese.mo.gov/eq/cert/CareerEdTeachers.html

Special Dietary Needs:

I understand that a \$25.00 nonrefundable registration fee is required with each application. Applications will not be processed without this fee. Checks should be made to Treasurer, State of Missouri. No on site registrations will be accepted.

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

Signature of Registrant Date

Signature of Administrator (Area Career Center Director/Community College Dean/Administrator) Date

Administrator email address:

Administrator work number: Summer 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

Hotel Information:

NTI 2014 will take place at the Hilton Garden Inn, 3300 Vandiver Dr., Columbia, MO 65202. The hotel phone number is (573) 814-5464 <http://hiltongardeninn3.hilton.com/en/hotels/missouri/hilton-garden-inn-columbia-COUMHGI/index.html> . The Hilton Garden Inn is conveniently located off Highway 63 North at the Vandiver Dr. exit.

Directions From St. Louis to:

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

Directions From Kansas City:

Take I-70 East to Hwy 63 North and take a left 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 Teacher 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.
- Incidental and other hotel charges are the responsibility of the participant.
- Please note that 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.
- Due to agency accounting procedures, **NO REIMBURSEMENT FORMS WILL BE ACCEPTED AFTER SEPTEMBER 30, 2014.**
- Participants are responsible for notifying the hotel in the event they must cancel their room reservation.

School districts wishing to pre-pay or direct bill a participant's hotel expenses will be reimbursed after submitting appropriate reimbursement forms and receipts to DESE.

NTI Cancellation Policy:

A \$25.00 nonrefundable registration fee is required for NTI 2014. Participants or schools wishing to cancel must notify DESE no later than July 1, 2014. Otherwise, the agency will not be able to adjust meal counts and will be required to pay meal charges in excess of \$100.00 for any participant that does not attend. **It is the responsibility of participants or their school district to cancel hotel reservations.**

Included in the NTI registration:

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

College Credit:

Participants will have an opportunity to take NTI for college credit from the University of Central Missouri. Tuition is not included in NTI; participants are responsible for all tuition fees. Information about credit will be provided during NTI.