Missouri New Counselor Institute (NCI)
July 12-15, 2015
Capitol Plaza Hotel, Jefferson City, MO

Mail or Fax completed Registration Form
Department of Elementary and Secondary Education
Office of College and Career Readiness/NCI
P.O. Box 480 • 205 Jefferson St. • Jefferson City, MO 65102-0480
(Phone) 573-751-4383 (Fax) 573-526-7861

REGISTRATION FORM DUE July 1, 2015

PERSONAL CONTACT INFORMATION

Name: _____

Home Mailing Address: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Cell Phone: _____ Preferred Email Address: _____

SCHOOL INFORMATION

School Name (Where Registrant will be working): _____

School Mailing Address: _____

City: _____ State: _____ Zip: _____

School Phone: _____ School Fax: _____

Grade Level of Current Position: ☐ K-6** ☐ Secondary (*Grades 7-12)*

☐ Middle School (6-8) ☐ K-12 ☐ Area Career Center

GENERAL INFORMATION

Type of Counseling Certification:

☐ Temporary Authorization Certification ☐ Provisional Certification with Job Secured

☐ Initial Certification ☐ Other _____

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

If yes, indicate grade level: _____

Does the registrant possess a current Missouri Educator Certificate? ☐ Yes ☐ No

If yes, indicate the type: _____

If no, please review *Educator Certification:* http://dese.mo.gov/educator-quality/certification

Does the registrant have prior teaching experience? ☐ Yes ☐ No

If yes, indicate grade level/subject and years: _____

Special Dietary Needs: _____

I understand that a $25.00 nonrefundable registration fee is required with each application. Additional $200.00 registration fee for K-6 only is required, and will be refundable if notified of cancellation by July 1.

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; email civilrights@dese.mo.gov

Hotel Information:

NCI 2015 will take place at Capitol Plaza Hotel and Convention Center, 415 West McCarty Street, Jefferson City, MO 65101. The hotel phone number is 573-635-1234.

- **Participants are responsible for hotel and travel expenses.**
- Participants must make their own hotel reservations. The NCI room rate is $82.39 which includes all applicable taxes and service charges.

NCI Payment Policy:

- A $25.00 **nonrefundable** registration fee is required for **ALL** participants.
- **An **additional $200.00** registration fee is required for anyone serving K-6 or any combination of those grades, due to a restriction in Perkins funding. (Serving grades 7-12 NO additional registration).
- Applications will not be processed without this fee.
- Checks should be made payable to Treasurer, State of Missouri.
- No on-site registrations will be accepted.

NCI Registration Includes:

- ✓ The program and all materials and supplies
- ✓ Expert speakers and trainers
- ✓ Expert counselor leaders to assist each participant
- ✓ Dinner on Sunday; breakfast and lunch on Monday, Tuesday, and Wednesday
  Note: Dinner on Monday, Tuesday, and Wednesday are "on your own".

NCI Cancellation Policy:

A $25.00 nonrefundable registration fee is required for NCI 2015. Participants or schools wishing to cancel must notify Department of Elementary and Secondary Education no later than July 1, 2015. 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.**