

**Missouri New Counselor Institute (NCI)**  
**July 17-20, 2016**  
**Capitol Plaza Hotel, Jefferson City, MO**

**REGISTRATION FORM DUE: July 1, 2016**

**Hotel Information:**

[Capitol Plaza Hotel and Convention Center](#)

415 West McCarty Street, Jefferson City, MO 65101

- **Participants are responsible for hotel and travel expenses.**
- NCI room rate of \$86.51 includes taxes and service charges  
(Must provide district tax exempt letter to avoid state sales tax.)
- Participants must personally make hotel reservations. 573-635-1234

**NCI Payment Policy:**

- A \$25.00 **nonrefundable** registration fee is required for **ALL** participants.
- An **additional \$200.00** registration fee is required for those serving any combination of grades K-6, due to restrictions in Perkins funding. (\$225 total)
- Serving any combination of grades 7-12 does **not** require the additional registration fee (\$25 total).
- 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:**

- ✓ Program materials and supplies
- ✓ Expert presenters and trainers
- ✓ Experienced school counselor table leaders to assist each participants
- ✓ 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:**

The \$25.00 nonrefundable registration fee is required for NCI 2016. Participants or schools wishing to cancel must notify Tom Schlimpert at the Department of Elementary and Secondary Education no later than July 1, 2016. Otherwise, the Department will not be able to adjust meal counts and will be required to pay all meal charges for any participant that does not attend. **It is the responsibility of participants or their school district to cancel hotel reservations.**

Tom Schlimpert  
Assistant Director, School Counseling  
[tom.schlimpert@dese.mo.gov](mailto:tom.schlimpert@dese.mo.gov)  
573-751-6875

Lore'e Curtman  
Accounting Specialist  
[Loree.curtman@dese.mo.gov](mailto:Loree.curtman@dese.mo.gov)  
573-7514383