

# What You Need to Know and Do

## REGISTRATION

(1) Complete PD Registration form, available online at:  
<http://www.coorisd.k12.mi.us/ge/pd-info.html> -or- provide the following information:

\*name \*district/building \*phone \*grade/subject \*email address \*course selection

(2) Fax or email completed form or information to Becky Socia at COOR ISD:  
email: [sociar@coorisd.k12.mi.us](mailto:sociar@coorisd.k12.mi.us)  
fax: (989) 275-5881

## SB-CEUs

- Fulfill attendance requirements as indicated below
- Must complete all program requirements as requested by instructor.
- Complete Participant Verification Form at end of session. Be sure to print clearly and sign your name.
- Register on Secure Central Registry system (once) and complete online evaluation.

## MADONNA CREDIT

- Must be registered with Madonna. \$150/credit hour
- Must adhere to all program requirements of Madonna and course instructor
- Fulfill attendance requirements as indicated below
- Madonna requirements, registration information and documents available on Madonna website at [www.madonna.edu/pages/EDUPDP.cfm](http://www.madonna.edu/pages/EDUPDP.cfm)

## COOR Prof. Dev. Madonna Course Offerings:

Series I - Comprehension Reading Comprehension, EDU 5850.78

Series II - Mission Possible Literacy Strategies, EDU 6910.71

Elementary Roundtables - Educational Methods and Practices, EDU 5861.29

## ATTENDANCE

Attendance will be strictly monitored. Participants must:

- Personally sign-in and sign-out at each session
- Must attend each session from beginning to end (may not arrive late or leave early)

## CLASS CANCELLATIONS

In the event of class cancellations all attempts will be made to notify registered participants by (1) email (2) phone (3) building announcements (4) door posting. If weather is questionable, check messages before attending. Contact Becky Socia by email to update contact information.