

TIES Training Center

Professional Development Classes

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MARCH – JUNE 2017



CREATIVE APPLICATIONS

Adobe InDesign CS6 Introduction
Fee: \$199 Non-TIES Member
Platform: Mac/Windows
5531W17A 5/10/2017 8:30 AM – 3:30 PM

Adobe Photoshop CS6 Introduction
Fee: \$199 Non-TIES Member
Platform: Mac/Windows
6581W17A 5/3/2017 8:30 AM – 3:30 PM

Adobe Intermediate Coaching
Fee: \$99 Non-TIES Member
Platform: Mac/Windows
5537W17A 5/16/2017 8:30 – 11:30 AM
5537W17B 5/16/2017 12:30 – 3:30 PM

Classroom Video Production with Chrome **NEW**
Fee: \$99 Non-TIES Member
Platform: Chrome
7000W17A 3/9/2017 8:30 – 11:30 AM

Classroom Video Production with Chrome +3 Coaching **NEW**
Fee: \$99 Non-TIES Member
Platform: Chrome
7001W17A 3/9/2017 12:30 – 3:30 PM

Creating with Adobe Spark **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
7025W17A 3/29/2017 8:30 – 11:30 AM

Creating with Adobe Spark +3 Coaching **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
7026W17A 3/29/2017 12:30 – 3:30 PM

Minecraft Introduction
Fee: \$99 Non-TIES Member
Platform: Mac/Windows
6350W17A 4/11/2017 8:30 – 11:30 AM

Minecraft Classroom Applications
Fee: \$99 Non-TIES Member
Platform: Mac/Windows
6360W17A 4/11/2017 12:30 – 3:30 PM

Minecraft Education Edition Introduction **NEW**
Fee: \$99 Non-TIES Member
Platform: Mac/Windows
6370W17A 6/27/2017 8:30 – 11:30 AM

Minecraft Education Edition Introduction +3 Coaching **NEW**
Fee: \$99 Non-TIES Member
Platform: Mac/Windows
6380W17 6/27/2017 12:30 – 3:30 PM

Scratch Introduction
Fee: \$99 Non-TIES Member
Platform: Web Based
6175W17A 4/27/2017 8:30 – 11:30 AM

Scratch Introduction +3 Coaching
Fee: \$99 Non-TIES Member
Platform: Web Based
6176W17A 4/27/2017 12:30 – 3:30 PM

CURRICULUM INTEGRATION RESOURCES

BreakoutEDU—Participate and Create! **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
6500W17A 3/14/2017 8:30 – 11:30 AM

Creating and Scoring Digital Portfolios with Google Tools **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
7019W17A 4/20/2017 8:30 – 11:30 AM

Creativity through Makerspaces
Fee: \$99 Non-TIES Member
Platform: Web Based
6135W17A 4/19/2017 8:30 – 11:30 AM
6135W17B 5/17/2017 8:30 – 11:30 AM
6135W17C 6/21/2017 8:30 – 11:30 AM

Customize Your Curriculum Using Google Slides and Other Tools to Create eBooks **NEW**
ISTE-T: 2a, 2b, 2c, 2d
Fee: \$99 Non-TIES Member
Platform: Web Based
7005W17A 6/22/2017 8:30 – 11:30 AM

Customize Your Curriculum Using Google Slides and Other Tools to Create eBooks +3 Coaching **NEW**
ISTE-T: 2a, 2b, 2c, 2d
Fee: \$99 Non-TIES Member
Platform: Web Based
7006W17A 6/22/2017 12:30 – 3:30 PM

Digital Citizenship
Fee: \$99 Non-TIES Member
Platform: Web Based
6001W17A 3/22/2017 8:30 – 11:30 AM

Formative and Summative Assessment in Your Digital Classroom **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
7017W17A 6/27/2017 8:30 – 11:30 AM

Game that Lesson Plan **NEW**
Fee: \$99 Non-TIES Member
Platform: BYOD
7010W17A 4/27/2017 8:30 – 11:30 AM

Going Beyond the TED Talk—Using TED and TED-Ed in the Classroom **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
6181W17A 4/19/2017 8:30 – 11:30 AM

Using Digital Tools to Create a Student Centered, Challenge Based Classroom **NEW**
Fee: \$99 Non-TIES Member
Platform: BYOD
7015W17A 5/11/2017 8:30 – 11:30 AM

Using Digital Tools to Create a Student Centered, Challenge Based Classroom +3 Coaching
Fee: \$99 Non-TIES Member
Platform: BYOD
7016W17A 5/11/2017 12:30 – 3:30 PM

Visual Literacy—What is it? How do We Teach it to Increase Student Understanding? **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
7007W17A 6/20/2017 8:30 – 11:30 AM

GOOGLE

Chrome Smashing
Fee: \$99 Non-TIES Member
Platform: Chrome
6058W17A 4/13/2017 8:30 – 11:30 AM

Creating Hyperdocs **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
3577W17A 3/14/2017 8:30 – 11:30 AM
3577W17B 3/28/2017 8:30 – 11:30 AM
3577W17C 6/28/2017 8:30 – 11:30 AM

Creating Hyperdocs +3 Coaching **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
3578W17A 3/14/2017 12:30 – 3:30 PM
3578W17B 3/28/2017 12:30 – 3:30 PM
3578W17C 6/28/2017 12:30 – 3:30 PM

Customize Your Curriculum Using Google Slides and Other Tools to Create eBooks **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
7005W17A 6/22/2017 8:30 – 11:30 AM

Flip, Personalize, Differentiate Your Class with Google Classroom **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
6065W17A 6/29/2017 8:30 – 11:30 AM

Flip, Personalize, Differentiate Your Class with Google Classroom +3 Coaching
Fee: \$99 Non-TIES Member
Platform: Web Based
6066W17A 6/29/2017 12:30 – 3:30 PM

Google Classroom Introduction
Fee: \$99 Non-TIES Member
Platform: Chrome
6060W17A 4/19/2017 8:30 – 11:30 AM

Google Classroom Assessments **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
6062W17A 5/4/2017 12:30 – 3:30 PM

Google Classroom Quest **NEW**
Fee: \$99 Non-TIES Member
Platform: Chrome
7012W17A 5/9/2017 8:30 – 11:30 AM

Google Draw **NEW**
Fee: \$99 Non-TIES Member
Platform: Web Based
3579W17A 3/23/2017 8:30 – 11:30 AM
3579W17B 5/23/2017 8:30 – 11:30 AM

Google continued from page 2...

Google Draw +3 Coaching
Fee: \$99 Non-TIES Member
Platform: Web Based
3589W17A 5/23/2017 12:30 – 3:30 PM

Google Drive Introduction
Fee: \$99 Non-TIES Member
Platform: Web Based
6052W17A 3/23/2017 8:30 – 11:30 AM
6052W17B 6/8/2017 8:30 – 11:30 AM

Google Drive Introduction +3 Coaching
Fee: \$99 Non-TIES Member
Platform: Web Based
6055W17A 3/23/2017 12:30 – 3:30 PM
6055W17B 6/8/2017 12:30 – 3:30 PM

Google Drive—Practical Classroom Applications
Fee: \$199 Non-TIES Member
Platform: Web Based
6053W17A 3/7/2017 8:30 – 11:30 AM

Google Earth NEW
Fee: \$99 Non-TIES Member
Platform: Web Based
3580W17A 4/5/2017 8:30 – 11:30 AM
3580W17B 6/22/2017 8:30 – 11:30 AM

Google for School Support Staff
Fee: \$99 Non-TIES Member
Platform: Web Based
6070W17A 3/16/2017 8:30 – 11:30 AM
6070W17B 4/25/2017 8:30 – 11:30 AM
6070W17C 4/25/2017 12:30 – 3:30 PM
6070W17D 5/24/2017 8:30 – 11:30 AM

The Chromebook Classroom—
Maximize Teaching and Learning
Fee: \$99 Non-TIES Member
Platform: Chrome
6056W17A 5/10/2017 8:30 – 11:30 AM

The Chromebook Classroom—
Maximize Teaching and Learning +3 Coaching
Fee: \$99 Non-TIES Member
Platform: BYOD
6057W17A 5/10/2017 12:30 – 3:30 PM

JOIN THE WAITING LIST...
When registering for a full workshop your name will be placed on a waiting list and you will be contacted if an opening becomes available or another section of this workshop is added.

Spring 2017 Classes...
Updated class schedule to follow this publication or check classes offered on our web site link at...
<http://tinyurl.com/hnczgps>

Need more customized training?
Try TIES Personalized Coaching.
For more details see page 5.

INTERACTIVE WHITEBOARD TECHNOLOGIES

SMART Board Notebook Introduction
Fee: \$99 Non-TIES Member
Platform: Mac/Windows
5900W17A 4/13/2017 8:30 – 11:30 AM
5900W17B 6/16/2017 8:30 – 11:30 AM

SMART Board Notebook Introduction +3 Coaching
Fee: \$99 Non-TIES Member
Platform: Mac/Windows
5901W17A 4/13/2017 12:30 – 3:30 PM
5901W17B 6/16/2017 12:30 – 3:30 PM

SMART Board Interactives
Fee: \$99 Non-TIES Member
Platform: Web Based
5911W17A 4/25/2017 8:30 – 11:30 AM
5911W17B 6/29/2017 8:30 – 11:30 AM

IOS

Building a Writer's Workshop with iPad
Fee: \$99 Non-TIES Member
Platform: iOS
6134W17A 4/4/2017 8:30 – 11:30 AM

Building a Writer's Workshop with iPad +3 Coaching
Fee: \$99 Non-TIES Member
Platform: iOS
6133W17A 4/4/2017 12:30 – 3:30 PM

Creating with iMovie on the iPad
Fee: \$99 Non-TIES Member
Platform: iOS
6117W17A 3/14/2017 8:30 – 11:30 AM

Creating with iMovie +3 Coaching
Fee: \$99 Non-TIES Member
Platform: iOS
6182W17A 3/14/2017 12:30 – 3:30 PM

ONLINE COLLABORATION TOOLS

Schoology Basics
Fee: \$99 Non-TIES Member
Platform: Web Based
1063W17A 3/16/2017 8:30 – 11:30 AM

Schoology Basics +3 Coaching
Fee: \$99 Non-TIES Member
Platform: Web Based
1064W17A 3/16/2017 12:30 – 3:30 PM

Schoology Next Steps
Fee: \$99 Non-TIES Member
Platform: Web Based
1065W17A 4/25/2017 8:30 – 11:30 AM

Using Social Media in your Classroom NEW
Fee: \$99 Non-TIES Member
Platform: Web Based
4500W17A 5/11/2017 8:30 – 11:30 AM

Using Social Media in your Classroom +3 Coaching
Fee: \$99 Non-TIES Member
Platform: Web Based
4505W17A 5/11/2017 12:30 – 3:30 PM

PRODUCTIVITY

Access 2010 for Windows Introduction
Fee: \$199 Non-TIES Member
Platform: Windows
2507W17A 4/20/2017 8:30 AM – 3:30 PM

Access 2010 for Windows Queries and Reports
Fee: \$199 Non-TIES Member
Platform: Windows
2560W17A 5/2/2017 8:30 AM – 3:30 PM

Excel 2013 for Windows Introduction
Fee: \$199 Non-TIES Member
Platform: Windows
3215W17A 3/28/2017 8:30 AM – 3:30 PM
3215W17B 4/26/2017 8:30 AM – 3:30 PM

Excel 2013 for Windows Intermediate
Fee: \$199 Non-TIES Member
Platform: Windows
3233W17A 4/12/2017 8:30 AM – 3:30 PM
3233W17B 5/3/2017 8:30 AM – 3:30 PM

Excel 2013—Introduction to Pivot Tables and Other Database Features
Fee: \$199 Non-TIES Member
Platform: Windows
3252W17A 5/10/2017 8:30 AM – 3:30 PM

Spreadsheets in Google Sheets—
Not Just for Accountants Anymore
Fee: \$99 Non-TIES Member
Platform: Web Based
6025W17A 3/29/2017 8:30 – 11:30 AM
6025W17B 4/27/2017 8:30 – 11:30 AM

SYNERGY

Synergy SE Training
Fee: No Charge for Synergy Districts,
\$199 Non-TIES Member
Platform: BYOD
SY7023W17A 6/6/2017 8:30 AM – 3:30 PM
SY7023W17B 6/21/2017 8:30 AM – 3:30 PM
SY7023W17C 6/28/2017 8:30 AM – 3:30 PM

Synergy TeacherVUE Training—Elementary level
Fee: No Charge for Synergy Districts,
\$99 Non-TIES Member
Platform: Web Based
SY7000W17A 4/19/2017 8:30 – 11:30 AM

Synergy TeacherVUE Training—Secondary level
Fee: No Charge for Synergy Districts,
\$99 Non-TIES Member
Platform: Web Based
SY7001W17A 4/19/2017 12:30 – 3:30 PM

Go to <http://tinyurl.com/hnczgps> to see all Synergy class offerings.

ONLINE COURSES

Embracing a Culture of Joy—How Educators Can Bring Joy to Their Classrooms Each Day **NEW**
by *Dean Shareski* – An Online Book Study
Four CEUs available.
Fee: \$199 Non-TIES Member
Platform: Web Based
OL2305W17A Begins 5/2/2017 (3 weeks)

Free and Fabulous Content and Lesson Sites **NEW**
One CEU available.
Fee: \$59 Non-TIES Member
Platform: Web Based
OL4981W17A Begins 3/13/2017 (1 week)

Free and Fabulous Science Resources **NEW**
One CEU available.
Fee: \$59 Non-TIES Member
Platform: Web Based
OL4983W17A Begins 3/27/2017 (1 week)

Free and Fabulous Social Studies Resources **NEW**
One CEU available.
Fee: \$59 Non-TIES Member
Platform: Web Based
OL4985W17A Begins 5/1/2017 (1 week)

Google Forms for Assessment, Personalization and Differentiation **NEW**
Three CEUs available.
Fee: \$99 Non-TIES Member
Platform: Web Based
OL6032W17A Begins 5/1/2017 (1 week)

Learn Twitter to Build Your PLN **NEW**
One CEU available.
Fee: \$59 Non-TIES Member
Platform: Web Based
OL4503W17A Begins 5/8/2017 (1 week)

Mobile Learning Mindset—The Teacher's Guide to Implementation
by *Carl Hooker* – An Online Book Study
Four CEUs available.
Fee: \$199 Non-TIES Member
Platform: Web Based
OL2302F16A Begins 3/14/2017 (3 weeks)

Mobile Learning Mindset—The Coach's Guide to Implementation
by *Carl Hooker* – An Online Book Study
Four CEUs available.
Fee: \$199 Non-TIES Member
Platform: Web Based
OL2303W17A Begins 4/11/2017 (3 weeks)

Spring 2017 Classes...

Updated class schedule to follow this publication or check classes offered on our web site link at...
<http://tinyurl.com/hnczgpsp>

WEBINARS

Spend time with a TIES instructor in an online session. Connect over the Internet from your computer and telephone. Easy directions, e-mailed to you before the webinar, include a web page and conference phone call. Once connected, you will see the instructor's presentation on your computer and hear it over the phone. You are able to ask questions and share ideas as you interact with the instructor and other participants.

Badging in Online Courses – Webinar
Fee: \$59 Non-TIES Member
Platform: Web Based
WB1065W17A 3/23/2017 7 – 8 AM
WB1065W17B 3/23/2017 3:30 – 4:30 PM

Digital Citizenship, Internet Safety, and Cyberbullying – Webinar
Fee: \$59 Non-TIES Member
Platform: Web Based
WB1155W17A 3/23/2017 4 – 5 PM
WB1155W17B 4/27/2017 4 – 5 PM

Free and Fabulous Assessment Tools – Webinar **NEW**
Fee: \$59 Non-TIES Member
Platform: Web Based
WB4984W17A 4/11/2017 4 – 5 PM

Free and Fabulous Content and Lesson Sites – Webinar **NEW**
Fee: \$59 Non-TIES Member
Platform: Web Based
WB4981W17A 3/16/2017 4 – 5 PM

Google Arts and Culture and Smithsonian Learning Lab—Astonishing Artifact Collections for the Classroom – Webinar **NEW**
Fee: \$59 Non-TIES Member
Platform: Web Based
WB0775W17A 3/29/2017 4 – 5 PM
WB0775W17B 4/20/2017 4 – 5 PM

Google Chrome: Apps & Extensions in Education – Webinar
Fee: \$59 Non-TIES Member
Platform: Web Based
WB6055W17A 3/14/2017 7 – 8 AM
WB6055W17B 3/14/2017 3:30 – 4:30 PM

Google Classroom – Webinar **NEW**
Fee: \$59 Non-TIES Member
Platform: Web Based
WB6061W17A 5/11/2017 7 – 8 AM
WB6061W17B 5/11/2017 3:30 – 4:30 PM

Google Forms for Assessment – Webinar **NEW**
Fee: \$59 Non-TIES Member
Platform: Chrome
WB6032W17A 3/16/2017 4 – 5 PM
WB6032W17B 5/2/2017 4 – 5 PM
WB6032W17C 5/3/2017 4 – 5 PM

Google Search Tips and Tricks – Webinar
Fee: \$59 Non-TIES Member
Platform: Chrome
WB6065W17A 3/6/2017 4 – 5 PM

Google Slides – Webinar
Fee: \$59 Non-TIES Member
Platform: Chrome
WB6096W17A 3/7/2017 4 – 5 PM

Infographics—Quick and Easy – Webinar **NEW**
Fee: \$59 Non-TIES Member
Platform: Web Based
WB4501W17A 3/20/2017 4 – 5 PM

ISTE 2016 Standards for Students – Webinar **NEW**
Fee: \$59 Non-TIES Member
Platform: Web Based
WB1077W17A 3/6/2017 4 – 5 PM

Learn How to Use Twitter to Build Your PLN – Webinar **NEW**
Fee: \$59 Non-TIES Member
Platform: Web Based
WB4504W17A 5/9/2017 4 – 5 PM

Organization and Collaboration in Google Drive – Webinar
Fee: \$59 Non-TIES Member
Platform: Chrome
WB6049W17A 3/28/2017 4 – 5 PM
WB6049W17B 6/22/2017 4 – 5 PM

Schoology Basics – Webinar **NEW**
Fee: \$59 Non-TIES Member
Platform: Web Based
WB1063W17A 6/27/2017 9 – 10 AM

SMART New Features in Notebook 17 – Webinar
Fee: \$59 Non-TIES Member
Platform: Mac/Windows
WB5919W17A 5/8/2017 4 – 5 PM

Synergy TeacherVUE—Report Cards – Webinar
Fee: No Charge for Synergy Districts,
\$59 Non-TIES Member
Platform: Web Based
WBSY7021 W17B 5/24/2017 3:30 – 4:30 PM
WBSY7021 W17A 5/24/2017 7 – 8 AM
WBSY7021 W17C 5/30/2017 7 – 8 AM
WBSY7021 W17D 5/30/2017 3:30 – 4:30 PM
WBSY7021 W17E 6/6/2017 3:30 – 4:30 PM
WBSY7021 W17F 6/6/2017 7 – 8 AM

Teaching Beyond Borders – Webinar
Fee: \$59 Non-TIES Member
Platform: Web Based
WB8200W17A 4/19/2017 4 – 5 PM
WB8200W17B 5/4/2017 4 – 5 PM

The New Google Sites – Webinar
Fee: \$59 Non-TIES Member
Platform: Web Based
WB6043W17A 3/29/2017 4 – 5 PM
WB6043W17B 6/20/2017 4 – 5 PM

Visual Literacy and Comprehension – Webinar **NEW**
Fee: \$59 Non-TIES Member
Platform: BYOD
WB7021W17A 5/17/2017 4 – 5 PM

YouTube in the Classroom – Webinar
Fee: \$59 Non-TIES Member
Platform: BYOD
WB6051W17A 5/22/2017 4 – 5 PM

CLASSES TAILORED FOR INDIVIDUAL DISTRICTS

Every TIES class listed in this brochure, including webinars, can be taught in your district and can be customized to meet specific needs. Contact: Dorothy Harmon at 651.999.6503 • dorothy.harmon@ties.k12.mn.us

Earn your CEU clock hours online!

Whitewater Learning® E-Education for Educators

Clock hours available for teachers and administrators. The only preapproved online learning program for Minnesota administrators.

Check it out at: www.whitewaterlearning.org • A partner of TIES

Go to <http://tinyurl.com/hnczgps> for...

- class descriptions
- open and closed classes
- directions to TIES
- registration procedures

Spring 2017 Classes

Updated class schedule to follow this publication or check classes offered on our web site link at...

<http://tinyurl.com/hnczgps>



TIES Personalized Coaching—Professional Development Customized for You and Your Team...

TIES Personalized Coaching is customized professional development for individuals or small teams based on specific technology integration project needs or as a follow up to a TIES workshop. These face-to-face coaching sessions are designed to provide time, space, and resources for educators to collaborate with coaches on integrating technology into their work in engaging ways to move their knowledge towards authentic application. TIES coaches will work closely with participants in advance of coaching sessions to ensure that the time spent during the session is personalized to participants needs. TIES Personalized Coaching can be done with any topic or school/district technology integration initiative.

Some possible suggestions...

- Google Apps for Education
- Integrating iPads to increase student engagement
- Digital Citizenship
- Effective implementation of interactive whiteboard technologies
- Effective Professional Development practices for technology integration
- Best classroom practices for BYOD environments
- Moodle/LMS
- Project Based Learning

Coaching sessions can be scheduled at TIES or in your school/district. Contact Dorothy Harmon at 651-999-6503 or dorothy.harmon@ties.k12.mn.us to schedule your coaching today.



Save the date...

TIES 2017 EDUCATION TECHNOLOGY CONFERENCE

December 9 – 12, 2017 • Hyatt Regency Minneapolis

Over 3,100 teachers, technology coordinators, school and district administrators, technology experts, and exhibitors are expected to attend this TIES experience, to collaboratively learn, teach, share and network.

ties2017.ties.k12.mn.us

TIES
2017

TIESed

UPCOMING EVENTS & PROGRAMS 2017

Info on upcoming TIESed Events and more can be found at events.ties.k12.mn.us



BOOTSTRAP

APRIL 3-5

TIES is hosting a 3-day Bootstrap Workshop that uses students' excitement and confidence around gaming to program games that teach algebraic and geometric concepts.

[events.ties.k12.mn.us /bootstrap](http://events.ties.k12.mn.us/bootstrap)

ONLINE BOOK STUDIES

FOR CARL HOOKER AND DEAN SHARESKI

Join one or more of the five asynchronous discussions of the ideas the TIES 2016 Keynotes shared by joining as we read and discuss the books online.

goo.gl/anEQ7T



DIGITAL LEARNING DAY

APRIL 22

A workshop day exploring gamification, content creation, and other areas of digital learning. Workshops will include Makerspaces, Raspberry Pi, Minecraft, App-Smashing, and more!

[events.ties.k12.mn.us /digital-learning-day](http://events.ties.k12.mn.us/digital-learning-day)

TIES INSTITUTE FEATURING GOOGLE SUITE

AUGUST 1-2

Reimagine teaching and learning by incorporating Google into your everyday school experience. Join like-minded colleagues at TIES for a two-day active learning experience, featuring Google for Education.

events.ties.k12.mn.us/ties-institute-featuring-gafe



DIGITAL LEARNING LEADERS (DLL)

(2017 - 2018)

Join our 2017-18 cohort of professionals and learn effective models of technology integration and strategies for working with teachers.

[events.ties.k12.mn.us /digital-learning-leaders](http://events.ties.k12.mn.us/digital-learning-leaders)

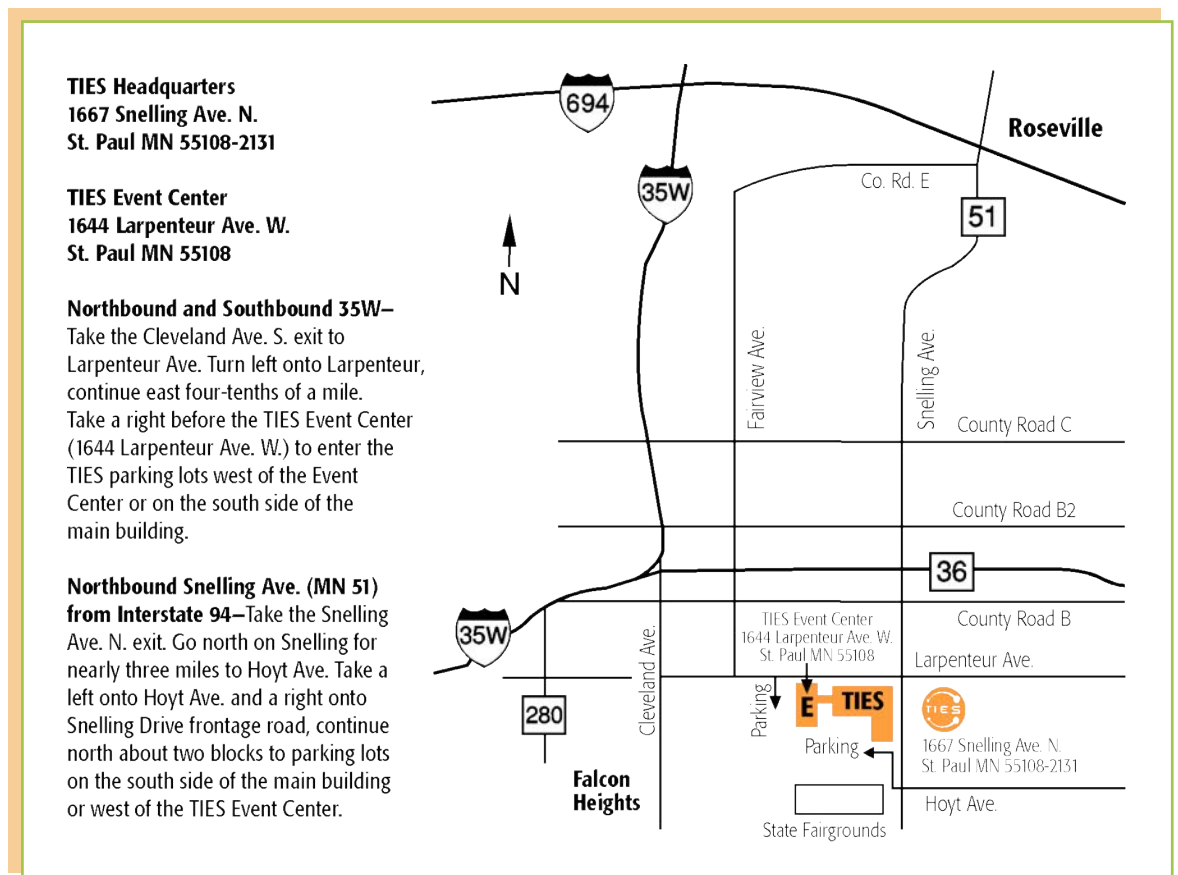


Looking for additional information? Contact Mary Mehsikomer
mary.mehsikomer@ties.k12.mn.us

REGISTRATION PROCEDURES

- 1. First time registering?**—To register for a class use the registration form on the back cover. Copy the form as needed. *You will receive an e-mail notice of your registration status. You may also call or e-mail to check the status of your registration if you haven't received your confirmation notice.* The e-mail confirmation notice includes a link to a map of our location. Participants registering for the first time will receive an email with their Keep Certified account information.
- 2. Registered before?**—Participants with KeepCertified accounts, may register online by logging in to KeepCertified.ties.k12.mn.us using the account information received with their first registration for a TIES workshop.
- 3. Fees**—*TIES member district staff and subscriber school members:* Most classes are available at no cost to TIES member districts and subscriber schools and are offered on a space-available basis in the order registrations are received. If there is a fee it is indicated as a member fee.
—*Non-TIES members:* Fees for each class are listed with the description. Payment method must be indicated on each registration. Registrations without the payment method indicated will not be processed and will be returned.
- 4. Cancellation policy**—To cancel a confirmed registration for a class, please notify Dorothy Harmon at 651-999-6503 or dorothy.harmon@ties.k12.mn.us **at least two weeks** before the scheduled class date. *A \$59 fee will be billed for any no-shows. Cancellations up to one day before can be made by logging in to your KeepCertified account, (see above).* Districts may substitute another participant for the registered person at any time.

Cancellation of TIES classes due to inclement weather will be posted on the TIES web site and announced on WCCO radio.



TIES REGISTRATION

Please duplicate this form as needed. *Please print or type.* Phone registrations are not accepted.

1. CONTACT INFORMATION

Name _____

Position: Secretarial/Clerical Administrative Teacher (K-6)
 Media Specialist/Technical Support Teacher (7-12) Other _____

School _____ District # _____

Daytime phone _____ Home phone _____ Fax _____

Summer mailing address _____

City _____ State _____ Zip _____

Your school district e-mail address (REQUIRED) _____

Secondary e-mail address (optional) _____

2. CHOOSE YOUR CLASSES AND PREFERRED TIMES

To find out which classes are *open, check the online class database at <http://tinyurl.com/tiesworkshops>

SESSION TITLE #1: _____

	SESSION NUMBER	DATE	TIME	FEE
1st choice:				
2nd choice:				

SESSION TITLE #2: _____

	SESSION NUMBER	DATE	TIME	FEE
1st choice:				
2nd choice:				

3. METHODS OF PAYMENT

TIES Member Districts

Follow your district registration procedure to submit this form.

Signature/code (if needed by district) authorizing your attendance:

_____ / _____

Payment Method

Total amount: \$ _____

Please indicate method of payment.

- Check (*payable to TIES and send with registration*)
- Purchase order (*fax or send with registration*)
- Credit card*

* Payment by credit card can only be made in person

How to register online—see page 6, number 2

Please fax your registration to TIES at 651-999-6598 unless the payment method is by check, in which case it should be mailed to TIES. (If you fax your registration, please **do not mail** a copy to TIES.) **Registrations without an authorizing signature or method of payment will be returned.**

Class registration

TIESed Department

1667 Snelling Ave. N., St. Paul MN 55108-2131

Fax: 651-999-6598 • www.ties.k12.mn.us

Registration information: 651-999-6503 or dorothy.harmon@ties.k12.mn.us

* When registering for a full class, your name will be placed on a waiting list and you will be contacted if an opening becomes available.