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WestEd, Strategic Literacy Initiative (SLI)

**Community College Focus**

Leadership Institute in Reading Apprenticeship<sup>®</sup> (LIRA)

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**Registration Directions:**

1. **Participants:** Each team member completes a **Participant Registration form**.
2. **Teams: Team Registration form is completed and signed by an authorized person** at the college, district, or LEA. If that person is part of the team attending, she or he must also complete a Participant Registration form.
3. Submit **payment** of \$4000 per participant with registration.  
Make **check or P.O.** payable to: WestEd. WestEd Federal Tax ID # is 94-3233542.

Payments will be returned in full if your team is not accepted.  
(Contact [mkenast@wested.org](mailto:mkenast@wested.org) if you are unable to submit payment at the time of registration)

4. **Mail or Fax registration and attachments to:**

Margot Kenaston  
Strategic Literacy Initiative/WestEd  
300 Lakeside Drive, 25<sup>th</sup> Floor  
Oakland, CA 94612  
**Fax: 510-302-4270**  
Phone: 510-302-4287

**Registrations are reviewed and accepted as received until institutes are filled.** Early registration is encouraged. Acceptance is based on complete registration, payment, and available space.

**Questions?** Please contact Margot at 510-302-4287 or [mkenast@wested.org](mailto:mkenast@wested.org)

**Registration Checklist:**

- \_\_\_ **Team Registration** completed and attached
- \_\_\_ **Team Terms of Agreement** reviewed and signed
- \_\_\_ **Participant Registration** for each team member
- \_\_\_ **Participant Terms of Agreement** signed by each team member
- \_\_\_ **Payment of \$4,000 per team member** by purchase order or check made out to WestEd/SLI.  
(WestEd Federal Tax ID # is 94-3233542)

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## TEAM Registration form

Community College Leadership Institute in Reading Apprenticeship (LIRA)

Oakland, CA

July 12-16, 2010

*Registration also includes participation in the 3-day Annual Reading Apprenticeship Conference in winter of 2011.*

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Number of  
participants on this  
team registration:

\_\_\_\_\_

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## TEAM INFORMATION

**Community College (name):** \_\_\_\_\_

**Person completing registration (name):** \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address (print carefully): \_\_\_\_\_

Role(s) at college: \_\_\_\_\_

**Primary contact regarding the registration (name):** \_\_\_\_\_

Title/Role at college: \_\_\_\_\_

Workplace mailing address: \_\_\_\_\_

\_\_\_\_\_

Workplace telephone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Home mailing address: \_\_\_\_\_

\_\_\_\_\_

Home telephone: \_\_\_\_\_

E-mail address (print carefully): \_\_\_\_\_

**COLLEGE DEMOGRAPHICS**

Size of the college: programs and overall student population:

Program(s)/department(s) represented by team members:

**STUDENT CHARACTERISTICS**

Percent of students enrolled in developmental education courses in reading:

Percent of students who are English Language Learners (ELL):

Major student language groups represented:

Percent of students by ethnic group:

**SUPPORT PROVIDED FOR ACADEMIC LITERACY**

Does the college provide developmental education courses in reading, writing, and mathematics?

If you answered yes above, where is developmental education housed? In a separate department? Within the academic departments (e.g., English and mathematics)?

Is there a sequence of developmental reading courses, and if so, how many are there?

What screening tools are used to identify students in need of developmental reading courses?

Are identified students required to complete developmental reading courses before enrolling in credit-bearing courses?

## Terms of Agreement for Team Participation in LIRA

An authorized person must sign that she or he has **read** and **agrees** to the following terms:

### Cancellation Notice/Refund Policy:

No refunds are given unless the event or session is cancelled due to insufficient registration and team is unable to attend another session. Payments submitted for non-accepted applications will be returned in full.

### Force Majeure:

WestEd is not liable for cancellation of the institute if it is caused by circumstances reasonably beyond WestEd's control (e.g. natural disasters). For such cases WestEd shall make every effort to reschedule.

### Intellectual Property:

All materials and data provided by WestEd are restricted to participants **use** within the college or other educational organization in which they are employed at the time of their attendance in the Leadership Institute in Reading Apprenticeship.

**Permission to photocopy materials** created by SLI **is granted** but you must credit SLI/WestEd as the copyright holder and include the registered trademark symbol for "Reading Apprenticeship®." Permission to photocopy materials **NOT** created by SLI such as third-party texts used during the LIRA must be obtained through **Copyright.com**, which manages reprint permissions for the copyright holders (<http://www.copyright.com>). SLI has paid for such permission for one time use in LIRA only.

### Training Restrictions:

LIRA participants are **restricted to training within the college** or other educational organization in which the participant is employed on the day this contract is signed. Participants **may NOT engage in the training of OTHER TRAINERS**.

### Authority to Sign

I warrant that I possess the authority to accept these terms on behalf of my respective organization.

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College/Organization Name

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Authorized Signature

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Date

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Printed Name

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Title

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## Participant Registration

Community College Focus

**Leadership Institute in Reading Apprenticeship (LIRA)**

**Oakland, CA**

**July 12-16, 2009**

*Registration also includes participation in the 3-day Annual Reading Apprenticeship Conference in winter of 2011.*

Please copy and submit one Participant Registration form for **each** team member

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### PARTICIPANT INFORMATION

Name: \_\_\_\_\_

College: \_\_\_\_\_

Title/Role(s) at your college: \_\_\_\_\_

Subject Area (if teaching) \_\_\_\_\_

Years of experience in education: \_\_\_\_\_

Workplace **mailing address:** \_\_\_\_\_

Workplace telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Home mailing address:** \_\_\_\_\_

Home telephone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

**E-mail address:** Primary: *(Print carefully)* \_\_\_\_\_

(Secondary email address): \_\_\_\_\_

**Special needs** (dietary, mobility, etc.): \_\_\_\_\_

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**Please sign that you have read and agree to the following terms:**

**1. Professional Development:**

As a participant in the Leadership Institute in Reading Apprenticeship, you may use the institute materials to provide training in Reading Apprenticeship within your sponsoring organization (college or other educational agencies).

**2. Training Others.**

Institute participants may not provide training in Reading Apprenticeship to **other trainers** or for a fee (some exceptions may apply to organizations who charge back costs to colleges or districts—please ask for more details).

**3. Copyright Permission:**

You **DO** have permission to make copies of all materials created by and provided to you by the Strategic Literacy Initiative (SLI) in your professional development work as described in (a) above. However, you must credit SLI/WestEd as the copyright holder and include the registered trademark symbol (Reading Apprenticeship®).

You **DO NOT** have permission to photocopy any texts **NOT** created by SLI during the Leadership Institutes. You must arrange for your own use of these “third party” materials through Copyright.Com <<http://www.copyright.com>>.

**I have read and agree to the above terms.**

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please give your completed Participant Registration form to your team liaison or administrator for submission with your Team’s registration.**