

# CTA Professional Development Course Registration Request

You can complete your registration request by mailing the completed form to Regional & Continuing Education (address below); completing the request online at [rce.csuchico.edu/cta](http://rce.csuchico.edu/cta); or by calling our office at 530-898-6105. The registration deadline, or postmark deadline for mailed registrations, is **April 27, 2018**. A \$10 late fee will apply for requests received after this date.

**Student Information:** Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Have you previously applied to or taken a course at CSU, Chico?  No  Yes If yes, and different than shown above, name on student record: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender:  M  F  
MM DD YY Chico State ID Number

Address: \_\_\_\_\_  
Number Street Room / Apt. City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

## Check which type of credit you'd like to purchase.

- Professional:** EDUC 802O-201 **Class ID#:** 5789 **Title:** 2018 CCA Spring Conference **Instructor:** Susan Green **Unit(s):** 1 unit **Cost:** \$60.00
- Graduate:** EDMA 697-102 **Class ID#:** 5200 **Title:** Independent Study-2018 CCA Spring Conf. **Instructor:** Susan Green **Unit(s):** 1 unit **Cost:** \$230.00
  - Note: Choosing the EDMA 697 graduate credit will require that you submit a reflection paper to [sgreen@csuchico.edu](mailto:sgreen@csuchico.edu) by April 27, 2018.

*Courses numbered 800-899 maybe valid for professional credit at the discretion of your local school district. 800-level courses do not meet degree requirements unless approved by the appropriate CSU, Chico department.*

## Payment Options:

- **Check Payment:** Make payable to CSU, Chico **Send to:** CSU, Chico Regional & Continuing Education  
400 W. First Street  
Chico, CA 95929-0250
- **Credit Card Payments:** Register online at [rce.csuchico.edu/cta](http://rce.csuchico.edu/cta), call our office at 530-898-6105, or send in this completed form and Regional & Continuing Education will follow up by calling you for your Visa or Master Card payment.

## Directions to submit your registration online

- Step 1. Go here to this Webpage: <http://rce.csuchico.edu/cta>
- Step 2. View the list of Conferences from the box in the center of the page
- Step 3. Look for the unit link in the “Register Online by selecting the link below” box
- Step 4. Click the “Register Now” button in the rust colored box (bottom of the page)
- Step 5. Click the “Checkout” button
- Step 6. Complete the required fields
- Step 7. Click the “Review Order” button at the bottom of the page
- Step 8. Click the “Proceed” button and complete your payment information
- Step 9. Click the “Continue Checkout” button, review and submit