

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; or by calling our office at 530-898-6105. The registration deadline, or postmark deadline for mailed registrations, is **May 3, 2019**. 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 802S-201 Class ID#: 5597 Title: 2019 CCA Spring Conference (4/26-4/28/19) Instructor: Susan Green Unit(s): 1 unit Cost: \$60.00
- Graduate:** EDMA 697-102 Class ID#: 5490 Title: Independent Study-2019 CCA Spring Conf. Instructor: Susan Green Unit(s): 1 unit Cost: \$300.00
 - Note: Choosing the EDMA 697 graduate credit will require that you submit a reflection paper to sgreen@csuchico.edu by May 3, 2019.

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, 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