

Registration

To register online go to My Learning Plan at www.pnwboces.org/catalog. Under **Programs** click on **The Hudson River Teacher Center** or **The Hudson River Teacher Center (District Billing and Checks)**. Click on **View Now**; scroll down and click on the workshop/course name. Select **Click to Enroll** to register. Complete the information and print your registration form. Mail the form along with the course payment/district payment authorization to the address below. Your registration is complete when confirmed by email upon payment/authorization from your district.

Registration is on a first-come, first-served basis. **Participants will be notified only if courses are filled or cancelled.** Enroll early to insure your registration. If your registration form is received after the course is filled, you will be notified that your name has been placed on a wait list and your check will be held.

Refunds will not be given for participants withdrawing from a course less than 10 days before the course start date. Any cancellation prior to 10 days will be subject to a \$40 fee. For more information contact Joan Passaretti at 914-248-2345.

All returned checks are subject to a \$20 return check fee.