

## Registration and General Information for Curriculum Center Workshops at Putnam/Northern Westchester BOCES

### REGISTRATION:

- Registration is accepted on a first-come, first served basis. Registrations will be accepted through My Learning Plan (see instructions below).
- Districts will be billed for all registrations unless cancelled 7 days prior to the workshop.
- Please make sure that you include your e-mail address on your registration form. We need this information to contact you regarding this workshop and follow-up/notification of new workshops.
- Please call Jennifer DelVecchio at 914 248-2330 or e-mail [JDelVecchio@pnwboces.org](mailto:JDelVecchio@pnwboces.org) to confirm your workshop registration. The Curriculum Center reserves the right to cancel workshops for which there is insufficient enrollment or because of other special circumstances. Registered participants will be notified. (In the past, several teachers have arrived for cancelled workshops because they were not notified of cancellations. Apparently, these teachers had received workshop approval from their districts, but the registration forms were not sent to the Curriculum Center and we had no record of their registration.)

### TO REGISTER ON-LINE:

- Go to – My Learning Plan – at [www.pnwboces.org/catalog](http://www.pnwboces.org/catalog)
- Activate the advanced search option by clicking on the “advanced search on/off” link
- Select “Curriculum Center” and click on “View Now.” Scroll down to view workshop offerings.
- Click on the workshop name.
- Select the “Click to Enroll” button to register.

### INCLEMENT WEATHER POLICY:

- A delay or workshop cancellation due to inclement weather will be announced by 8:00 AM on the following radio stations: WFAS – 103.9 FM, WHUD – 100.7 FM, WSPK – 104 FM, and WLNA – 1240 AM. **You may also check the BOCES web site ([www.pnwboces.org](http://www.pnwboces.org)) or call (914) 245-2700.**
- A delay will indicate that a full day workshop will begin at 10:00 AM. In the event of a delay, half-day morning workshops will be cancelled, but half-day afternoon workshops will be held as scheduled. A recorded message announcing BOCES delays and closings can be heard by calling 914 245-2700.
- In the event that BOCES closes, the workshop will be held on the snow date, if scheduled, or the workshop will be rescheduled.

### PLEASE NOTE THAT:

- The Putnam/Northern Westchester BOCES Campus is drug, smoke and alcohol free.
- Our facilities are accessible to persons with disabilities. Individuals needing special accommodation should contact the Curriculum Center at least two weeks prior to the workshop.
- If you have any food allergies, please consider bringing your own food.
- Please use front entrance for workshops held in the School Services Building.