



Staff Development Training Request Form

General Information

- Training Sessions are \$1,000 for three training hours
- Maximum 50 participants per session

No Training Sessions will be scheduled/confirmed until a Purchase Order is received by AEA. Please attach a PO to this Form and complete the requested information. Return this Form and the PO to Terri Turner via fax to (866) 867-9341 or regular mail prior to requested Training Date. One form per Training please.

Training Information

District /School: _____ Training Date (1st Choice): _____

Training Date (2nd Choice): _____ Training Date (3rd Choice): _____

Please mark the Training you wish to schedule in the boxes below:

Product Training Offered:

- Developing Readers Training
- Teaching & Assessing Training
- Stop to Think Training
- Primary Developing Readers Training
- FastMapping™ Training

Topical Training Offered:

- In-depth Read Aloud/Think Aloud
- In-depth Guided Practice
- In-depth Independent Practice
- Train-the-Trainer Training
- Administrator Training

Training Location: _____ Room: _____

Address: _____

Time Session(s) Start/End: _____

Description of Group: _____ Number of Participants: _____

Contact Person: _____ Title: _____

Email Address: _____ Phone Number: _____

Billing Information

Attention To: _____

Billing Address: _____

CANCELLATION POLICY: Workshops will be rescheduled if notification is received by AEA within ten (10) business days prior to scheduled training. If notification is not received 10 days in advance of scheduled training, 50% of fees will be expected.

AEA OFFICE USE ONLY

Date Rec'd by AEA	Assigned Trainer	Training Date	Materials PO Rec'd	Date Conf Sent	Training Inv #	Matl's Invoice #