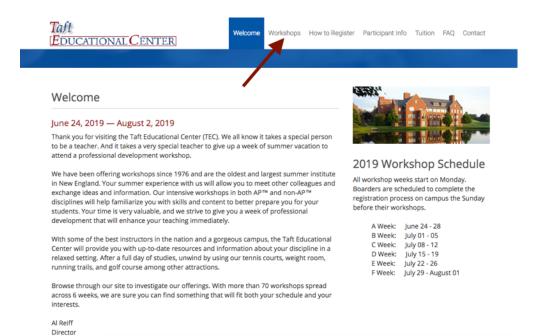
REGISTRATION GUIDE FOR THE TAFT EDUCATIONAL CENTER ADVANCED PLACEMENT APPLICATION

Thank you for considering the Taft Educational Center for your Professional Development. You can register for the Advanced Placement workshop session two different ways. Once you have decided which workshop session works for you, either by using our website: www.taftschool.org/TEC or the College Board calendar of events: https://apcentral.collegeboard.org/professional-development/workshops-summerinstitutes/about-workshops you can register immediately.

OPTION #1

You can enter the site through our Taft Educational website <u>www.taftschool.org</u> and click the Workshops Tab.



a) You can use <u>our</u> search option to find the correct dates and workshop session to meet your needs. You can click on the workshop title to see a description of that particular workshop. There is also an option to print the description.

Disciplines Weeks(s)							
All Disciplines	B 🗹 C 🗹 D	🗹 E 🗹 F			RESET		
Selet.et, ALL — Week(s): A,B,C,D,E,F 59 record(s) found							
Vorkshop Name (click to view detail)	Status	Week(s)	ID	AP			
AP BIOLOGY - NEW TEACHERS	Open	А	19A01	\square	REGISTER NOW		
AP CALCULUS AB	Open	Α	19A02	V	REGISTER NOW		
AP CALCULUS BC - NEW TEACHERS	Open	А	19A03	ľ	REGISTER NOW		
AP CHEMISTRY - NEW TEACHERS (2 WEEKS)	Open	AB	19A04	ď	REGISTER NOW		
AP ENGLISH LANGUAGE AND COMPOSITION- NEW TEACHERS	Open	Α	19A05	ľ	REGISTER NOW		
AP ENGLISH LITERATURE AND COMPOSITION - NEW TEACHERS	Open	Α	19A06	V	REGISTER NOW		
AP ENVIRONMENTAL SCIENCE - NEW TEACHERS	Open	Α	19A07	V	REGISTER NOW		
AP EUROPEAN HISTORY	Open	Α	19A08	V	REGISTER NOW		
AP FRENCH LANGUAGE AND CULTURE	Open	Α	19A09	V	REGISTER NOW		
AP PSYCHOLOGY	Open	Α	19A10	V	REGISTER NOW		
AP SPANISH LANGUAGE AND CULTURE	Open	А	19A11	g	REGISTER NOW		

- b) If the Status states it is Open there is still room in the workshop.
- c) Once you pick the week and workshop session that will work for you, you can click on the orange *REGISTER NOW* button which will bring you to the College Board site. (You need to have a College Board Educator Professional Account to log in and register for the event. If you have created an account to use any of the College Board programs (PSAT/SAT/AP), you can log in with the same account. If you do not have an account, you will need to create one and then register.)

✓ ⑦CollegeBoard		Sign In	Get Help <u>Student</u> or <u>Pr</u>	Q
Welcome back. Pleas	se sign in.			
Jsername	Password	Sign In	Don't have a account?	in
Remember me				
Forgot <u>username</u> or <u>password</u> ?				Sign Up

OPTION #2

You can also register immediately from the College Board calendar of events: https://apcentral.collegeboard.org/professional-development/workshops-summerinstitutes/about-workshops.

AP Central	AP Courses IP rofessional AP Courses Home About AP ♥ & Exams ♥ AP Scores ♥ Development ♥ More ♥
AP Central / Professional	Development / Workshops & Summer Institutes / About AP Workshops
Professional Development	How to Register Related Topics
Overview	AP Annual Conference
Teaching AP for the First Time?	Use our search tool to locate an AP workshop or Summer Institute in your subject area or zip code, and then follow the instructions on the individual pages to register. Registering three weeks in advance of an in-person workshop qualifies you to receive the early bird
Workshops & Summer	discount.
Institutes	Search by Subject and Location
About AP Workshops	D Warkshans
About AP Summer	P Workshops
Institutes	Led by College Board-Endorsed AP Consultants, our workshops can help vou to:
Browse By Subject	
 Fees & Deadlines 	 Make equitable access a guiding principle in your school's AP program
	 Prepare your students for success in college-level courses
 Scholarships & FAQs 	Develop instructional approaches that align with the

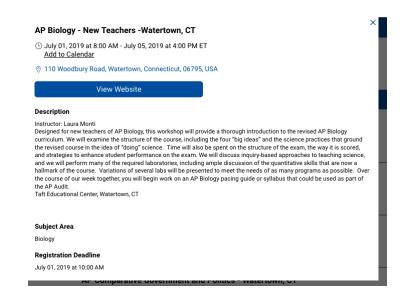
- a) You will click on *Search by Subject and Location* in the blue box.
- b) This is where you can select the dates and discipline that you searching for. You can use Taft Educational Center in keyword to see all our workshops for 2019.

AP Professional Development Event Calendar

Use this calendar to search for upcoming scheduled AP Fall & Spring one day workshops and for week long AP Summer Institutes (APSI) workshops. Use the fifters to refine your search by AP subject, workshop location, and even radius distance from a zip code.

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Date
Taft Educational Center 🛛 🗑 07/02/2019
June 2019
AP Chemistry - (2 Weeks) - Watertown, CT
× (June 24, 2019 – July 05, 2019
More Details
July 2019
AP Biology - New Teachers -Watertown, CT
(July 01, 2019 – July 05, 2019
More Details
AP Calculus AB - Watertown, CT
(C) July 01, 2019 – July 05, 2019
More Details

c) You can click on *More Details* to see the workshop session in detail. When you click on *View Website* you will then go to our website to register



Taft Educational Center Registration website



TEC MASTER 2022 (ONLINE - REMOTE)

d) You can view all the information available and review the workshop session that you are interested in taking. When you are ready you will click on the *Register* button on the top of the page to begin registration.

✓ ⑦CollegeBoard	a	Sign In 😩	Search Q
			Get Help <u>Student</u> or <u>Professional</u>
Welcome back	. Please sign in.		
Username	Password	Sign In	Don't have an account?
Remember me Forgot <u>username</u> or pa	assword?		Sign Up

You will now begin the registration process for the workshop session you are interested in taking. Please fill in all required fields.

* Please note that Housing is a separate line item at the end of the workshop session list. If you are interested in housing on campus, please make sure you take that option before completing your application.

Once you have completed your application you will receive an email stating that your application is PENDING. The TEC office will verify all payment information before releasing you into the workshop session. You will receive another email when your application has been verified and you are entered into the workshop session.

We are always available if you have any questions or concerns. If you do not receive any emails from us or you do not receive an email in May or June with the status of the workshop, please feel free to call or email us.

If you want to register for <u>more than one workshop session</u>, you will have to start the process from the beginning by either going to our website or the College Board calendar of events again. You can only take one workshop per week.

Frequently Asked Question:

How do I register without a College Board Educator Professional Account?

We cannot continue the registration process until you complete this step in the registration. It takes about 2 minutes to complete and once you have entered in the information, the system will recognize you for future years and workshop sessions.

Why are there two different paths to the registration?

The College Board is using a new registration system (Cvent) that <u>all</u> Advanced Placement Summer Institutes need to use.

Where do I go if I need to change any information, cancel the workshop session, change dates or housing options?

You should call or email the Taft Educational Center Office: <u>Tecinfo@taftschool.org</u> or (860) 945-7837. All modifications, cancellations and payments must be done through our office.

What is the Early Bird fee VS the Regular fee?

The Early Bird fee is available for people that complete the registration by April 30. After April 30, the fee increases by \$100 per week.

What does the \$300 fee for Housing include?

We only have one dorm that is air-conditioned. Rooms are assigned by date of registration.

<u>Accommodations</u>: Our boarders stay in a single room dormitory on campus. Each dorm has a lounge, complete with kitchen; a washer and dryer; and a central bathroom on each floor. Each room has a desk, chair, bed, and chest of drawers.

Linen: Boarders will be provided with: 2 sheets, 1 pillow and pillowcase, a blanket, towels, and washcloths. Additional linens are available if needed.

<u>Meals</u>: All meals are provided starting with dinner on Sunday through lunch on Friday. Dinner ends at 6:30 PM on Sunday evening.

<u>Activities:</u> Taft has a beautiful campus for you to relax and enjoy. A social time is held Sunday – Thursday before dinner to give you a chance to enjoy your colleagues in a social setting. If you are more energetic, we have tennis courts, weight room, running/walking trails and a golf course. We do not provide tennis or golf equipment. Please feel free to bring your own.

Does the fee double if you are taking a two-week workshop session?

Yes, the cost is quoted by week. If you take a two-week AP Chemistry workshop session, the cost is double both in tuition and housing.

How do I know when the workshop session is confirmed to run?

We will notify you via email with the additional information you will need once a workshop session is confirmed to run.

What do you mean by "confirmed to run"?

Once we have at least 6 participants in the workshop we will confirm the workshop session to run. Sometimes a workshop session will not reach 6 teachers quickly and we keep the registration open longer. We do have to cancel workshop sessions occasionally but we try very hard to run all our workshop sessions.

If TEC cancels a workshop session, how will I be notified and will I get reimbursed?

If TEC cancels a workshop session we will notify you via email and/or your mobile phone. You will be given the option to go into another workshop session either in the same week or a different week. If you decide that you cannot make any additional workshop sessions then you will be 100% refunded any monies that were sent to us.