

Registration

All participants will register using CVENT provided by Sourcewell Technology. Initial information will be distributed to the email provided during registration.

Learner Support

Sourcewell Technology will provide:

- On-site training and support - 2 days face-to-face
- Online module facilitation, support, and feedback
- Portfolio guidance

ISTE will provide:

- Brightspace instance for module online work
- Brightspace instance for Portfolio submission
- Portfolio guidance, resources, and evaluation

Attendance Requirements

- Participants must attend the 2-day, on-site training.
- Participants must complete discussions and assignments as assigned in the online modules.
- Participants must make every effort to attend the WebEx meetings as scheduled by the cohort.

Policy for Dropping / Retaking ISTE Certification

If you register and are unable to attend the ISTE Certification course, you must withdraw before the registration deadline (14 days prior to the course start date) in order to receive a full refund of your registration fee. If there are extenuating circumstances, you may contact Sourcewell Technology's ISTE Certification team at iste.certification@sourcewelltech.org.

If you are unable to fully participate in the ISTE Certification course during:

- On-site days,
- online work,
- portfolio work,

you may drop out of the course without a refund or be eligible to request a transfer to another cohort.

In order to be eligible to transfer to another cohort, you must notify your on-site instructor(s) and Sourcewell Technology via email as soon as possible.

- You may request a transfer within one year if space permits in another cohort.
- You are limited to one cohort transfer if approved by the instructor/Ashley Protivinsky.

There is a \$75 fee associated with transferring the course to cover additional administrative costs.

At times, the cohort may extend its online deadline (which will push back the portfolio submission) with the instructor's permission. All portfolio work must be completed in the six month window without extensions.

In the event that a course is canceled due to low enrollment, Sourcewell Technology will send a notification via email to the email address provided during registration. Although every effort is made to avoid last-minute cancellations, if an emergency arises, Sourcewell Technology will do our best to reach you at your phone number/email address. Your registration will be transferred to the rescheduled course.