

## 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:

- Facilitation of five synchronous meetings over the course of 14 weeks of curriculum
- Online module facilitation for asynchronous work, 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 five synchronous meetings.
- Participants must complete discussions and assignments as assigned in the online modules.
- Participants must communicate with cohort leads regarding any conflicts in attendance or requests for extensions on assignments.

## 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](mailto:iste.certification@sourcewelltech.org).

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

- Synchronous meeting days,
- asynchronous 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 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.