Butler County Educational Service Center
ISTE Certification Registration, Policy and Procedures

REGISTRATION
ISTE Certification is an exciting opportunity for educators to transform their teaching practice through strong pedagogy and purposeful integration of technology. To access **training dates and registration**, participants should visit www.bcesc.org/iste.

LEARNER SUPPORT
As ISTE Certification Authorized Providers, **BCESC provides** learner support through:
- Onsite training and support - two days face-to-face
- Online module facilitation, support, and feedback
- Portfolio support and guidance

ISTE provides:
- Brightspace instance for online module work
- Brightspace instance for Portfolio submission
- Portfolio resources and evaluation

ATTENDANCE
- Participants must attend the 2-day onsite training.
- Participants must complete discussions and assignments as assigned in online modules.

PAYMENT
A minimum **$200 deposit** is required **at the time of registration**. Payments or purchase orders for the remaining balance **must be received by the cohort start date**. Registrations not paid in full by the first meeting date of the cohort will be cause for cancellation of the registration and forfeiture of the $200 deposit.

POLICY FOR CANCELLATION
Once registered, participants are committed to participating in the ISTE Certification. If there are extenuating circumstances, you may apply in writing to **transfer** your registration to a different BCESC-hosted cohort held within the same school year through June 30.

If a training is canceled by BCESC due to inclement weather or low enrollment participants will be contacted via email. At that time, participants may choose to receive a full refund or move their registration to another scheduled cohort date.

No-shows will be billed in full. No refunds will be given for withdrawal after the start of the course.

Extensions to complete coursework must be approved by the BCESC instructor. Extensions for portfolio work must be granted through ISTE and are subject to a $75 fee.

For policy questions, please contact Georgine Bowman, bowmang@bcesc.org.