SAVVAS
LEARNING COMPANY

Savvas Learning Company LLC

15 East Midland Avenue
Suite 502
Paramus, NJ 07652
USA

BILL - TO
BEAUFORT COUNTY SCHOOL DISTRICT
PO DRAWER 309
BEAUFORT SC 29901

INVOICE # 7028399965

Internal use only #: 7028399965
Purchase Order #: 24000011
Document Control #: 1009459589
# of Cartons: 0
FOB:
Ship Via:
Tax Certificate:
Invoice Date: 05/27/2023
Payment Due: 06/25/2023
Invoice Routing: 1C

SHIP - TO

BEAUFORT COUNTY SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DEPT
2900 MINK POINT BLVD
BEAUFORT SC 29901

Acct.# 2542953

Acct.# 2194289

Title/Description	Copy right	ISBN13/Material#	Qty	Unit Price	Discount	Extended Price
SIOP TRNG FOR TCHRS: BLENDED MODEL	2011	000011906-0	1	15,340.00	NET	15,340.00

According to our records, your order is now complete. If your records do not agree, please call customer service at the number on the back of this invoice.

diana.dromsky@beaufort.k12.sc.us
MEGAN.BOYLE@BEAUFORT.K12.SC.US

Electronic Payment Instructions:
Account Name : Savvas Learning Company LLC
Account Number : 3752176289 **ACH ABA Routing** : 111000012
Currency : USD **Wire ABA Routing** : 026009593
Bank address : Bank of America **SWIFT Code** : BOFAUS3N
100 West 33rd Street
New York, NY 10001-2900
Please direct all remittance advices to Remittance@savvas.com
Make Checks Payable to:
Savvas Learning Company LLC
PO Box 409496
Atlanta, GA 30384-9496

PRODUCT CHARGE	15,340.00
TOTAL	15,340.00
AMOUNT APPLIED	15,340.00
AMOUNT DUE $	**15,340.00**

ORIGINAL INVOICE

Hours of Operation 8:00 AM to 8:00 PM EST
Contact Customer Support : support.savvas.com.
Please note Savvas does not accept credit card information via mail or email

INSTRUCTIONS THIS ORDER:

All Returns must be authorized in advance by customer service. See reverse side for instructions.

Please visit OASIS at **oasis.savvas.com** to print additional copies of this invoice.

To learn more about how Savvas Learning Company can help you move learning forward with next-generation learning solutions across all K-12 grade levels and disciplines, please visit **savvas.com.**

Purchase Order

BEAUFORT COUNTY SCHOOL DISTRICT
PO DRAWER 309
BEAUFORT, SC 29901-0309

PHONE
(843) 322-2349
FAX
(843) 322-0748

HOURS
Monday - Friday
8:00 a.m. - 5:00 p.m.
beaufortschools.net

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **24000011**

Delivery must be made within doors of specified destination.

Vendor

GATEWAY EDUCATION HOLDINGS LLC
SAVVAS LEARNING COMPANY LLC
15 E MIDLAND AVE STE 502
PARAMUS, NJ 07652-2926

Ship To

INSTRUCTIONAL SERVICES
BEAUFORT COUNTY SCHOOL DIST
2900 MINK POINT BLVD.
BEAUFORT, SC 29902
Email: MEGAN.BOYLE@BEAUFORT.K12.SC.US

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
		13	

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
05/22/2023	14465			221-IMPROVEMENT OF...

NOTES

MLP PROFESSIONAL DEVELOPMENT

The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

ITEM #	DESCRIPTION / PART #		QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	SIOP TRAINING FOR TEACHERS BLENDED OPTION A 2-DAYS PLUS VIRTUAL TRAINING		1.0	EACH	$15,340.00	$15,340.00
	GL Account: 26422401 - 531200	$15,340.00				

GL SUMMARY

26422401 - 531200	$15,340.00

INSTRUCTIONS AND CONDITIONS

1) Back orders will be refused and returned at vendor's expense.
2) Only one invoice per purchase order.
3) Prepay and add freight.
4) Send 2 copies of invoice.

THE BEAUFORT COUNTY SCHOOL DISTRICT IS NOT OBLIGATED FOR ANY ITEM NOT RECEIVED WITHIN 45 DAYS FROM DATE ORDERED AND WILL BE CONSIDERED CANCELLED UNLESS OTHERWISE NOTED ABOVE.

Kaylee Ginger
Authorized Signature

Total Ext. Price	$15,340.00
Total Sales Tax	$0.00
Total Freight	$0.00
Total Discount	$0.00
Total Credit	$0.00
Purchase Order Total	**$15,340.00**

Payment Copy

SUPERINTENDENT APPROVAL OF PURCHASE OR CONTRACT RENEWAL

Request for Payment ☐ **New Contract/Agreement** ☑

Addendum/Amendment ☐ **Annual/Renewal** ☐

Vendor Name: Gateway Education Holdings LLC **BIB#**
Specific description:

Summer Institute Session

Title: Sheltered Instruction Observation Protocol (SIOP) Training (2-Day Session)

The District Goals for this session are as follows:
1. Increase student achievement 2.Resources for appropriate learning 3. Using instructional strategies to facilitate learning 4. Providing content for learners.

Purpose/Outcome:

Participants will receive highly engaging K-12 professional development in SIOP (Sheltered Instruction Observation Protocol) Strategies for the K-12 content area classroom to support MLs and all students. Presented by SAVVAS. This is a 2-day session commitment, all participants will have completed their 10-hour SIOP training on the second day.

dm 7/27/23

3 quotes attached

Term: Summer Institute 2023: August 9-10, 2023

meB 26422401

Funding Source: ~~21822401~~-531200-91101 7/18/23 7/18/23

SPECIAL REVENUE:_____ (Initial) CAPITAL/REFERENDUM/8% :_____ (Initial)

Costs: $15,340.00 Procurement Method: PD 7.18.23

**Over $660,511.76 Board Approval required_____

MOUs, MOAs or Contracts Requiring Board Approval Must Be Reviewed By Legal_____

Requested by:

Diana Dromsky Date: 7/17/2023

If applicable, by signing as the requester, you are confirming you have read and understand Proviso 1.93 (SDE: Partisanship Curriculum) and that the services provided by the contractor are in compliance with the order. Questions regarding the Proviso may be directed to the BCSD Legal Department.

Approved by (Chief Officer):

_____ Date: 7-27-23

CFO Approval _____ Date: _____

Superintendent Approval _____ Date: 8/3/23

Updated 08/30/2022 KMY

BEAUFORT COUNTY SCHOOL DISTRICT
P.O. Drawer 309
Beaufort, SC 29901- 0309

CONSULTANT CONTRACT -- PROFESSIONAL DEVELOPMENT-SUMMER INSTITUTE 2023

Section A: PROVIDER INFORMATION
Name: Gateway Education Holdings LLC (SAVVAS Learning Company) Vendor #: **14465** **BIB#**
Mailing Address: 15 E Midland Ave STE 502 City/State: Paramus, NJ Zip: 07652-2926
Phone : Fax :
Email : W9 Form : ___ Attached __X_ On File

Section B: BCSD CONTACT INFORMATION
Person responsible for consultant: Diana Dromsky
School/Department: Instructional Services Department

Section C: TRAINING SESSION
Title: Sheltered Instruction Observation Protocol (SIOP) Training (2-Day Session)
Location: May River High School
Date(s): August 9-10, 2023
Audience Served: All Teachers
Description: Participants will receive highly engaging K-12 professional development in SIOP (Sheltered Instruction Observation Protocol) Strategies for the K-12 content area classroom to support MLs and all students. Presented by SAVVAS. This is a 2-day session commitment, all participants will have completed their 10-hour SIOP training on the second day.

Section D: COMPENSATION
Consultant Fee (ALL INCLUSIVE): $15,340.00
Funding Source: ~~21822401~~-531200-91101 (Purchase Order Attached)
26422401 mab 7/18/23

Section E: It is agreed that the Consultant will conduct training session at the named site in the County of Beaufort in the state of South Carolina for the dates of (see above). The Consultant will complete the training with arrangements being made by the Instructional Services Staff or designee. The Consultant will be provided a detailed schedule for the service.

Section F: The Beaufort County School District will process payment on the last day of service. Payment may take up to three weeks to be processed by BCSD from the date of submission to the District Finance Office. Contracts require that 14 days' notice be given by either party if the service is cancelled, or dates changed. Said Consultant is an independent contractor and not an employee of Beaufort County School District. Consultants are responsible for reporting earnings and expenses to the Internal Revenue Service.

Section G: All signatures are required to validate the contract and confirm that "Price is Fair and Reasonable". By signing as Department Head/Principal, you are confirming you have read and understand Proviso 1.93 (SDE: Partisanship Curriculum) and that the services provided by the contractor are in compliance with the order. Questions regarding the Proviso may be directed to the BCSD Legal Department. A copy of the Proviso can be found here.

Department Head / Principal	Date 7.27.23
Procurement Officer	Date 7.18.23
Director of Special Revenue	Date 7-28-23
ESSER Grants Accountant Matt Stricker (Aug 9, 2023 13:56 CDT)	Date 7-27-23
Consultant	Date 08/09/2023
Superintendent (Over $10,000)	Date 8/3/23

Updated 06/29/2022 KMY

Beaufort Co School District

SAVVAS

MS Diana Dromsky
Coordinator of World Languages/ ESOL
Beaufort Co School District
PO Box 309
Beaufort, SC 29901-0309
United States

Quote Number: 229919-2
Quote Creation Date: 05-12-2023
Quote Expiration Date: 09-30-2023

Quote Release: 2

Beaufort Co_SIOP T4T blended

Price Quote Summary

Solution	Base Amount	Total
The SIOP® Model	$ 15,340.00	$ 15,340.00
Solution Subtotal	**$ 15,340.00**	**$ 15,340.00**
	Shipping & Handling	**$ 0.00**
	Total	**$ 15,340.00**

Price Quote Detail

ISBN	Description	Price	Charged Qty	Total Charged
The SIOP® Model				
The SIOP® Model Professional Learning				
0000000119060	SIOP® TRAINING FOR TEACHERS BLENDED OPTION A 2-DAYS + VIRTUAL	15340.00	1	$15,340.00
	The SIOP® Model Professional Learning Subtotal			**$ 15,340.00**
	The SIOP® Model Subtotal			**$ 15,340.00**
	Solution Subtotal			**$ 15,340.00**
		Shipping and Handling		**$ 0.00**
			Total	**$ 15,340.00**

Beaufort Co School District

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form **or** by mail. Please submit your PO and price quote via one of the following methods:

Online: https://support.savvas.com/support/s/customerserviceus
Mail: PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS. For questions regarding your order please call Customer Service: 1-800-848-9500.

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard payment terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher.For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will appear on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Damaged & Defective Products: If a print product, or the print component of a blended (print & digital) product, is received in damaged or defective condition, Savvas will issue a credit or replacement at no charge to the customer if the customer promptly (no later than 120 days) returns the damaged or defective product. Customers must report missing product immediately upon receipt.

Return Policy: Returns (other than damaged or defective products) are subject to the following conditions: (a) materials must be returned to Savvas at the customer's expense in new, unused condition, suitable for resale by Savvas (note that any barcoding, stickering, stamping or similar marking on any print materials renders them unsuitable for resale); (b) materials must be returned within six (6) months from the date of purchase; (c) the customer must obtain a Return Materials Authorization ("RMA") from Savvas prior to returning the materials, and must ship the materials back to Savvas within thirty days of receiving the RMA; (d) all materials sold in a set or package must be returned complete as originally sold; and (e) any materials provided by Savvas to the customer on a no-charge basis in consideration of the customer's purchase must be returned in proportion to the purchased materials that are being returned for a credit. A restocking fee of 3% may be applied to credits over $1,000. Savvas' return policy does not apply to science lab kits or trade publication novels, which are sold on a non-returnable basis.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the anniversary of the original order date for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to shipment date. (the anniversary of the original order date unless changed). Changes can be made on the Subscription Worktext Site:
https://worktext-subscriptions.savvas.com

Annual subscriptions for iLit and Successmaker Only: Savvas' iLit and Successmaker products (and no others) automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified.

Technical support services are included with purchase of Savvas digital products.

online help: https://support.savvas.com/support/s/k12-curriculum-support-form
phone: 1-800-848-9500

Professional Services: Professional Services: All paid services must be delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. Any cancellation made with less than 72 hours' notice will result in a cancellation fee equal to the full price of the event. MySavvasTraining is included with purchase of products (https://mysavvastraining.com).

TESOL TRAINERS

Principles & Practices of SIOP

Scope and Sequence

Day	Focus	Strategies
1	Introduction to SIOP, Lesson Preparation	• SMART Objectives = SMART Assessment • Principles of Second Language Acquisition • Conscious Competence • Model Lessons • Techniques: VAKT
2	Building Background, Comprehensible Input, Strategies, Interaction	• Connecting Students to Language & Culture • Teaching & Learning Vocabulary • Making Content Comprehensible • The Gradual Release of Responsibility • Metacognition Mastery • Model Lessons • Techniques: Clear Instructions , peer to peer
3	Practice/Application Lesson Delivery, Review/Evaluation SIOP Closure	• Maximizing Student Opportunities • Integrating the Four Domains of Language • Engaging Students Meaningfully • Self-Assessment Strategies • Planning, Teaching, and Reflecting on SIOP • Model Lessons • Techniques: Information Gaps, Awareness Raising

* **Cost** $575.00 x 30 = $17,250.

The cost for this 3-day journey into teaching and learning excellence is $575.00. For groups of 15 or more, there is a 12% discount per person.

Participants are given access to all lessons, materials, and outlines of all techniques and strategies that are highlighted during the training sessions.

* also unat avail to present on 8|9+10|23.

Introduction

SIOP {Sheltered Instruction Observation Protocol} is a K-12 teaching framework that uses researched-based techniques that makes the content more comprehensible to students while promoting Academic English language proficiency and content mastery. The techniques and strategies SIOP highlights, while created to support English language learners, scaffolds all students into success.

All our professional development is experiential: Instead of lecturing our audience, we invite them into the whole experience as an active learner, a teacher, and an observer of the two. We offer concrete, practical applications of research-driven instructional strategies. In an interactive format, participants will:

- ***Experience*** model SIOP lessons
- ***Examine*** SIOP strategies and techniques
- ***Explore*** ways to adapt SIOP strategies to each teacher's context
- ***Evaluate*** own strengths and challenges with SIOP

Rationale

Providing teachers with the knowledge, skills, and awareness to make the content more comprehensible to their students creates an effective, efficient learner-centered environment. Promoting the use of high yield strategies helps teachers adapt their approach to teaching so that students meet the specific standards and aims of the class while improving their English language skills. Sheltered English Instruction helps teachers identify the areas they need to focus on, gives them a set of research-proven tools to help them adapt their teaching, and guide them in meeting placing the student in the center of their own learning experiences.

About TESOL Trainers, Inc.

TESOL Trainers is the #1 provider of experiential professional development in SIOP in the USA. Our interactive approach to professional development is engaging, empowering, and educational.

We specialize in providing support for educators who serve non-native English-speaking students and students from disadvantaged backgrounds. Our programs on TESOL Strategies, Principles & Practices of SIOP, Academic Vocabulary Excellence, and our popular peer-coaching program, iCOACH™, are offered at K-12 educational institutions throughout the world.

TESOL Trainers offers traditional and remote teacher training. We provide short and long term professional development solutions.

Aims

- Determine the *principles of SIOP* and how they can be used to support learning.
- Identify the *8 components of SIOP* and how they support teaching and learning.
- Notice how the steps of a lesson support/stifle *SIOP components and features*.
- Gain the *knowledge and skills* to use *sheltered instructional strategies* in any context.
- Create *SMART* language and content objectives.
- Develop 8 strategies for teaching *academic language* in all contexts.
- Gain 10 strategies for *making content comprehensible* to all learners.
- Acquire the ability to use the *Gradual Release of Responsibility* to scaffold students.
- Develop skills at *creating think time* for students.
- Use cooperative grouping and pair sharing to *promote oral language development.*
- Promote effective *academic listening* and *viewing* skills.
- Gain strategies to *integrate the 4 domains of literacy* in every lesson.
- Increase the *variety & volume* of student interactions with language and content.
- Develop the ability to *engage* their *students 90-100%* of the time in meaningful ways.
- Hone ability to ignite *metacognition skills* in learners.
- Provide *meaningful review* of language and content using 4 recycling strategies.
- Acquire the ability to *plan face to face and online lessons* using SIOP principles as a guide.
- Gain skills at planning, teaching, and reflecting on lessons: online and face to face.
- Use the *Conscious Competence Matrix* to promote teacher development.

Guiding Principles

TESOL Trainers provides highly engaging professional development that empowers participants with practical, high-yield strategies & techniques that require low to no prep. The participants who attend our training leave us with the ability to implement the techniques and strategies the very next day. Here are the principles that guide everything we do:

Learner-Centered: The driving principle behind all workshops is that the participant must be 100% engaged in all aspects of the professional development.
Experiential: All activities are hands-on approaches to learning that give participants the opportunity to explore and experience the guiding principles.
Adaptable: The techniques and strategies covered can be used the next day in the classroom with little to no preparation.
Research-Based: All strategies and techniques are based on sound research of learning and teaching in the specific context of the workshop.
Needs Based: Every workshop is designed and delivered with the specific needs of the institution in mind.

CALSolutions

CAL SIOP Overview

#1300 x 30=
#39,000.00



September 7th , 14th, 21st, 28th, 2023

Enhance your knowledge and use of the Sheltered Instruction Observation Protocol (SIOP) Model to support classroom instruction for Multilingual learners at your school or district. Please join us for this engaging online version of our CAL SIOP Overview.

REGISTER HERE

This multi-day comprehensive and interactive workshop is designed to help participants plan and deliver CAL SIOP Model lessons for linguistically and culturally diverse students.

PreK-12 teachers will learn and practice implementing the eight research-based components of the SIOP Model to effectively teach language and content. The Institute will include a variety of activities, including demonstrations, simulations and explanations, small-group tasks, video classroom observations, and the creation of activities and lessons. The workshop will encourage reflection needed for each teacher to adapt the CAL SIOP methods to their own content area, grade level, student proficiency levels, program models, and school initiatives.

CALSolutions

for multilingual learners.

Reflecting upon the eight major components of sheltered instruction, the SIOP Model provides a framework for teachers to plan integrated language and content lessons. Used as a lesson planning framework, it ensures that the features of effective instruction critical for language learners are present in all lessons. This workshop series will include a variety of activities such as jigsaw/partner readings, mini-lessons on language acquisition, small group lesson planning, video demonstrations, and hands-on activities that can be adapted for the classroom. Educators will either individually or collaboratively plan lessons specific to their classrooms. Administrators, coaches, and teachers are encouraged to attend as a team.

Based on an interactive flipped classroom model, this cohort will participate in both synchronous and asynchronous online learning.

The synchronous portion will entail participants attending four 4.5-hour live, online sessions. Through an asynchronous, self-paced format, participants will complete online activities that supplement the presentations. They will listen to recorded mini-lectures, read relevant research articles, watch classroom videos of SIOP lessons, apply what they learn to their lesson plans, and interact with other participants through discussion boards and blog posts. Participants will have the opportunity to meet online with CAL facilitators weekly to discuss best practices in SIOP lesson planning, network with other educators from schools around the world, and receive individual/small group coaching from a CAL PD facilitator. Teachers will develop a complete SIOP Lesson plan to use as a model for future planning.

This is the right strand for those who:

- Have limited, or little experience with the SIOP Model, and would like a review of the eight components and 30 features
- May have attended a SIOP workshop in the past, but would like to prepare to teach others about the SIOP Model
- Are available once a week between September 7-28, 2023, for the synchronous sessions and to complete approximately 2 hours of self-paced online assignments per week (which may include watching videos, reading articles, listening to mini-lectures on SIOP components, and planning their lessons, etc.)
- Note: for the virtual presentation, each participant must have their own device. Multiple individuals on one device will not be accommodated.

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Agenda

September 7, 2023: 9:30 am-12:30 pm & 2-3:30 pm EST

- Key characteristics and elements of effective CAL SIOP Model lessons
- SIOP Model review with modeling of activities for second language acquisition
- SIOP Model overview and research
- Lesson Preparation component
- Lesson Planning Time

September 14, 2023: 9:30 am-12:30 pm & 2-3:30 pm EST

- SIOP Model review with modeling of activities for the components of Building Background and Comprehensible Input
- Best practices for teaching Multilingual learners
- Lesson Planning Time

September 21, 2023: 9:30 am-12:30 pm & 2-3:30 pm EST

- SIOP Model review with modeling of activities for the components of Strategies and Interaction
- Best practices for teaching Multilingual learners
- Lesson Planning Time

September 28, 2023: 9:30 am-12:30 pm & 2-3:30 pm EST

- SIOP Model review with modeling of activities for the components of Practice/Application, Lesson Delivery, and Review & Assessment
- Best practices for teaching Multilingual learners
- Lesson Planning Time

Self-Paced Content

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Schedule

- Four 4.5-hour synchronous, mini-workshop sessions, from 9:30 am-12:30 pm & 2-3:30 pm EST on September 7, 14, 21, and 28, 2023.
- Note: Due to the variety of participants joining us from all over, and outside, the U.S., all workshops will be held using Eastern Standard Time (EST). Although recordings will be available to view each session, these may not be used as a substitute for live participation.
- For the self-paced, asynchronous content, participants should plan for approximately 2 to 3 hours per week between September 7 – 28, 2023.
- Note: the asynchronous portion will be available for access for one year.

Cost

- Early bird pricing prior to August 18, 2023: $1,200 per person
- Individual price after August 18, 2023: $1,400/person.
- Send 2 people or more and pay $1,300 each.
- Register early, as space is limited.

Cost includes the following materials:

- Handout packet and handout of the PowerPoint
- 1 digital video, Learning the SIOP with Viewer's Guide
- Links to digital SIOP activities

Videos will be available electronically.

Venue

This Institute will be held online through a combination of interactive online web conferences and through self-paced assignments to be completed in CAL's online learning platform.

Certificate of Completion

CALSolutions

REGISTER HERE

Policies

Registration

To reserve your seat for this institute, please complete the online registration process. Please be aware that your seat at the workshop will only be confirmed once payment is received. If you are registering multiple participants, please have the name, title, school, and email addresses available before you begin the registration process. We encourage you to register as soon as possible as many workshops fill up quickly.

Payment

Before beginning the registration process, please determine your preferred method of payment (credit card, check, or purchase order). When paying by credit card using the online registration system, your seat will be immediately confirmed, and you will receive a confirmation email upon successful completion of the transaction. CAL accepts American Express, Discover, MasterCard, and VISA. For registrations to be paid by purchase order or check, please note that your seat will be tentatively reserved until payment is received. Once the payment is received, you will receive a confirmation email. There will be a fee of $15.00 for each check returned as uncollectible. Purchase orders should be uploaded directly to the registration system or emailed to payables@cal.org. For payment by check, or to pay for purchase orders, please make the check payable to the Center for Applied Linguistics and mail to: Accounts Receivable, Center for Applied Linguistics, 4646 40th Street NW, Washington, DC 20016.

Cancellation Policy

Registrants: We encourage participants to let CAL know as soon as possible if you do not plan to attend the session. Participants may cancel their registration and receive a full refund up to three (3) weeks prior to the institute start date by sending an email to solutions@cal.org. After that date, no refunds will be available. However, registrants may choose to receive the institute materials by mail, postpone their attendance to a future CAL Institute, or transfer the registration to another individual up to three (3) days prior to the course start date. Contact us to discuss your options.

CALSolutions

another event.

Fair Use of Materials

Individuals who have completed CAL trainings and workshops have permission from CAL to use materials in the course of providing professional development to educators in their school or school districts. These materials cannot be used to deliver fee-based services. **Email CAL** if you have questions about the use of CAL materials.

Questions?

If you have questions, please contact us via email at **solutions@cal.org** or call **202-362-0700**, Monday-Friday, 9 am – 5 pm Eastern Time.

+ Add to Google Calendar + Add to iCalendar

‹ Newcomers in Your School: Cultural Connections and Instructional Strategies

CAL SIOP Training of Trainers Institute: Foundations ›