Registration Form

Region 4 Education Service Center Professional Development

Revised 5/2025

How to Register

1. Register Online
   - Visit www.esc4.net and click on "Professional Development."
   - Accepted forms of payment: Electronic Check, Purchase Order, MasterCard®, VISA®, or American Express®.

OR

2. E-mail this completed form to register@esc4.net.
   - Accepted forms of payment: Check, Purchase Order, MasterCard®, VISA®, or American Express®.
   - Please make checks payable to Region 4 Education Service Center and mail along with copy of completed form to: Region 4 Education Service Center
     Attention: Business Office
     7145 West Tidwell Road
     Houston, Texas 77092-2096

Phone and fax registrations are not accepted. Only current registration forms will be accepted. Please register at least 2 weeks prior to the scheduled session. On-site registration is not recommended. You are not guaranteed admittance to a session if you choose to register on-site.

Cancellation and Refund Policy

Cancellations **must** be completed online or sent to cancellations@esc4.net no later than seven (7) calendar days prior to event. We are not able to accept phone cancellations. Registrations are transferrable or substitutions may be allowed up to, but not after the session date. A processing fee of 25% of the registration cost with a minimum fee of $35 will be applied to the refund if the cancellation is submitted before seven (7) calendar days prior to the event. Refunds are not issued for online courses, nonattendance, or cancellations submitted one to six days prior to the event. Participants will receive a full refund for events cancelled by Region 4. This only applies to sessions with a fee.

Special Accommodations

Region 4 Education Service Center (Region 4) is accessible to individuals with disabilities. If you have special needs or require special arrangements in order to participate in a session, please contact Region 4 Registration Services **ten** (10) working days prior to the training program date at 833.714.3932 or register@esc4.net.

Region 4 does not provide child care accommodations. To ensure the safety of children under the age of 18, minors are not allowed in professional development sessions or to be left unattended in the building. Participants who bring children will be asked to leave.

Please complete the form below. You will be contacted by Region 4 only in the event a session is full or cancelled.

Last Name* _____ First Name* _____ Middle Initial _____

E-mail Address* _____

Home Address _____ City/State/Zip _____

Home Phone _____ Position _____ District Name _____

Campus Name _____ Campus Address _____

Campus Phone _____ City/State/Zip _____

Secondary E-mail Address* _____ Secondary Phone* _____

Session ID*: _____ Session Title: _____

Date: _____ Time: _____ Fee *(if applicable)*: _____ Promo Code *(if applicable)*: _____

Session ID: _____ Session Title: _____

Date: _____ Time: _____ Fee *(if applicable)*: _____ Promo Code *(if applicable)*: _____

Fee will be paid by (please check one): MasterCard® ☐ VISA® ☐ American Express® ☐ Purchase Order ☐

Credit Card/Purchase Order # _____ Exp. Date _____

Name as Printed on Card _____ Cardholder Billing Zip Code _____

Cardholder Billing Address _____

Check ☐ Check # _____ Check Amount _____ Date Received _____

To contact Region 4 Registration Services, e-mail register@esc4.net **or call** 833.714.3932.

It is the policy of Region 4 not to discriminate on the basis of race, color, national origin, sex, disability, age, or religion in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title XI of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973. Region 4 Education Service Center is an Equal Opportunity Employer.

A cumulative record of SBEC-required CPE clock hours is provided in My Account, available at www.esc4.net.

*Secondary information is needed in case of an emergency closing by Region 4.