



Infinitec and ISBE Knowledge-Based Virtual Trainings Request Form

We look forward to working with you to deliver an informative, free training for your staff. To make sure everything runs smoothly on the day of the training we ask that you fill out the following form and return it to us no less than **2 weeks prior to the training**. Please return to Samantha Conklin via e-mail (sconklin@ucpnet.org) or fax - (708)444-4204.

General Training Information

Training Selected:

Date:

Start Time:

Time Frame: 1 hour 2 hour 4 hour (2 two hour sessions)

Contact person:

Contact person phone number:

Contact person email:

This seminar, **that relates to access to the core curriculum**, aligns with my school improvement plan.

yes no

If you would like us to provide credit, you will need to have all participants register through a link we provide you. If you will be providing credit, you will not need to use our registration link.

Would you like us to provide professional learning credit? Illinois State Board of Education (ISBE) or Illinois Department of Financial and Professional Regulation (IDFPR) are offered.

yes no

Participant Information (Please provide detailed information about your audience as we will be using this to customize your training to match your audience's needs.)

Who is your audience? special educators general educators speech therapists
 administrators parents occupational therapists
 other (please describe): _____

Grade Level Taught: preschool elementary middle school
 high school transition other

Average skill of participants: novice moderate advanced

What operating system do you have on computers? _____

Maximum number of participants: _____

Will accommodations be needed by any of the participants? yes no

If yes, what accommodation(s) will be needed:

Closed Captioning

Transcript

Other: _____

Within 3 days of receipt of this form, we will contact you to confirm your training request.

If you elected for us to provide credit, you will receive a link for participants to register for the requested session. All participants that wish to receive professional credit for attending the training MUST register through the link. The Zoom link specific to the training will be provided on the registration page.