

Registration and Payment Procedures

“Children must be taught how to think, not what to think.”
~ Margaret Mead ~

Registration and Payment Options

ONLINE: Individuals may register and submit secure payment online via the Educators tab on our website at <https://peworkshops.wcpss.net>. Payments are processed through Wells Fargo’s Elavon Virtual Merchant. You may create a log-in account or register as a guest. Using a log-in account will enable you to save workshops to your shopping cart and keep a record of your workshops and payments. All information received is kept confidential and is not shared with other groups, agencies, or individuals. You will receive two emails: one after your registration form has been completed and a confirmation email after payment has been received.

MAIL-IN: Complete a registration form by checking the desired workshops and entering the cost of each in the “Total” column on each page. Enter the sum total of all workshops in the “Grand Total” box. Ensure that all personal and school information is clear and legible. Virtual workshop participants must have an individual email address listed (we cannot use generic preschool email addresses for virtual workshops.) Make checks payable to **Project Enlightenment**. Payment must be received **two weeks** prior to the workshop start date. Please note that registration is **ONLY** processed when actual payment is received.

Mail payment to:

PROJECT ENLIGHTENMENT, Teacher Workshops, 501 S. Boylan Avenue, Raleigh, NC 27603.

Special Note: Please detach and photocopy the registration form for additional participants. If more than one individual is registering for workshops, please complete a separate form that includes personal and school information for each person.

Additional Registration Information

For WCPSS employees: Current WCPSS employees can register for teacher workshops through WakeLearns.

For Directors: Directors may register multiple participants at one time through our group registration process. Please contact Teresa Veno via email at peworkshops@wcpss.net or call 919.856.7774 x 27025 for details on how to register your entire group at once.

Confirmation of Registration

Confirmations for virtual and in-person workshops will **ONLY** be sent via email and **ONLY** after payment is received. Please write your email address legibly.

Personal Information

Personal information provided for registration purposes, including phone numbers, mailing address and email addresses are for Project Enlightenment, Office of Early Learning, Wake County Public School System use only and will not be shared with anyone else. Phone numbers are used to contact participants in the event a workshop is cancelled. Home mailing addresses are added to the teacher workshop brochure mailing list. Email addresses are used for workshop confirmations, communications from the workshop instructors, and for periodic informational emails. To be removed from Project Enlightenment mailing lists, email peworkshops@wcpss.net.

~ **Completing the Mail-In Registration Form in 5 Easy Steps** ~

Please note that the registration form is located on the next page.
DETACH the form, **MAKE COPIES** for multiple registrations, **SELECT** your workshops,
COMPLETE the form and **RETURN** it with payment to:

PROJECT ENLIGHTENMENT
Teacher Workshops
501 S. Boylan Avenue, Raleigh NC 27603

Registration Form

Detach the form, make copies for multiple registrations, select workshops, complete the form and return it with payment to Project Enlightenment, Teacher Workshops, 501 S. Boylan Avenue, Raleigh, NC 27603 or register and pay online by visiting our website at <https://peworkshops.wcpss.net/>

CODES FOR WORKSHOP TYPE: Virtual Workshop= VW/ In-Person Workshop= IPW/ No Fee=NF

Check Here	Course #	Title	Date	Fee	Total
	TT2K2437	Kindergarten Classroom Visit for Preschool Teachers (TBD) – IPW	Fall 2023 TBD	No Fee	
	TOB2415	One Size Does Not Fit All: <i>Individualizing Supports for Young Children</i> (10:00- 12:00) – IPW at Hudson Memorial Preschool	8.31.23	\$22	
	TPB2416	The Parent Teacher Resource Center Open House: <i>Discover a Treasure Trove of Resources for Teachers of Young Children</i> (3:00- 5:00) – IPW	9.26.23	No Fee	
	TDB2401	A Guided Observation of the Demonstration Preschool (DPS) (9:00-11:30) – IPW	9.27.23	\$25	
	TPB2417	Coaching Young Children Through Problems (ICARE) (1:15- 3:15) – IPW	10.4.23	\$22	
	TT2K2418	Exploring Vertical Alignment from Preschool to Kindergarten (4:00-5:00) – VW- Note: <i>This is a 4- session series occurring Oct. 4, & Nov. 1, 2023, Jan. 24, & Feb. 21, 2024</i>	*see dates listed with title	No Fee	
	TT2K2419	Kindergarten Readiness and Family Support (9:00-11:00) – VW	10.9.23	No Fee	
	TPB2400	Early Childhood Directors' Forum (1:15- 3:15)- VW/ IPW Oct. 11, & Nov. 15, 2023, Jan. 17, & Mar. 13, 2024	*see dates listed with title	\$110	
	TPB2420	Sensational...and Successful Circle Time with Preschoolers (1:15- 3:15) – IPW	10.12.23	\$22	
	TPB2421	Recognizing and Sharing Developmental Concerns in the Preschool Classroom (1:15- 3:15) – IPW	10.17.23	\$22	
	TPB2422	Using Positive Language in the Preschool Classroom (1:15- 3:15) – IPW	10.19.23	\$22	
	TPB2423	Teaching Toddlers and Twos (1:15- 3:15) – VW	10.26.23	\$22	
	TPB2424	Words Mean More with Pictures! <i>Using Visual Supports in the Pre-K Classroom</i> (3:00- 5:00) – IPW	11.8.23	\$22	
	TDB2403	A Guided Observation of the Demonstration Preschool (DPS) (9:00-11:30) – IPW	11.9.23	\$25	
	TPB2425	Through the Eyes of a Child: <i>Enriching the Preschool Classroom Environment with Intention</i> (1:15- 3:15) – IPW	11.9.23	\$22	
	TPB2426	Conscious Discipline®: <i>Finding Calm in Your Classroom During Times of Upset</i> (1:15- 3:15) – IPW	11.13.23	\$22	
	TPB2427	One Size Does Not Fit All: <i>Individualizing Supports for Young Children</i> (1:15- 3:15) – IPW	11.28.23	\$22	
	TT2K2428	Understanding Kindergarten Data and Assessments (6:00- 8:00) – VW	1.3.24	No Fee	
	TPB2429	Conscious Discipline® Introduction (1:15- 3:15) – IPW	1.22.24	\$22	
	TPB2430	Fine Motor Fun...and MORE! (1:15- 3:15) – IPW	1.25.24	\$22	
	TT2K2431	Kindergarten Readiness and Family Support (1:15- 3:15) – IPW	2.6.24	No Fee	
	TDB2405	A Guided Observation of the Demonstration Preschool (DPS) (9:00-11:30) – IPW	2.15.24	\$25	
	TPB2433	Loose Parts: <i>Perfect Pieces for Promoting Open-Ended Play</i> (1:15- 3:15) – IPW	2.22.24	\$22	
				Total →	

Detach here to remove the form.

Registration Form

Check Here	Course #	Title	Date	Fee	Total
	TPB2432	Words Mean More with Pictures- <i>Using Visual Supports in the Pre-K Classroom</i> (3:00- 5:00) – IPW	2.29.24	\$22	
	TPB2434	Conscious Discipline®: <i>Finding Calm in Your Classroom During Times of Upset</i> (1:15- 3:15) – IPW	3.4.24	\$22	
	TDB2406	A Guided Observation of the Blended Classroom (BC) (9:00-11:30) – IPW	3.14.24	\$25	
	TPB2435	Art Activities for the Young Child Indoors and Out (1:15- 3:15) – IPW	4.4.24	\$22	
	TDB2407	A Guided Observation of the Demonstration Preschool Classroom (DPS) (9:00-11:30) – IPW	4.23.24	\$25	
	TPB2436	Sensory Seeking Behaviors in Young Children: <i>What It Means and How to Support!</i> (1:15- 3:15) – IPW	5.2.24	\$22	
	TDB2408	A Guided Observation of the Blended Classroom (BC) (9:00- 11:30) – IPW	5.14.24	\$25	
	TT2K2438	Kindergarten Classroom Visit for Preschool Teachers (TBD) – IPW	Spring 2024	No Fee	
Subtotal →					
Subtotal from column on previous page →					
Grand Total →					

Please complete the form clearly and print legibly.

Personal Information

Last name: _____ First name: _____

Home address: _____

City: _____ State: _____ Zip: _____

Phone: (primary) _____ (work) _____

Email: _____
(Please print clearly)

2nd Email (optional): _____
(Please print clearly)

School Information

School or Center name: _____

Address: _____

No. of children in class: _____ Age range: _____

Does your program accept child care subsidy?

yes no not sure

Detach here to remove the form.