

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
 - 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 7 calendar days prior to event. Phone cancellations are not accepted. Registrations are transferrable.

A processing fee of 25% of the registration cost with a minimum fee of \$35 will be applied to the refund. No refunds for online courses, nonattendance, or cancellations submitted 1–6 days prior to the event. Participants will receive a full refund for events cancelled by Region 4 Education Service Center (Region 4).

Special Accommodations

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 5 working days prior to the session date (see contact information below).

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):

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Fee will be paid by (please check one):	MasterCard® <input type="checkbox"/>	VISA® <input type="checkbox"/>	American Express® <input type="checkbox"/>	Purchase Order <input type="checkbox"/>
Credit Card/Purchase Order #	Exp. Date			
Name as Printed on Card	Cardholder Billing Zip Code			
Cardholder Billing Address				
Check <input type="checkbox"/>	Check #	Check Amount	Date Received	

To contact Region 4 Registration Services, e-mail register@esc4.net or call 713.744.6326.

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.