



Below are specific instructions for how to register for the Foundations Seminar. *Please read and follow these instructions*, to help us ensure that we have an accurate list of attendees, and their contact information. At the end of this document you will also find general information and pricing for the seminar.

## How to Register

Thank you for your interest in one of the upcoming Culturally Responsive Teaching and the Brain workshops. Below are instructions for registering for our workshops.

### OPTION 1: REGISTER WITH CREDIT CARD

Please note that seating in our workshops is limited. All registrations are subject to space availability. Registration is accepted up until 1 week in advance, based on availability, but we encourage you to enroll early, to avoid disappointment.

1. Visit our event registration page here: <http://crtandthebrain.com/upcoming-events/>
2. Scroll down to find the workshop and date you'd like to register for.
3. Click Register Now and follow the instructions on the next page to enter ***your personal information*** (not the institution or other attendees).
4. Then on the next page, enter Attendee name, email, role, and the usual payment credit card information.

***IMPORTANT! The first web page of registration is for us to distinguish between those who are registering themselves, vs. those who are registering themselves plus others, vs. those who are ONLY registering others and will \*not\* attend. This helps us ensure that our Attendee roster is correct.***

***Please follow the instructions on the web pages, to prevent confusion about who is actually attending.***

### OPTION 2: PAY BY DISTRICT CHECK

***NOTE THIS OPTION DOESN'T GUARANTEE A RESERVED SEAT until district check is received, and space is available.***

Please carefully review the following requirements:

1. We do not accept purchase orders for payment. But we will assist you with an invoice to submit to your administration or purchasing department so that they can generate a check on your behalf.
2. Payment in full of the registration fee must be received *no later than 2 weeks* prior to the event start date if paying by district check.
3. **No request for invoicing for a purchase order will be accepted less than 30 days from the start date of the workshop. But you may submit payment by credit card up until 1 week prior to the start date, if seats are still available.**
4. Because initiating the purchase order process in your district's business office takes time, we suggest you begin the process early.
5. *Your seat in the workshop will not be reserved until payment in full is received. Paid registration will immediately reserve your seat, if there are still available seats.*

## How to Process Your Registration through Your District (Purchase Order for Check Payment).

This is a 2 step process:

1. Send us an email at [support@crtandthebrain.com](mailto:support@crtandthebrain.com) to request an invoice. Be sure to include:
  - a) Your name and email address as Coordinator if you are not attending;
  - b) Your phone number in case we have questions;
  - c) The name of your school district
  - d) The first name, email address, and role of all attendees; and
  - e) The title and date of the workshop for the invoice

NOTE: We will email you a confirmation that we received your request, and we'll email you an invoice within 2 business days. If you don't receive an immediate response from us when you request the invoice, please contact us at [support@crtandthebrain.com](mailto:support@crtandthebrain.com) and provide a personal (not a school district) email address where we can contact you.

2. Submit the Information Flyer (included below) and the Invoice we send you, to your district for them to issue a check.

### IMPORTANT NOTES – PLEASE READ!

- Email: Some school district computer systems block email from automated email systems like ours. If you do not receive an email from us when expected, please email us at the address below and send us a personal (not a school district) email address. **Personal email addresses are preferred, for deliverability – especially during summer months.**
- If you are registering more than 5 people, you may send us their names, email addresses, and roles in a simple spreadsheet.
- Registration for you or those you register will be “pending.” *Seats are not reserved until payment has been received.*
- Please remember that payment in full must be received at least 2 weeks prior to the event start date, in order for you to be registered. Or you may register up until 1 week prior to the event by paying with a credit card, if there are seats available.

**Need help or information? Contact us at [support@crtandthebrain.com](mailto:support@crtandthebrain.com)**

### Cancellation, Change, and Refund Policy:

**Cancellation of Registration:** If you must cancel, you can receive a full refund minus a non-refundable \$75 processing fee when you notify us in writing at least 30 days before the workshop start date. No refunds can be given after this, but you may transfer your registration to another participant for this workshop. A missed session will not be refunded.

**Change:** If you need to change the people who will be attending, you may make 2 changes within 2 weeks of initial payment or invoice request, free of charge. More than 2 changes, or changes outside the 2 week grace period will incur a change fee of \$50 each, which must be paid in full, by credit card, before the changes can be made. No invoices will be issued for change fees.

**Cancellation by CRT and the Brain:** In the event of low registration, weather event or venue issues, we reserve the right to cancel and refund your registration fee. We are not responsible for travel cancellation costs.



## 2-Day Foundations Seminar

Educators don't become culturally responsive as the result of one professional development experience. But you can begin to lay the foundation that creates a roadmap for becoming more responsive over time. Based on the bestselling book, *Culturally Responsive Teaching and the Brain*, this 2-day seminar is designed to help you understand how the various elements of culturally responsive practice work together to create the conditions for students to thrive and embrace rigor. Using the Ready for Rigor frame, we will explore the dispositions and practices that lay a foundation for being more responsive to diverse students who are under-performing.

9am – 3:30pm each day

\$600.00 per person/ Two weeks before the event - \$650.00

*Continental breakfast. Lunch on your own. Dinner and Lodging not included.*

### What You Can Expect:

We will focus on understanding how the core principles of culturally responsive teaching translate into mindsets and moves for both teachers and students. We will understand the neuroscience behind key practices that will allow us to adapt and customize them to various contexts or student demographics. We will bust misconceptions about CRT and think through key principles. We will anchor conceptual knowledge in hands-on, experiential activities.

### Learning Outcomes

- Discover the critical connections between student learning, culturally responsive practices and neuroscience that allows you to customize CRT strategies.
- Identify your current mindset and moves so that you know what needs to change in your classroom or school.
- Practice core moves in the four areas of the Ready for Rigor framework
- Create a “playbook” of teaching strategies, student cognitive routines, and formative assessment structures.

### Who Should Attend?

- Educators who have done previous equity work (i.e., Cultural Proficiency, Beyond Diversity, etc.) and are seeking to translate their awareness into classroom practices.
- Instructional coaches who want to build a foundational understanding of the components of culturally responsiveness
- Leaders who need to build their background knowledge and understanding of culturally responsive practices as a strategic move toward meeting equity goals.

**Note: This isn't a “train the trainer” workshop. It is not designed for professional developers who wish to bring “strategies” back to their staff. It is for professional developers who are building their own personal knowledge and capacity.**