



Professional Development Training Registration Form

This form has been developed to capture training details from you, our partners, who wish to collaborate with the Jamaica Teaching Council to provide professional development opportunities to in-service teachers.

This form is fillable - it should be completed electronically, not with a pen. Kindly complete all questions by typing/clicking in the space provided. Upon completion, please save and email the form to dredria.bailey@moey.gov.jm

If you are having trouble completing this form, or if you have any question, please contact the JTC's Professional Development Unit at **876-922-8019**.

1. Name of Organization

2. Address

Street Address

Street Address Line 2

City/Town

Parish

Postal / Zip Code

3. Email Address

example@example.com

4. Contact Person

First Name

Last Name

5. Email Address for Contact Person

example@example.com

6. Title of Training Activity

7. Focus of Training

8. Training Date (starting)



Month Day Year

9. Training Date (ending)



Month Day Year

10. Number of Training Sessions per day

11. Training Location(s) and Venue(s)

	Date	Venue	Parish
Venue 1			
Venue 2			
Venue 3			
Venue 4			
Venue 5			
Venue 6			

12. Target Group

13. Projected Number to be Trained

14. Type of Training

Face to face (Residential)

Face to face (Non-residential)

Online

Mixed (Face to face and Online)

15. Type of Registration

Open registration: any teacher in the target group can register

Recommended registration: only pre-selected teachers can register

Restricted registration: limited to specially invited teachers

16. Registration Deadline



Month Day Year

17. How will teachers register? Please provide details.

Example: website, telephone, email

18. What type of certification will teachers receive?

Certificate of Participation

Certificate of Completion

Certificate of Competence

19. Is there any cost attached to this training that the teacher will need to cover?

Yes

No

20. If your answer to question 19 was 'Yes" kindly provide a breakdown of this cost.

Item	Cost (\$)
a)	
b)	
c)	
d)	
e)	

21. State any special consideration the teacher may need to be aware of in order to effectively engage in the training session.

travelling, payment plan etc

Thank you for registering your training activity. We look forward to partnering with you in implementing your training.

For further information and queries please free to contact us at:

Jamaica Teaching Council,

2nd Floor, 2 St. Lucia Avenue, Kingston,

Tel: (876) 922-8019,

Fax: 967- 4754

Email: jtc.info@moey.gov.jm