

Morris-Union Jointure Commission

Professional Learning Inservice Registration Information and Form

Save The Date – Get Board Approval Now!

<i>HOW TO REGISTER FOR and/or CANCEL AN INSERVICE</i>	<i>HOW DO I KNOW I AM REGISTERED</i>	<i>HOW TO PAY FOR AN INSERVICE</i>
<ul style="list-style-type: none"> ➤ Participants must pre-register by filling out the MUJC's registration form. Be sure to include home phone number and email in case of cancellation. ➤ Registrations must be received no later than one week prior to the event to guarantee notification of close out or cancellation. ➤ Cancellations must be in writing and received prior to the inservice. 	<ul style="list-style-type: none"> ➤ If registrations are received 1 week or more prior to the event, a confirmation letter with directions will be mailed to the participant at their school. ➤ If the participant does not receive a confirmation letter, to ensure enrollment, email the director of professional development, at pddirector@mujc.org or telephone at 908-464-7625, ext. 1109 to confirm. 	<ul style="list-style-type: none"> ➤ Registration must be accompanied by payment in the form of: <ol style="list-style-type: none"> 1. personal check 2. credit card (via our website at www.mujc.org) 3. district check 4. purchase order 5. cash, money order. <p>(checks/purchase order should be made payable to: Morris-Union Jointure Commission).</p>

USE A SEPARATE FORM FOR EACH PARTICIPANT AND RETURN TO:

**Morris-Union Jointure Commission, 340 Central Avenue, New Providence, NJ 07974
908-464-7625, ext. 1109; 908-464-1244 (fax)**

Inservice Title _____

Inservice Date _____

PLEASE PRINT LEGIBLY

Name _____

Title /Grades _____

_____ email _____

School Name _____

Street _____

City, State, Zip Code _____

School Phone (____) _____ Home Phone (____) _____

District _____

Please select: Public School Private School

Completing this form obligates you and/or your district for payment of this inservice.