Registration for Certified Facilitators and Plus-One 2019–2020

During registration for this year’s professional learning events intended for Certified Facilitators, participants may add a “plus-one” to add richness to the learning and even more authenticity to the planning.

We encourage Certified Facilitators to choose a colleague from a school, district, or ESU with whom they are likely to implement the content and/or who will be a thought partner for planning and implementation.

Here’s the registration process for Certified Facilitators and their plus-one:

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|  | Registration work flow (including plus-one) | Person (team) responsible  | Also inform |
|  | Email announcing open registration sent to all Certified Facilitators  | Nebraska PL Lead, Operations | SME-PM-PA |
|  | Certified Facilitators register | Certified Facilitator |  |
|  | **Certified Facilitators invite a plus-one by forwarding registration information to a colleague they want to have participate with them** | Certified Facilitator | Nebraska PL Lead  |
|  | Plus-ones register | Plus-one | Cooperating CF |
|  | Auto-confirmation email sent to all registrants  | Operations (Cvent) | Nebraska PL Lead-PL SME-PM-PA (during weekly update) |
|  | Email sent to registrants when/if event is full (maximum of 40) | Operations | Nebraska PL Lead-PL SME-PM-PA (during weekly update) |
|  | Registration closes one month before event | Operations | Nebraska PL Lead-PL SME-PM-PA (during weekly update) |
|  | Email all Certified Facilitators that registration is closed for the event | Operations | Nebraska PL Lead-PL SME-PM-PA (during weekly update) |