**TASP Spring Institute**

**April 7, 2018 ● Tennessee Tech University ● Cookeville, TN**

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| **Name:**  (Please print name as you would like it to appear on your name tag) | **Place of Employment/Institution:** |
| **Address:** | **Phone:** |
| **Email:**  (used for registration confirmation purposes only) |

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| **Status** | **Registration** | **EarlyBird**  (Postmarked by March 23, 2018) | **Cost** |
| **Professional Registration** | **$75.00** | **$60.00** |  |
| **Student Registration**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **University**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of University Trainer** | **$50.00** | **$35.00** |  |
| **On-Site Registration Fee** | **Add $20.00** |  | **$** |

Note: For students, even if you register and pay online, you must mail in a copy of this form signed by a trainer from your university.

**Method of Payment:**

Enclosed: [ ] Check (payable to TASP)\* Online: [ ] PayPal (link on [www.tasponline.org](http://www.tasponline.org))

**Be Sure to Mail Completed Form to:**

Pam Haggard

1060 Worlds Fair Park Drive, 304

Knoxville, TN 37916

NOTES

* Continental breakfast and boxed lunches are included in the spring institute registration.
* You will need to print a free parking pass from Tennessee Tech and display it in your car window. A web link to do this will be provided on the TASP website.
* NASP Approved Continuing Professional Development credit will be offered for these sessions. In order to receive full credit, attendees must arrive on time and remain for the duration of NASP Approved sessions. Partial credit WILL NOT be given.
* A returned check fee of $20.00 will be charged for all returned checks.
* Refund Policy: Full Refunds will be provided for pre-paid registrants after the conference if notification is received two weeks prior to the spring institute. Any cancellations received within two weeks of the conference will be given a refund after the conference minus a $25 cancellation fee. Please submit email requests to Pam Haggard, TASP Treasurer at [pamhaggerd@ymail.com](mailto:pamhaggerd@ymail.com)
* Persons with Disabilities or Special Assistance Needs: Please email the TASP Conference Chair [Aimee.Holt@mtsu.edu](mailto:Aimee.Holt@mtsu.edu) t with accommodation requests at least two weeks prior to event to ensure complete access to the professional development activity.