

CONFERENCE REGISTRATION GUIDE

1. Click the *Register* button and select institution type. Workshops vary by institution type.



2. Select whether registering for yourself or someone else (must use their email address).

2021 COE VIRTUAL SUMMER CONFERENCE

I would like to register . . .

Myself

Someone Else
UNDER THEIR EMAIL

3. Complete all required registration information (Personal Information, A Few Details, Your Workshop Selections). Be sure the institution type is correct and make your workshop selections.

2021 COE VIRTUAL SUMMER CONFERENCE
Registration Form




PRIVACY NOTICE	Click to read	✓ Type: Non-Public Institution Registration	
Personal Information		✓	
A Few Details We Need		✓	
Make Your Selections		✗	

Institutions with initial or reaffirmation visits are required to register for *The Annual Report, The Annual Report: Reporting Student Achievement Data (CPL), The Self-Study Part 1 Non-Public, and The Self-Study Part 2 for Non-Public, Public, and Apprenticeships* 6 to 18 months prior to the accreditation visit.



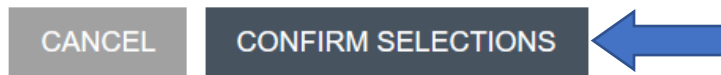
Review workshop requirements for accreditation visits (requirements vary by institution type).

4. Check the box under registration. Scroll through the workshops offered for your institution type. Go through the schedule for the week and select the workshops you wish to attend. **To receive the Zoom links, the workshops must be selected here.**

REGISTRATION - MANDATORY	MIN of 1 MAX of 1
NON-PUBLIC REGISTRATION	\$ 475.00
An institution that is created, operated, and controlled by a non-governmental entity; such as, a business corporation, a foundation, a religious organization, or a chartered association.	
<input checked="" type="checkbox"/>	
MONDAY, JULY 12 11:00 AM- 12:00 PM	
THE COE APPROVED PROGRAMS LIST	
🕒 Monday Jul 12, 2021 11:00 AM — 12:00 PM EDT	
Confused about which programs should appear on the COE approved programs list? Get the answers to these and many more questions about this important list and how it can affect your status with the Council, Federal financial aid programs, and state approval agencies.	
<input checked="" type="checkbox"/>	
MONDAY, JULY 12, 1:00 PM - 2:30 PM	
OCCUPATIONAL ADVISORY COMMITTEES	
🕒 Monday Jul 12, 2021 01:00 PM — 02:30 PM EDT	
The most findings of non-compliance on an accreditation visit is <i>Standard Two, Occupational Advisory Committees</i> . Learn about best practices to improve the overall effectiveness of your OAC, while helping to create committee "buy-in" from members. Move from compliance to operational excellence.	
<input checked="" type="checkbox"/>	
MONDAY, JULY 12, 3:30 - 5:00 PM	

5. After selecting all workshops for the week, the amount due will appear.
Click “Confirm Selections”.

Sub-Total	\$475.00
Processing Fee	\$12.00
Total Due	\$487.00



6. After “Confirming Selections”, there’s an opportunity to make changes to your registration prior to the clicking on “Final Steps”.

2021 COE VIRTUAL SUMMER CONFERENCE
Registration Form

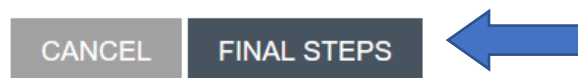
PRIVACY NOTICE [Click to read](#) ✓ Type: Non-Public Institution Registration

Personal Information ✓

A Few Details We Need ✓

Make Your Selections ✓

Nice work! If you missed anything, click on any section bar to make changes! Otherwise, go to FINAL STEPS.



7. If there are no changes, click on “Final Steps”. The screen below will appear. All registration fees must be paid by credit card and processed through PayPal.

Complete Registration

A \$12 processing fee will be added to credit card payments. Payments are processed through PayPal.

[Review Selected Items](#)

Sub-total	\$475.00
Processing Fee	\$12.00
Total Due	\$487.00

[ADD ANOTHER REGISTRANT](#) [FINISH & PAY LATER](#) [PAY NOW!](#)

To add another registrant and pay with one credit card transaction, click the **blue** button “[Add Another Registrant](#)”.

If your institution does not allow credit card payment at the time of registration, select “[Finish & Pay Later](#)”.

To complete your registration and pay the registration fee, click the **green** button “[Pay Now](#)”. You will be taken to the PayPal screen to make the credit card payment.

NOTE: Conference registration is NOT completed unless you click either “[Pay Now](#)” or “[Finish & Pay Later](#)”.

8. After completing registration, a registration confirmation page will appear. Sample below. Click Print Receipt to get registration confirmation, workshop selections and proof of registration. There is also an opportunity to pay the registration fee from the receipt.

CONGRATULATIONS! KAY SMARR IS REGISTERED!

Thank you for registering for the 2021 COE Virtual Summer Conference.

A confirmation email has been sent to kay.smarr@council.org. You can always administer your registration (and any registrations you completed for others) by clicking your name in the upper right of any screen and visiting your MY EVENTS area.

Register Another

Print Receipt



2021 COE Virtual Summer Conference

If the registration confirmation page does not appear, the registration did not go through and registration is not complete.

A confirmation email is also sent to the email address used in registering for the conference. If a confirmation email is not received, registration did not go through and registration is not complete.

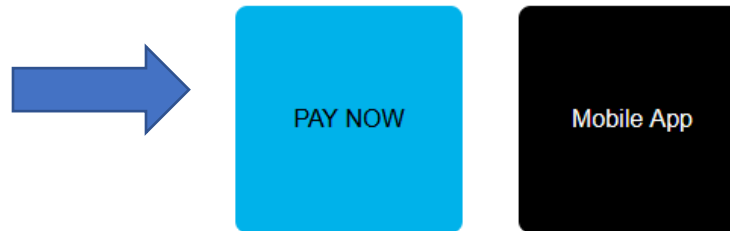
Sample confirmation email below. All workshop selections will be listed in the confirmation email.



REGISTRATION CONFIRMATION

[NOT DISPLAYING PROPERLY? CLICK HERE.](#)

CONF #: 428837
Attendee: Kay Smarr
Event: 2021 COE Virtual Summer Conference
Dates: Jul-12-2021 — Jul-16-2021



Thank you for registering for the 2021 COE Virtual Summer Conference. The conference agenda is available by clicking on the link below:

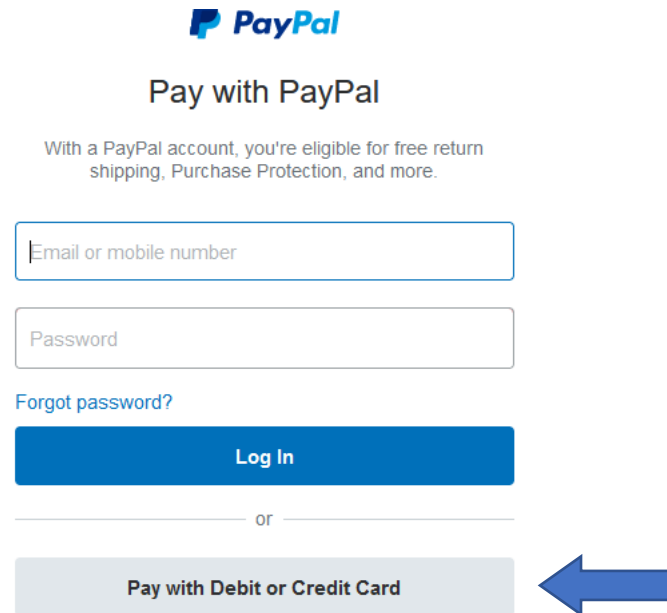
[2021 Virtual Summer Conference](#)

Registrants will not receive the links to the Zoom workshops until the credit card payment has been received.

If credit card payment was not done at the time of initial registration, click “Pay Now” and complete the credit card payment through PayPal prior to the conference.

Links to the Zoom workshops will not be emailed until payment has been received.

9. A PayPal account is not required to pay the registration fee. Registrants may click “Pay with Debit or Credit Card” and proceed without having a PayPal account.



The image shows the PayPal login interface. At the top is the PayPal logo. Below it is the heading "Pay with PayPal". A sub-heading reads: "With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more." There are two input fields: "Email or mobile number" and "Password". Below the password field is a link for "Forgot password?". A blue "Log In" button is positioned below the fields. Underneath the button is the word "or" flanked by horizontal lines. At the bottom is a grey button labeled "Pay with Debit or Credit Card". A blue arrow points from the right towards this button.

When completing the credit card information, enter the information connected to that credit card account (name, address, phone, email, etc.).

Once payment has been received, the conference receipt will reflect payment and PayPal confirms payment.

Questions should be emailed to Tami Maynard of COE (tami.maynard@council.org).

We look forward to your participation in our 2021 COE Virtual Summer Conference.