

4505 S. Maryland Pkwy.  
Box 452006  
Las Vegas, Nevada 89154-2006  
(702) 895-4777 • Fax (702) 895-4786  
<http://caeo.unlv.edu/>

Fall 2007 – Summer 2008

Enclosed is a registration form for GEAR UP administrators and teachers who are interested in enrolling in CCSD professional development classes (PDE) or UNLV courses. Courses selected should lead to addressing the “highly qualified” status per NCLB. GEAR UP can reimburse licensed teachers up to **nine (9) credits** per year. In exchange for funding the tuition, teachers are expected to support the partnership and commit to preparing students at your site for college. For teachers seeking a math or science endorsement, **six (6) additional credits** will be reimbursed for these subject classes.

The administrator is requested to sign the **Teacher Development Registration Form** as an indication that the requested class is/are appropriate and that the teacher supports the GEAR UP Partnership at the school. Teachers may contact their school site GEAR UP Coordinator to see how they may assist with any GEAR UP activities provided at their school.

Licensed teachers or administrators who take a class from UNLV should complete the attached Teacher Development Registration Form and **submit it along with the UNLV receipt of payment for the class (s)**. Please make sure that you fill out the Fall 2007 – Summer 2008 application. (See Attached)

If you take a **PDE** class, you should submit the following: **the application**, a **W-9 form** (please contact Jessica Perkins at 730-6150 to have the form faxed to you), a **receipt of payment from your instructor** (not enrollment confirmation receipt), a **debit card receipt, or a credit card receipt**. **No other proof of payment is acceptable.**

When you are ready to submit your application, please make sure that the application and receipts are **submitted at least a week after registration**. Also, all information should be legible and the school site location should be written, (i.e. Bridger MS instead of 621).

The registration form and all receipts should be faxed to Jessica Perkins at 736-6228. Reimbursement by UNLV takes six to eight weeks after all forms have been submitted.

Thank you for your attention to this offer. If further information is required, please contact Jessica Perkins at 730-6150 or Alma Vining at 730-6164.

Alma Garcia Vining, Director  
Curriculum Design and Implementation

- EARLY STUDIES PROGRAM
- EDUCATIONAL OPPORTUNITY CENTERS
- EDUCATIONAL TALENT SEARCH
- FAMILY SUPPORT SERVICES
- GAINING EARLY AWARENESS & READINESS FOR UNDERGRADUATE PROGRAMS
- I HAVE A DREAM® FOUNDATION
- MCNAIR SCHOLARS INSTITUTE
- PARENTS EDUCATIONAL SERVICES
- RESEARCH & COMPLIANCE
- STUDENT SUPPORT SERVICES
  - TRIO TRAINING
  - TUTORING SERVICES
  - UPWARD BOUND
  - UPWARD BOUND MATH / SCIENCE CENTER



**CURRICULUM DESIGN & IMPLEMENTATION DIVISION**

Teacher Development Initiative • Technology & Science Initiative • Pre-service Teacher Initiative  
Student Growth Initiative • Staff Training Initiative



## STEPS TO FOLLOW FOR SUBMITTING THE ADMINISTRATOR/TEACHER DEVELOPMENT REGISTRATION FORM

The registration form may be accessed at:

[http://www.unlv.edu/studenterv/caeo/General\\_info/OnlineApps/TeacherDevelopmentApp.pdf](http://www.unlv.edu/studenterv/caeo/General_info/OnlineApps/TeacherDevelopmentApp.pdf)

When completing the form, follow these steps:

- Print all information clearly.
- Provide correct phone numbers and e-mail addresses.
- Submit each semester of classes that you are taking on separate forms.
- E-mail or fax the proof of registration and receipt (s) for the UNLV or CCSD PDE class(s). If you take PDE classes, a W-9 Taxpayer ID number request will be sent to you via fax. Please complete the form and fax it back.

By following these procedures, scholarship payments should be sent to you in a timely manner. Otherwise, checks mailed to you may be delayed.

Thank you for your cooperation.

Fall 2007 – Summer 2008



# Administrator/ Teacher Development Registration Form

\_\_\_\_\_  
Last First MI

\_\_\_\_\_  
Social Security Number School Site Grade Taught/Subject

\_\_\_\_\_  
E-mail address

Please check:  
 Licensed Teacher  Counselor  Administrator

\_\_\_\_\_  
Home address City State Zip Code

\_\_\_\_\_  
Cell Phone Home Phone Work Phone

As licensed school personnel, you are eligible to take up to **9 credits** from UNLV and/ or from the CCSD PDE Course Catalog **per year**. Teachers who are seeking a math or science endorsement are eligible for an **additional 6 credits** in these subject classes. To have your tuition reimbursed by the GEAR UP Program Partnership, please list the course(s), read the statement, obtain your principal's signature and sign below. Submit this form along with a printout of your UNLV online registration form and the paid receipt or PDE receipt to Jessica Perkins, fax 736-6228. You will be reimbursed for UNLV and/or PDE classes four (4) to six (6) weeks after form is submitted.

SEMESTER/ DATE(S)	COURSE # / SECTI ON	COURSE TI TLE	CREDI TS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby request approval from the UNLV GEAR UP Partnership to reimburse me for the UNLV or PDE tuition (course fees are not included) for a **maximum of nine credits per year**. By allowing the Partnership to pay for the following course(s), I agree that I am in support of the Partnership and will commit to preparing students at my school for college. I am also aware that the Partnership will make every effort to process this request, but that it cannot make any guarantees and is not responsible for situations beyond its control such as lost registrations, computer errors, or other problems associated with reimbursing my tuition. If I drop the class during the semester, I will return the check/money sent for reimbursement purposes. If I do not comply with the above statement, I may not be able to continue participating in the GEAR UP Partnership after the current semester.

\_\_\_\_\_  
Administrator/Teacher's Signature

\_\_\_\_\_  
Date

In order to access this opportunity, I understand that I must be in good standing with the Clark County School District.

\_\_\_\_\_  
School Administrator's Endorsement

\_\_\_\_\_  
Date