ITE Lunch & Learn Program for On-Demand Webinars

ITE strives to provide you with convenient avenues to continue your education. Given the number of requests for group learning, ITE is launching its Lunch & Learn Program as a member benefit.

This provides the opportunity to groups who would like to view this webinar in one setting and receive PDH credit in a group setting at their own leisure.

Requirements to Participate in this Program:

1) Minimum of six participants
2) Proctor required and participants must sign-in using the ITE approved sign-in sheet, which will be provided upon confirmation.
3) ITE will need this form back at least two weeks in advance of your Lunch & Learn.
4) One person will need to purchase the on demand webinar at the regular pricing ($49 per member) and then the following pricing structure for additional attendees will apply.
   a. Additional Attendee Pricing structure:
      i. $25 per member
      ii. $50 per nonmember

Webinar Name: _____________________________________________________________

Name/ITE ID Number/Email Address of Participant who purchased full course:

Employer/Company Name of Group Participating: __________________________________

Number of Additional Attendees: _______________________________________________

Date of Lunch & Learn: _______________________________________________________
Participants Information: Minimum of six participants

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Important Information:
- The participant registering for this course will need to submit this form and receive approval before they should purchase the course due to time limits.
- You will have 30 days from the date you hold the lunch & learn to:
  - submit the ITE Approved Sign-in sheet
  - payment to ITE for your additional attendees
- Once these items have been received and processed, each attendee will receive an email from ITE Learning Hub with instructions on where to take an evaluation and receive their PDH certificate.

Payment Method

☐ Check  ☐ Credit Card (Visa, MasterCard, AmEx)

If you are selecting a check payment, please mail to our ITE Lockbox at:
ITE
P.O. Box 791493
Baltimore, MD 21279-1493

If you wish to pay by credit card please indicate that and an ITE Staff Member will contact you with further instructions.

If you have any questions please contact ITE Professional Development Manager, Kellyanne Broom at kbroom@ite.org