ITE Lunch & Learn Program for PTOE Refresher Course

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.

This provides ITE members and nonmembers the opportunity to view the course together at their own leisure and receive PDH credits.

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 course at the regular pricing ($250 member or $450 nonmember) and then the following additional attendee pricing structure will apply.
   a. Additional Attendee Pricing structure:
      i. $125 per member
      ii. $250 per nonmember
5) Each person must participate in each module.

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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<th>ITE ID Number (if applicable)</th>
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Important Information:
- The participant registering for this course will need to submit this form and receive approval before they purchase the course due to time limits.
- You will have 90 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